

**OFFICE OF THE COUNCILLORS OF TARAKESWAR MUNICIPALITY**  
**TARAKESWAR \*\* HOOGHLY**

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Memo no.:- TM/CCBP/2014/22

Date:- 12 /11/14

Six specialists/Experts as categorized below with eligibility criteria will be engaged on contract basis in the City RPMC of Tarakeswar Municipality under CCBP under JnNURM.

- Application in plain paper with complete Bio-Data mentioning the contact no. along with two self attested recent passport size coloured photographs (One pasted on the front page of application and one extra) and all self attested copies of testimonials should reach this office **addressing The Chairman, Tarakeswar Municipality, P.O & P.S- Tarakeswar, Dist - Hooghly, Pin - 712410** through ordinary post / drop box in the office complex during working hours except holidays and Sundays. "Application to the Post of ....." Should be marked on the top of the envelope. For further information candidates are requested to view the website of Municipal affairs deptt. ( [www.wbdma.gov.in](http://www.wbdma.gov.in) ) and of CMU ( [www.changeekolkata.org](http://www.changeekolkata.org) )
- The **upper age limit** for all the posts is **40 years** as on 01/01/2014
- **Last date of submission** of application is **04.12.2014**
- **Contractual Monthly Remuneration of each Post** : Rs. 35000/- (Thirty five thousand only)
- **Time – Frame** : The tenure of such contract will initially be for a period of one(1) year from the date of joining at the post , which may be extendable subject to performance and availability of funding.
- No TA/DA will be paid to the candidates for the selection test/interview.

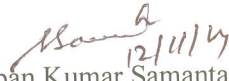
Details of six(6) Specialist/Experts required in City RPMC

Sl. No.	Name of Post	Qualification & Experience
1	Team Leader/ Urban Planner	<b>No. of Post</b> : 01(One) <b>Education</b> : 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 <b>Experience</b> : 3-5 yrs. in a similar position in State level/ULB level. <b>Other Qualifications</b> : <ul style="list-style-type: none"><li>• Experience in working with various urban development projects /programmes in ULBs.</li><li>• Experience in urban reforms and capacity building programmes for ULBs</li><li>• Fluency in English and Bengali or Local languages of West Bengal</li></ul>
2	Procurement Specialist	<b>No. of Post</b> : 01(One) <b>Education</b> : Engineering degree with experience in procurement and project preparation and management. <b>Experience</b> : Should have at least 3-5 years experience in managing procurement on infrastructure projects, preferably urban infrastructure.

		<p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Skills to assist ULBs in ensuring that standard documentation and detailed operating procedures for procurement, contract management etc. Specifically: detailing specifications, compiling terms of reference, packaging bidding material, defining evaluation criteria, preparing standard forms of contract, designing payment certificates.</li> <li>• Fluency in English and Bengali or Local languages of West Bengal</li> </ul>
3	Social Development Specialist	<p><b>No. of Post :</b> 01(One)</p> <p><b>Education:</b> Bachelors degree in Social Sciences, with practical experience of working in the development areas, preferably in urban development.</p> <p><b>Experience:</b> Should have at least 3-5 yrs. experience in undertaking social and community development initiatives and appraisals in the municipal environment, especially in relation to urban infrastructure projects</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>• knowledge in implementing governance reforms</li> <li>• Experience in social analysis/ resettlement and rehabilitation</li> <li>• Fluency in English and Bengali</li> </ul>
4	Urban Infrastructure Expert	<p><b>No. of Post :</b> 01(One)</p> <p><b>Education:</b> Graduate Engineer from recognized university.</p> <p><b>Experience:</b> Have at least 3-5 yrs. experience in designing and managing municipal infrastructure projects at ULB level;</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Have a broad range of experience in urban infrastructure and a background in public health engineering, especially water supply and sanitation;</li> <li>• Be very familiar with procedures of the municipal environment.</li> <li>• Fluency in English and Bengali</li> </ul>
5	Capacity Building / Institutional Strengthening Specialist	<p><b>No. of Post :</b> 01(One)</p> <p><b>Education:</b> Bachelors Degree in development field (urban development or social development)</p> <p><b>Experience:</b> 3-5 yrs experience in training and capacity building, as well as competence in urban sector issues in ULBs.</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Computer literacy (word processing, presentation).</li> <li>• Knowledge and experience of government/municipal systems and procedures</li> <li>• Fluency in English and Bengali or Local languages of West Bengal.</li> </ul>
6	Municipal Finance Specialist	<p><b>No. of Post :</b> 01(One)</p> <p><b>Education:</b> Graduate degree in Commerce from recognized university</p>


		<p><b>Experience:</b> 3-5 yrs. experience to advice and train ULB staff in municipal finance, project finance, resource mobilization, public private partnerships etc.</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Skills to evaluate urban infrastructure investments, and helping city governments to examine and use a range of options for financing projects.</li> <li>• Fluency in English and Bengali or Local languages of West Bengal.</li> </ul>
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- Authority reserves the right to cancel all or any application without assigning any reason.

  
 12/11/17  
 Swapan Kumar Samanta  
 Chairman,  
 Tarakeswar Municipality  
 Chairman Type by 15/11/17  
 Tarakeswar Municipality

Copy forwarded for information & for display to the notice board of his/hers office.

1. The Vice-Chairman, Tarakeswar Municipality
2. The Director, SUDA, ILGUS Bhavan, Bidhanagar, Kol-106
3. The District Magistrate, Hooghly District
4. The Sub-Divisional Officer, Chandannagar Sub Division, Chandannagar, Hooghly
5. The Officer-in-Charge, District Employment Exchange, Hooghly District, Khalisani, Palika bazaar, 2<sup>nd</sup> floor, Chandannagar, Hooghly
6. The Executive Officer, Tarakeswar Municipality
7. The Block Development Officer, Tarakeswar Block, Tarakeswar, Hooghly
8. Notice board of Tarakeswar Municipality

  
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