

**OFFICE OF THE MUNICIPAL COUNCILLORS
KANDI MUNICIPALITY, MURSHIDABAD**

EMPLOYMENT NOTICENO : 01/KM/2014

Dated:- 28.10.2014

Applications 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 KANDI MUNICIPALITY.

1) Team Leader / Urban Planner (one) :

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 – 5 Years. in a similar position in State level / ULB level

Other Qualifications:

- (i) Experience in working with various Urban Development Project / Programmes in ULBs.
- (ii) Experience in Urban reforms and Capacity Building Programmes for ULBs.
- (iii) Fluency in English and Bengali or Local Languages of West Bengal.

2) Procurement Specialist (one) :

Education : Engineering degree with experience in procurement and project preparation and management.

Experience: Should have at last 3 -5 years experience in managing procurement on infrastructure projects, preferably urban infrastructure.

Other Qualifications:

- (i) Skills to assist ULBs in ensuring that standard documentation and detailed operating procedures for procurement contact management etc.
- (ii) Specifically detailing specifications, compiling terms of reference, packaging bidding material, defining evaluation criteria, preparing standard forms of contract, designing payment certificates.
- (ii) Fluency in English and Bengali or Local Languages of West Bengal.

3) Social Development Specialist (One):

Education: Bachelor degree in Social Sciences with practical experience of working in the Development areas, preferably in Urban Development.

Experience: Should have at least 3 -5 years experience in undertaking social and Community Development initiatives and appraisals in the Municipal environment especially in relation to Urban infrastructure Projects.

Other Qualifications:

- (i) Knowledge in implementing Governance reforms.
- (ii) Experience in Social analysis / resettlement and rehabilitation.
- (iii) Fluency in English and Bengali or Local Languages of West Bengal.

4) Urban infrastructure Expert (One):

Education: Graduate Engineer from recognized University.

Experience: Have at last 3 - 5 years experience in designing and managing Municipal infrastructure project at ULB level.

Other Qualifications:

- (i) Have a broad range of experience in urban infrastructure and background in public health engineering, especially water supply and sanitation.
- (ii) Be very familiar with procedures of the Municipal environment.
- (iii) Fluency in English and Bengali or Local Languages of West Bengal.

5) Capacity Building / Institutional Strengthening Specialist (one):

Education: Bachelor's degree in Development field (Urban Development or Social Development).

Experience: 3 - 5 years experience in the training and Capacity Building as well as competence in Urban Sector issues in ULBs.

Other Qualifications:

(i) 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 evaluations in ULB Level.

(ii) Computer literacy (word processing, presentation)

(iii) Knowledge and experience of Government / Municipal systems and procedures.

(iv) Fluency in English and Bengali or Local Languages of West Bengal.

6) Municipal Finance Specialist:

Education: Graduate degree in Commerce from recognized university

Experience: 3-5 yrs. Experience to advice and train ULB staff in municipal finance, project finance, recourse mobilization, public private partnership etc.

Other Qualifications:

(i) Skills to evaluate urban infrastructure investments, and helping city governments to examine and use a range of option for financing projects.

(ii) Fluency in English and Bengali or local languages of West Bengal.

Age: The upper age limit for all the post is **40 years as on 01.07.2014.**

Time of Contract: The tenure of such contract will be for a period of ***One (1) year*** from the date of award of contract, which may be extended subject to performance and availability of funding.

Monthly Contractual Remuneration: The Monthly Contractual fixed Remuneration for each post is Rs – 35,000/- only.

GENERAL INFORMATION:

Kandi Municipality wishes to recruit the six above mentioned posts to establish City Reforms and performance Management Cell (RPMC) which shall provide requisite technical and managerial support to Kandi Municipality to effectively coordinate urban development activities including the planning, implementing and monitoring urban development schemes and projects. Where directed by the State Government, the City RPMC may also be required to provide capacity building and other support to other Municipalities in the District and take up other assignments related to urban development schemes and projects.

How to apply: The Candidate should apply in the "***Prescribed Application Form*** " only. The Specimen Application Form as well as other necessary information is available in the Website www.kandimunicipality1869.com, www.changeolkata.org, www.wbdma.gov.in and also in the Notice Board of Kandi Municipality, Murshidabad.

