

EMPLOYMENT NOTICE NO. HM/823/APPT/2014 DATED 15.09.2014

Habra Municipality will appoint 6(Six) Specialists/Experts namely 1) URBAN PLANNER, 2) PROCUREMENT SPECIALIST, 3) SOCIAL DEVELOPMENT SPECIALIST, 4)URBAN INFRASTRUCTURE EXPERT, 5)CAPACITY BUILDING /INSTITUTIONAL STRENGTHENING SPECIALIST, 6)MUNICIPAL FINANCE SPECIALIST on consolidated pay of Rs.35000/- P.m. purely on contract basis for a period of (one) year which may extend upto 4(four) years under Comprehensive Capacity Building Programme of JNNURM for city level RPMC under Habra Municipality.

For details visit our Website at www.habramunicipality.in.

Sd/-
Chairman,
Habra Municipality

OFFICE OF THE BOARD OF COUNCILLORS

HABRA MUNICIPALITY

HABRA, NORTH 24 PARGANAS

EMPLOYMENT NOTICE NO. HM/823/APPT/2014 DATED 15.09.2014

Application in the "Prescribed Format " are invited from the eligible candidates for engagement of Specialists /Experts as mentioned in details below, under Comprehensive Capacity Building Programme(CCBP) for city level RPMC under Habra Municipality, Habra, North 24 Parganas on contract basis.

1. Urban Planner (1)

Education : Bachelor of planning/social science/architecture/Civil Engineering or post graduate in social science subjects having specialization/paper in urban development or planning or environment related subjects.

Experience: 3 to 5 years in a similar position in state level/ULB level.

Other qualification :

- Experience in working with various urban development projects/programmes in ULBs.
- Experiences in urban reforms and capacity building programmes for ULBs.
- Fluency in English & Bengali or Local languages of West Bengal. The monthly contractual remuneration for the post is Rs.35,000/- only.

2. PROCUREMENT SPECIALIST (1)

Education: Engineering degree with experience in Procurement and Project Preparation and Management.

Experience: should have at least 3 to 5 years experience in managing procurement on infrastructure projects, preferably urban infrastructure.

Other qualification:

- Skills to assist ULBs in ensuring that standard documentation and detail operating procedures for procurement, contract management etc. specially : detailing specification, compiling, terms of reference packaging bidding materials, defining evaluation criteria, preparing standard forms of contract, designing payment certificates.
- Fluency in English & Bengali or Local languages of West Bengal. The monthly contractual remuneration for the post is Rs.35,000/- only.

3. SOCIAL DEVELOPMENT SPECIALIST (1)

Education: Bachelor's degree in social science with practical experience of working in the development areas, preferably in urban development.

Experience: should have at least 3 to 5 years experience in undertaking social and community development initiatives and appraisals in the municipal environment, especially in relation to urban infrastructure projects.

Other qualification:

- Knowledge in implementing governance reforms.
- Experience in social analysis/resettlement and rehabilitation.
- Fluency in English & Bengali. The monthly contractual remuneration for the post is Rs.35,000/- only.

4. Urban Infrastructure Expert (1)

Education: Graduate Engineer from recognized University.

Experience: Have at least 3 to 5 years experience in designing and managing municipal infrastructure projects at ULB level.

Other qualification:

- Have broad range of experience in urban infrastructure and a background in public health engineering, especially water supply and sanitation.
- Be very familiar with procedures of the municipal environment.
- Fluency in English & Bengali. The monthly contractual remuneration for the post is Rs.35,000/- only.

5. CAPACITY BUILDING / INSTITUTIONAL STRENGTHENING SPECIALIST (1)

Education: Bachelor's degree in development field (Urban development or social development)

Experience: 3 to 5 years experience in training and capacity building as well as competence in urban sector in ULBs.

Other qualification: -

- Knowledge of adult learning methodology and capacity building experience within the urban sector, including experience in areas such as capacity assessment, curricula development, course organization problem based (and not only content based) training, and training impact evaluation in ULB level.
- Computer literacy (word processing, presentation).
- Fluency in English & Bengali. The monthly contractual remuneration for each post is Rs.35, 000/- only.

