

MAHESHTALA MUNICIPALITY

(OFFICE OF THE BOARD OF COUNCILLORS)
MAHESHTALA: SOUTH 24 PARGANAS

PH- 2490-1651, 3389 FAX- 2490-9296, Email-maheshtalamunicipality@gmail.com

Memo no 1236 / XIII / MM / WBSULM / 131

Date : 14/08/2015

NOTIFICATION

Notification for engagement of Experts at City Mission Management Unit (CMMU) under West Bengal State Urban Livelihood Mission (WBSULM) in Maheshtala Municipality, West Bengal.

Chairman, Maheshtala Municipality invites application form suitable candidates for the following Posts :

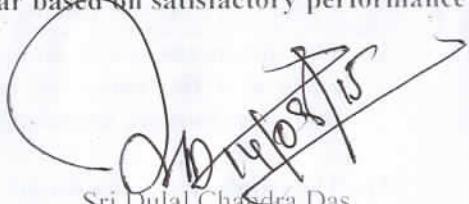
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|--|--------|
| 1) Expert - Social Development and Infrastructure | 1 Post |
| 2) Expert - Skills and Livelihood | 1 Post |
| 3) Expert - Financial Inclusion & Micro Enterprise | 1 Post |

- 1) The minimum academic qualification, competencies & work experiences required for the posts and the range of responsibilities to be discharged and the consolidated monthly remuneration are mentioned in Table below.
- 2) The candidates who do not have the required academic qualification, competencies & work experiences and who do not have capacities to discharge the responsibility need not apply. Applications received from candidates not having the minimum academic qualification, competencies & work experiences will be summarily rejected
- 3) The upper age limit for all the 3 posts to be engaged in CMMU will be 40 years as on date 01-04-2014.
- 4) Application has to be made in the prescribed Application Form (attached with this notification) only. Candidates must submit along with application, self attested copies of all documentary evidence in support of their academic qualification and work experiences and No Objection Certificate from the Authority if employed. The Application Form will have to be filled up on the basis of facts which they will have to substantiate subsequently showing the originals during the selection process, failing which their candidature will be cancelled.
- 5) The candidate must be agreeable to work anywhere as per needs of the Department and must be people-friendly and having serving attitude and capacity to work in a team and on project mode. Those unable to join immediately after selection need not apply.

- 6) The application form must be complete in all respects. Incomplete applications will be summarily rejected.

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- 7) Application, for the individual post in sealed cover superscribing "Application for the post of" must reach within 12th. September'2015 before 3 pm. positively.
- 8) Application reaching the above address after the stipulated date and time will not be considered.
- 9) Only shortlisted candidates will be called for test after allotting registration no. Selection will be done on competitive basis (both written & oral). Admit Card for Test the will be sent through Email only to the shortlisted candidates only on 15th. September after 12 noon. The written Test will be held on 18th. September'2015.
- 10) Decision of the competent authorities shall be final in the matter of selection of eligible candidates. Canvassing in any manner shall lead to disqualification of candidature.
- 11) No TA /DA will be paid to the candidates for appearing at the Selection test / interview.
- 12) Contractual monthly remuneration for each post will be Rs. 50,000/- (Rupees fifty thousand only) with each engagement period of maximum two years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement of remuneration.


Sri Dulal Chandra Das
Chairman
Maheshtala Municipality

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TABLE :-

SL.NO.	NAME OF THE POST	QUALIFICATION / EXPERIENCE
01	MANAGER – Social Development and Infrastructure	<p>Educational Qualification : Bachelor Degree in Social Science preferably in Social Work / Sociology / Economics / Management</p> <p>Experience: 2 – 3 years practical experience of working in Social Development work associated with poverty reduction programmes.</p> <p>Other Qualification :</p> <ul style="list-style-type: none"> ➤ Proficient with MS Office, Strong Analytical Skills, Experience of working with Government Institutions will be given preference ➤ Fluency in English and Bengali.
02	MANAGER – Skills & Livelihoods	<p>Educational Qualification : Bachelor Degree in Social Science preferably in Social Work / Sociology / Economics / Management</p> <p>Experience: 2 – 3 years practical experience of working in implementation of skill training and placement programmes.</p> <p>Other Qualification :</p> <ul style="list-style-type: none"> ➤ Proficient with MS Office, Strong Analytical Skills, Experience of working with Government Institutions will be given preference ➤ Fluency in English and Bengali.
03	MANAGER – Financial Inclusion & Micro Enterprise	<p>Educational Qualification : Bachelor Degree in Social Science preferably in Social Work / Sociology / Economics / Management</p> <p>Experience: 2 – 3 years practical experience of working in implementation of skill training and placement programmes / Credit linkage, Social Security and / or Micro enterprises promotion in poverty reduction programmes / financial institution.</p> <p>Other Qualification :</p> <ul style="list-style-type: none"> ➤ Proficient with MS Office, Strong Analytical Skills, Experience of working with Government Institutions will be given preference ➤ Fluency in English and Bengali.

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APPLICATION FORM

APPLICATION FOR THE POST OF

TO,
THE CHAIRMAN,
MAHESHTALA MUNICIPALITY,
MAHESHTALA, SOUTH 24 PARGANAS, KOLKATA-700141

Please affix here
your recently
taken passport
size photograph
duly signed

01) Name of the candidate (in Capital Letters) :-

02) Post applied for :-

03) Name of the Father / Husband :-

04) Date of Birth :- D M Y

05) Age as on 01/04/2014 :- Y M D

06) Sex (M / F) (07) Nationality :-

08) Religion

09) Postal address :-

Village.....P.O PS.....

Dist.....Pin.Ward NoName of the ULB

10) E-Mail address (Mandatory) :-

11) Contact No. :

12) Educational Qualification :-

NAME OF THE EXAMINATION	YEAR OF PASSING	% OF MARKS	SUBJECTS	BOARD / UNIVERSITY
OTHERS IF ANY				

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MAHESHTALA MUNICIPALITY

ADMIT

EXPERTS RECRUITMENT EXAMINATION, 2015
UNDER NULM

REGISTRATION NO.

To be filled by the office

Please affix here
your recently taken
passport size
photograph duly
signed

NAME

:-

S / D / W OF

:-

NAME OF THE POST

:-

TEST CENTRE

:- Maheshtala Municipality Conference Hall

DATE

:- 18 09 2015 TIME :- 12 PM - 3 PM

CPO & EO
Maheshtala Municipality