Application form should accompany all relevant self attested documents, two self addressed envelope with postage stamps of Rs. 40/- (Rupees Forty only) each and two passport size photographs one of which should be pasted at the space provided on application form with full signature thereon. The application is to be sent to "THE CHAIRMAN KANDI MUNICIPALITY, P.O-KANDI DISTRICT-MURSHIDABAD PIN-742137" super scribing the post name applied for on the envelope.

The last date for submission of Application is: 13.11.2014.

Sd/

Chairman
Kandi Municipality, Murshidaba

OFFICE OF THE MUNICIPAL COUNCILLORS.

**KANDI MUNICIPALITY, MURSHIDABAD
RECRUITMENT EXAMINATION, 2014**

APPLICATION FORM

[Employment Notice No.01/KM/2014 Dated:28.10.2014]

[Closing date for receipt of Application:13.11.2014]

ROLL NO.	<p><u>CAUTION.</u></p> <p>(i)The candidate is advised to fill up all the items correctly in the Application Format and duly furnish all the required particulars/documents.</p> <p>(ii)If any item(s) of the application is considered inapplicable to the candidate, he/she should write NOT APPLICABLE or (NA) against the particular item(s) and in no case no item of the application should remain unfilled.</p> <p>(iii)Correction/overwriting, if any should be accompanied by signature of the candidate.</p> <p>(iv)In case the application is not filled in accordance with the above instructions or any of the required documents is not enclosed; it will be treated as incomplete/defective and summarily rejected.</p> <p>(v)Application Should be sent by Speed Post/ Registered Post Only</p>	<p>Space for pasting recent passport size</p> <div style="border: 2px solid black; width: 100px; height: 100px; margin: 0 auto; text-align: center; line-height: 100px;"> <p>PHOTOGRAPH</p> </div> <p>of the Candidate with his/her full signature thereon.</p>
(Space for office use)		

1	Name of the post applied for	[In block Letters]				
2	Name of the Candidate (In Block Letters)	First Name	Middle Name	Surname		
3		First Name	Middle Name	Surname		
4	Date of birth	Day	Month	Year		
4 (A)						
5	Address for communication Detail is to be given in the appropriate box in Block Letters.	Permanent Address:				
		PIN				
		Address for communication:				
		PIN				
		State				
	Mobile No:-					
	e-mail address:-					
6	Tick against the category to which you belong	SC	ST	OBC-A	OBC-B	General
7(a)	Name of the Sub-Caste [in block letters]	7(b) Religion				

Academic Qualifications [Self attested photocopies of certificates/Marks-sheet /age proof & other documents should be attached with the application]					
	Examinations passed	Year of passing	Board / Council/Institution/ University	Total marks obtained	% of marks obtained

9 Are you employed? If yes, please give in details about your employment in the box (below):

	Name of the employer	Date of joining	Name of post	Whether the job is temporary or permanent
(i)				
(ii)	Full address of the employer			

10	Working Experience (If any) <i>(Mentioned the Post, Year of Experience, Date of Joining & date of Leaving & Others)</i>	(i) (ii) (iii) (iv)
----	--	------------------------------

11 List of documents should be enclosed (Put Tick mark in the Box)

Sl. No.	Documents	Yes	No	Sl. No.	Documents	Yes	No.
(i)	Proof of age			(IV)	Copy of the Employment Exchange Card (if any)		
(ii)	Proof of academic Qualifications			(V)	Two copies of recent passport size Photograph duly signed		
(iii)	Proof of Experience			(VI)	Two self addressed envelopes with Postage stamp of Rs 40/ each.		
(VII)	Proof in support of category (if any)						

DECLARATION

I solemnly declare that (a) all statements made in this application are true, complete and correct (b) original documents will be produced on demand (c) I agree to take the Examination on condition that the Chairman of the Selection Committee, constituted for Kandi Municipality may cancel my candidature at any time if I am found ineligible for appearing at the Examination.

**I have informed the head of my office or Department in writing that I am applying for this Examination. [Applicable to those who are already employed anywhere. Please strike out if not applicable]

Place.-

Date.

.....

Full signature of the Candidate