6. MUNICIPAL FINANCE SPECIALIST (1)

Education: Graduate degree in Commerce from recognized University.

Experience: At least 3 to 5 years experience to advice and train ULB staff in Municipal Finance, Project Finance, Resource mobilization, Public Private Partnership etc.

Other qualification: -

- Skills to evaluate urban infrastructure investment, add helping city governments to examine and use a range of opinion for financing projects.
- Fluency in English & Bengali or Local languages of West Bengal. The monthly contractual remuneration for the post is Rs.35, 000/- only.

Terms and conditions noted below:

1. Bank Draft of Rs. 200/- for each application be drawn in favour of Chairman, Habra Municipality payable at Habra as Application Fee (Non refundable) which must be enclosed with the application.
2. Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority with application.
3. No TA/DA will be paid to the candidates for appearing at the selection test/ interview.
4. Candidates should apply in the prescribed Application Form down loaded from the Website in A4 size paper.
5. Candidates should enclose self attested photocopy of the age proof certificate with the application.
6. Self attested recent 2copies passport size photo to be pasted one in Application Form and other one in Admit Card.
7. Envelope containing the application should be superscribed with “Application for the post of
8. Applications should be sent by ordinary post which should reach this office on or before 14.10.2014 up to 5-00 p.m. Applications received after the scheduled date shall not be entertained.
9. Applications should be addressed to the Chairman, Habra Municipality, Pura Bhawan , Promode Dasgupta Sarani, P.O. & P.S. Habra, Dist. North 24-Parganas, W.B., Pin-743263.
10. Selection Procedure: Selection of the candidates will be made on the basis of the selection Test/Interview or both.
11. Candidates are requested to follow up the Website of Habra Municipality for future guidance schedule of selection Test/Interview etc.
12. Candidates may also submit application directly in the “Drop Box” kept in the Municipal Office during office hour on working days. No application will be received by Registered post/Courier services/Speed post.
13. The candidate should apply in the “Prescribed Application Form” only.
14. Authority reserves the right to cancel all or any application without assigning any reason.
15. The Upper age limit for all the post is 40 Years as on 01.09.2014.

The Specimen “Application Form” as well as other necessary information is available in the website www.habramunicipality.in and also in the Notice Board of Habra Municipality, Habra, North 24 Pareganas. The last date for submission of application: 14-10-2014.

Sd/-

Chairman,

Habra Municipality

To
 The Chairman
 Habra Municipality,
 Habra, North 24-Parganas
 (Pin-743263)

Attach passport
 size photo duly
 self attested

Application for the post of.....

1) Name

2) Father's/Husband's Name

3) Gender

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4) Date of Birth

D	D	M	M	Y	E	A	R

5) Nationality:

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6) Address with pin code

(a) Present Address

(b) Permanent Address

7) Contact number

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8) Academic Qualification:-

Sl. No.	School/Board/univ./ Inst.	Exam Passed	Year of Passing	Total Marks	Marks obtained	Percentage

9) Computer Knowledge:

10) Experience :

Sl. No.	Name of the employer	Name of the Post	Date of joining	Date of Leaving	Whether the job is temporary or permanent	Type of Work Done

11) Additional Qualification(If any):

12) Fee Details:

Bank Name	
Branch Name	
Draft No. & Date	
Amount (Rs.)	

Declaration: I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the Application are true and I shall furnish the necessary certificates whenever required.

If any information/details found to be incorrect/false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my services may be terminated.

Date:

Place:

Signature of the Candidate

ADMIT CARD

TO BE FILLED BY THE CANDIDATE

Name of the post applied for:-

- 1) Name :-**
- 2) Father's Name:**
- 3) Postal Address:**



- 4) Date of Birth**

Note:- Bring all original certificates in support of Age, Educational Qualification etc.

Signature of the Candidate

TO BE FILLED IN BY THE APPLICATION RECEIVING AUTHORITY

ROLL NO.....

**Name of the Examination/Interview centre
With complete address:**

Date of Examination/Interview and time:

Reporting time at the centre:

Signature of the authority