

OFFICE OF THE BOARD OF COUNCILLORS NAIHATI
NAIHATI MUNICIPALITY

1, R. B. C. ROAD, PO. & PS. NAIHATI, NORTH 24 PARGANAS

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Memo No. 1000/MC-11

Date: 10.8.2015

Notification for Engagement of Specialists/Experts at CMMU under National Urban Livehood Mission (NULM) in Naihati Municipality, North 24 Parganas, West Bengal.

Naihati Municipality invites application from suitable candidates for the following posts:

- 1) Manager – Social Development and Infrastructure
- 2) Manager – Skills Micro Enterprises, MIS & ME

1. The minimum academic qualification, competencies & work experience required for the posts, the range of responsibilities to be discharge and the consolidated monthly remuneration are mentioned in Table below.
2. The candidates who do not have the required academic qualification, competencies and work experience mentioned and who do not have capacities to discharge the responsibilities need not apply. Applications received from candidates not having the minimum academic qualifications, competencies and work experience will be summarily rejected.
3. Upper limit of age for the posts is 40 years.
4. Application has to be made in the prescribed Application Form (attached with this notification) only. A candidates must apply for one post only. Candidates must submit, along with applications, attested copies of all documentary evidences in support of their academic qualification and work experience and no objection certificate from authority. 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 candidates 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 applications must be completed in all respects. Incomplete applications will be summarily rejected.
7. Each application in sealed cover through Registered Post addressing to the Chairman, Naihati Municipality must reach to this office within, 29/08/2015. "Application for the post of(mention name of the post) under the NULM, Naihati Municipality" should be written on the envelope containing the filled in application form.
8. Only shortlisted candidates will be called during selection. Selection will be done on competitive basis.
9. Decision of the competent authorities in project shall be final in the matter of selection of eligible candidates. Authority reserves the right to cancel all / any application without assigning any reason. Canvassing in any manner shall lead to disqualification of candidature.
10. No TA/DA will be paid to the candidates for appearing at the selection test/interview.

Sd/-
Chairman
Naihati Municipality

TABLE

Sl. No.	NO of the Post	Name of the Post	Qualification & Experience	Consolidated Remuneration Per Month
1	1	Manager-Social Development and Infrastructure	Bachelor degree in social science preferably in social work/sociology/Economics/Management with 2-3 years practical experience of working in social development work with poverty reduction programmes. *The person having proficient with ms office ; strong analytical skills Experience of working with government institutions will be given preference. *Fluency in English and Bengali or local languages of West Bengal.	Rs.50,000/-
2	1	Manager-Skills, Micro enterprises, MIS & ME	Bachelor degree in social science preferably in social work/sociology/Economics/Management with 2-3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS and ME. *The person having proficient with ms office ; strong analytical skills Experience of working with government institutions will be given preference. *The person having the above mentioned competencies, very good documentation skills and very good at preparation of reports; systems should be given preference. *Fluency in English and Bengali or local languages of West Bengal.	Rs.50,000/-

(a) 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.

(b) The upper age limit of the above posts to be engaged in Naihati Municipality on approval of the Govt. will be 40 years as on 01.04.2014 until further order.

APPLICATION FORM

(Relevant attested documents for educational qualification and work experience and No Objection from authority need to be attached with this application form and original documents will be checked at appropriate time to be notified in due course)

Naihati Municipality
1, R.B.C. Road, PO.&PS. Naihati
Dist. North 24 Parganas.
Pin-743166

*Please affix here
your recently
taken
passport size
photograph signed*

1. Name of the candidate (in Capital letters):
2. Posts applied for:
3. Name of Father/Husband:
4. Date of Birth:
5. Age as on 01.01.2014
6. Sex:
7. Nationality:
8. Religion:
9. Caste(Gen/SC/ST/OBC):
10. Postal Address:
11. E-mail address (Mandatory):
12. Contact No:
13. Educational Qualification:

Name of Examination	Year of Passing	% of Marks	Subject	Board/University

14. Other information, if any:

15. Details of Relevant Work Experience (Starting with the current or most recent one) (Add more cells and pages if required)

Sl. No	Organization/Office	Post Held	From	To	Total Period (Years & months)
Major responsibilities/tasks performed					
Major responsibilities/tasks performed					
Major responsibilities/tasks performed					
Major responsibilities/tasks performed					
Total experience					

16. Current Salary in Rupees (per month):
(Inclusive of all components)

Whether the present organization will release immediately (in case contractual engagement is offered) : Yes / No (Indicate with right mark):

I do hereby certify that all the details stated above are true and that in case any information proves false my candidature will be liable to be cancelled.

Date:

Full Signature:.....

Place: