

OFFICE OF THE BOARD OF COUNCILLORS

DHUPGURI MUNICIPALITY

DHUPGURI, JALPAIGURI.

EMPLOYMENT NOTICE NO.....

Application in the "Prescribed Format " are invited from the eligible candidates for engagement of Specialists as detailed below, under Comprehensive Capacity Building Programme(CCBP) under JNNURM at City Level Reforms & Performance Management Cell (RPMC) Dhupguri Municipality, Dhupguri, Jalpaiguri on contract basis.

Sl.No.	Name of Post	Qualification / Experience / Remuneration
1	Procurement Specialist	<p>a) No. of post = 01</p> <p>b) Educational Qualification : Engineering degree with experience in Procurement and Project Preparation and Management.</p> <p>c) Experience : Should have at least 3 to 5 years experience in managing procurement on infrastructure projects, preferably urban infrastructure.</p> <p>d) Other Qualification :</p> <ul style="list-style-type: none">• Skills to assists 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. <p>e) Monthly contractual remuneration for the post is Rs.35,000/- only.</p>
2	Social Development Specialist	<p>a) No. of Post = 01</p> <p>b) Educational Qualification : Bachelor degree in Social Science with practical experience of working in the development areas, preferably in urban development.</p> <p>c) 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.</p> <p>d) Other Qualification :</p> <ul style="list-style-type: none">• Knowledge in implementing governance reforms.• Experience in social analysis / resettlement and rehabilitation.• Fluency in English & Bengali or Local languages of West Bengal. <p>e) Monthly contractual remuneration for the post is Rs.35,000/- only.</p>
3	PPP Specialist	<p>a) No. of Post = 01</p> <p>b) Educational Qualification: Bachelor in Engineering /Masters degree in Economics/ Finance. /P.G. Diploma in Management .</p> <p>c) Experience : Experience in developing and managing PPP.</p> <p>d) Other Qualification: Fluency in English and Bengali or Local languages of West Bengal.</p>

		e) Monthly contractual remuneration for the post is Rs.35,000/- only.
4	Capacity Building / Institutional Strengthening Specialist.	<p>a) No. of Post = 01</p> <p>b) Educational Qualification : Bachelor degree in development field (Urban Development or social Development).</p> <p>c) Experience : Have at least 3 to 5 years' experience in training and capacity building as well as competence in urban sector in ULBs.</p> <p>d) Other Qualification :</p> <ul style="list-style-type: none"> • 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. <p>e) Monthly contractual remuneration for the post is Rs.35,000/- only.</p>

Terms and conditions noted below:

1. Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority with application.
2. No TA/DA will be paid to the candidates for appearing at the selection test/ interview.
3. Candidates should apply in the prescribed Application Form down loaded from the Website in A4 size paper.
4. Candidates should enclose self attested photocopy of the age proof certificate with the application.
5. Self attested recent 2 copies passport size photo to be pasted one in Application Form and other one in Admit Card.
6. Envelope containing the application should be superscribed with "Application for the post of"
7. Applications should be sent by ordinary post / registered post / courier service / speed post which should reach this office on or before **27.10.2014 up to 5-00 p.m.** Applications received after the scheduled date & time shall not be entertained.
8. Applications should be addressed to the Chairman, Dhugguri Municipality, P.O. & P.S. Dhugguri, Dist. Jalpaiguri, West Bengal.
9. Selection Procedure: Selection of the candidates will be made on the basis of the selection Test or Interview or both, as to be decided by the City Level Selection Committee.
10. Candidates are requested to view the Website of Municipal Affairs Department (www.wbdma.gov.in) and of CMU (www.changekolkata.org) for further details.
11. Candidates may also submit application directly in the "Drop Box" kept in the Municipal Office during office hour on working days.

12. The candidate should apply in the “Prescribed Application Form” only.
13. Authority reserves the right to cancel all or any application without assigning any reason.
14. The upper age limit for all the post is **40 Years as on 01.10.2014.**

The Specimen “Application Form” as well as other necessary information is available in the website of Municipal Affairs Department (www.wbdma.gov.in) and of CMU (www.changekolkata.org) and also in the Notice Board of Dhupguri Municipality, Dhupguri, Jalpaiguri.

The last date for submission of application: 27.10.2014.

Sd/-
Chairman,
Dhupguri Municipality

9) Contact number

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10) 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):

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 IN BY THE CANDIDATE

Name of the post applied for:-

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

Attach passport size
photo duly self
attested

- 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