

OFFICE OF THE COUNCILLORS OF TARAKESWAR MUNICIPALITY
TARAKESWAR ** HOOGHLY

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Memo no.:- TM/CCBP/2015/01

Date:- 03 /02/2015

Two 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) and of CMU (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 **24.02.2015**
- **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 Two(2) Specialist/Experts required in City RPMC

Sl. No.	Name of Post	Qualification & Experience
1	Procurement Specialist	No. of Post : 01(One) Education : Engineering degree with experience in procurement and project preparation and management. Experience : Should have at least 3-5 years experience in managing procurement on infrastructure projects, preferably urban infrastructure. Other Qualifications : <ul style="list-style-type: none">• 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.• Fluency in English and Bengali or Local languages of West Bengal
2	Urban Infrastructure Expert	No. of Post : 01(One) Education : Graduate Engineer from recognized university. Experience : Have at least 3-5 yrs. experience in designing and managing municipal infrastructure projects at ULB level; Other Qualifications : <ul style="list-style-type: none">• Have a broad range of experience in urban infrastructure and a background in public health engineering, especially water supply and sanitation;• Be very familiar with procedures of the municipal environment.• Fluency in English and Bengali

Authority reserves the right to cancel all or any application without assigning any reason.

Sd/-
Swapan Kumar Samanta
Chairman,
Tarakeswar Municipality