

**OFFICE OF THE MUNICIPAL COUNCILLORS
SURI MUNICIPALITY , BIRBHUM**

EMPLOYMENT NOTICE NO 01 / S.M. / CCBP/ 2014-2015 Dated : - 10.09.2014

Memo No. 928/S.M.

Dated:- 10.09.2014

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 Suri Municipality , Birbhum on Contract basis .

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

6) IT (MIS) Cum Monitoring & Evaluation Specialist (One) Education : Bachelor degree in Engineering (Electronics / Computer Science / IT / Communications / MCA from recognized Institute/ University) . **Experience:** At last 3- 5 years **Experience** in monitoring and evaluating project and programs, preferably in the state level / ULB level.

Other Qualifications (i) Develop and strengthening M.E System for projects, reforms and capacity building activities at state level .(ii) Monitoring and evaluation and reporting to SLNA . (iii) Update , refine and expand the database at the city level / state level . (iv) Fluency in English and Bengali or Local Languages of West Bengal .

The Monthly Contractual Remuneration for each post is Rs – 35,000/- only the upper age limit for all the post is 40 years as on 01.07.2014**GENERAL INFORMATION** : 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.surimunicipality.org and also in the Notice Board of Suri Municipality , Birbhum . **The last date for submission of application 10/ 10/ . 2014.**

Sd/

Chairman
Suri , Municipality , Birbhum

OFFICE OF THE MUNICIPAL COUNCILLORS.

**SURI MUNICIPALITY, BIRBHUM
RECRUITMENT EXAMINATION, 2014**

APPLICATION FORM

[Employment Notice No. 01 /S.M/CCBP/2014-2015 Dated 10.09.2014,]

[Closing date for receipt of Application: 10/10/2014]

ROLL NO.	<u>CAUTION.</u>	Space for pasting recent passport size
(Space for office use)	<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>	<div style="border: 2px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> PHOTOGRAPH </div> <p>of the Candidate with his/her full signature thereon.</p>

1	Name of the post applied for	[In block Letters]				
2	Name of the Candidate (In Block Letters)	First Name	Middle Name		Surname	
3	Father's / Husband's Name	First Name	Middle Name		Surname	
4	Date of birth	Day	Month		Year	
4 (A)	Age as on 01.01.2014					
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 [Attested photocopies of certificates/Marks-sheet /age proof & other documents 8 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)
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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 statement 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 Suri Municipality may cancel my candidature at any time if I am found ineligible for admission to 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.

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Full signature of the Candidate