



# OFFICE OF THE MUNICIPAL COUNCILLORS SERAMPORE MUNICIPALITY

1, N.S. Avenue, Serampore, Dist. Hooghly, West Bengal, Pin-712201

Memo No.:

Date:

## EMPLOYMENT NOTICE NO. 08/15, Dt. 21<sup>st</sup> AUGUST 2015

Application in the "Prescribed Format" are invited from the eligible candidates for engagement of Specialists/Experts as detailed below, under National Urban Livelihood Mission (NULM) for City Mission Management Unit under Serampore Municipality, Serampore, Hooghly, on contract basis.

Terms and conditions are noted below:-

1. The upper age limit for all the post is 40 years as on 01.04.2014.
2. No TA/DA will be paid to the candidates for the selection test / interview.
3. Candidates should apply in the "Prescribed Application Form" only downloaded from the Website, [www.seramporemunicipality.co.in](http://www.seramporemunicipality.co.in)
4. Candidate must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority with application and self attested photocopy of the age proof certificate with the application.
5. Self-attested recent passport size photo to be pasted on the Application Form
6. Application should be addressed to the Chairman, Serampore Municipality, 1<sup>st</sup> N.S.Avenue, P.O. Serampore, Dist. Hooghly, Pin-712201.
7. Envelope containing the application should be super scribed with "Application for the post of....."
8. Two (2) self-addressed (24cmX11cm) envelop with postage stamp of Rs. 10/- (Rupees Ten) each.
9. Applications should be sent by ordinary post / registered post / courier service / speed post which should reach this office within 10.09.2015 upto 5.00 p.m. Applications received after the scheduled date & time shall not be entertained.
10. Selection Procedure: Selection of the candidates will be made on the basis of the viva-voice or Written test or both, as to be decided by the City Level Selection Committee.
11. Authority reserves the right to cancel all or any application without assigning any reason.
12. The Specimen "Application Form" is also available in the Municipal Notice Board of Serampore Municipality, Serampore, Hooghly and [www.seramporemunicipality.co.in](http://www.seramporemunicipality.co.in).

**The last date for submission of application: 10.09.2015**

Chairman  
Serampore Municipality



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1, N.S. Avenue, Serampore, Dist. Hooghly, West Bengal, Pin-712201

Memo No.:

Date:

## EMPLOYMENT NOTICE NO. 08/15, Dt. 21<sup>st</sup> AUGUST 2015

Application in the "Prescribed Format " are invited from the eligible candidates for engagement of specialists /Experts as mentioned in details below, under National Urban Livelihood Mission (NULM) under Serampore Municipality, Hooghly on contract basis.

**A) Job Title :** Manager-Social Development and Infrastructure

**Number of Vacancies :** 1

**Job Description :**

**Educational Qualification:** Bachelor degree in Social Science preferably in Social Work / Sociology / Economics / Management.

**Experience:** 2-3 years practical experience of working in Social Development work with poverty reduction programmes.

**Other Qualifications:**

- Proficient with MS Office, Strong Analytical Skills, and Experience of working with Government Institutions will be given preference.
- Fluency in English and Bengali or Local languages of West Bengal

**Contractual Monthly Remuneration:** Rs. 50,000/- only

**B) Job Title:** Manager-Skills Micro Enterprises, MIS & ME.

Number of Vacancies: 1

Job Description :

**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, and 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 in English and Bengali or Local languages of West Bengal

**Contractual Monthly Remuneration:** Rs. 50,000/- only.

**GENERAL INFORMATION:** How to apply: The candidate should apply in the "Prescribed Application Form" only. The Upper age limit for all the post is 40 Years as on 01.04.2014. The Specimen "Application Form" as well as other necessary information is available in the website [www.seramporemunicipality.co.in](http://www.seramporemunicipality.co.in). and also in the Notice Board of Serampore Municipality, Serampore. The last date for submission of application: **10-09-2015**.

Chairman  
Serampore Municipality

Website : [www.seramporemunicipality.net](http://www.seramporemunicipality.net).\* E-mail : [seramporemunicipality@hotmail.com](mailto:seramporemunicipality@hotmail.com)

Office Phone : 2662-0310, Office Fax : 2662-3651, Resi. : 2672 0000

# APPLICATION FORM

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

## SERAMPORE MUNICIPALITY

1<sup>st</sup> N.S. Avenue

P.S-Serampore, P.O-Serampore

Dist:Hooghly, PIN:712201

OFFICE USE

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:

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				
	<b>Total experience</b>				

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  $\checkmark$  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:

*(Relevant self-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)*