

OFFICE OF THE COUNCILLORS OF
MIDNAPORE MUNICIPALITY
MIDNAPORE, PASCHIM MEDINIPUR

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MEMO NO: 3092/NULM

Phone No: 03222-268447

DATE: 04.11.2015

Notification for Engagement of Specialists/ Experts at CMMU under National urban Livelihood Mission (NULM) in Midnapore Municipality, West Bengal

Midnapore Municipality application from suitable candidates for the following posts:

1) Manager - Skills Micro Enterprises, MIS & ME

1. The minimum academic qualifications, competencies & work experiences required for the posts, 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 qualifications, competencies and work experiences 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 experiences 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. Candidates must submit, along with applications, attested copies of all documentary evidences in support of their academic qualifications and work experiences 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 complete in all respects. Incomplete applications will be summarily rejected.

7. Each application in sealed cover must reach within , **24/11/2015 (before 3-00 PM) positively.**

To
The Chairman,
Midnapore Municipality,
Post- Midnapore, P.s- Kotwali
Dist- Paschim Medinipore, PIN-721101

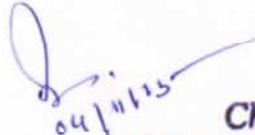
8. Applications reaching the above address after the stipulated date and time will not be considered for selection. 9. **"Application for the post of Manager - Skills Micro Enterprises, MIS & ME under the NULM, Midnapore Municipality"** should be written on the envelope containing the filled in application form.

10. 9. Only shortlisted candidates will be called during selection. Selection will be done on competitive basis.

11. 10. 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.

12. No TA/DA will be paid to the candidates for appearing at the selection test/interview.




Chairman,
Midnapore Municipality
Chairman
Midnapore Municipality

TABLE

TABLE				
Sl. No.	No Of Post	Name of Post	Qualification & Experience	Consolidated Remuneration Per Month
1	1	Manager - Skills Micro Enterprises, MIS & ME	Educational Qualification: Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management Experience: 2 - 3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME. Other Qualifications: ➤ Proficient with MS Office, Strong Analytical Skills Experience of working with Government Institutions will be given preference. ➤ In addition to the above mentioned competencies, very good documentation skills and very good at preparation of reports; Proficient with Project Management software, Database Management System will be given preference. ➤ Fluency of 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 specialists/experts to be engaged in CMMU will be 40 years as on 01.04.2015.

APPLICATION FORM

(Relevant attested documents for educational qualifications and work Experiences 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)

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

MIDNAPORE MUNICIPALITY
P.S-Kotwali,P.O-Midnapore
Dist:Paschim Midnapore
PIN:721101

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 01.04.2015:

6. Sex:

7. Nationality

8. Religion:

9. Caste (Gen/SC/ST/OBC):

10. Postal Address:

11. E-mail address (Mandatory):

12. Contact No:

12. Educational Qualification:

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

Others, if any				

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

Sl. No.	Organisation/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					
Major responsibilities/tasks performed					
Total experience					

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

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