



SILIGURI MUNICIPAL CORPORATION

Memo No. 1546...../Estt./SMC

Date ¹³ 14/8/15

NOTICE

Applications are invited from the eligible candidates for engagement of specialist / experts for the following posts at City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NLUML) on purely contract basis in the Siliguri Municipal Corporation.

Sl No.	Name of the Post (s)	No. of post	Qualification / Experience
01.	Manager –Social Development and infrastructure	1(one)	<p><u>Educational qualification:</u> Bachelor degree in Social Science preferably in Social Work/Sociology/Economics/Management.</p> <p><u>Experience:</u> 2-3 years practical experience of working in Social Development Work with poverty reduction programmes.</p> <p><u>Other qualifications:</u> (a). Proficient with MS Office, Strong Analytical Skills and Experience of working with Govt. Institutions will be given preference. (b). Fluency of English and Bengali or Local Languages of West Bengal.</p>
02.	Manager – Skills & Livelihood	1(one)	<p><u>Educational qualification:</u> Bachelor degree in Social Science preferably in Social Work/Sociology/Economics/Management.</p> <p><u>Experience:</u> 2-3 years practical experience of working in implementation of skill training and placement programmes.</p> <p><u>Other qualifications:</u> (a). Proficient with MS Office, Strong Analytical Skills, Experience of working with Govt. Institutions will be given preference. (b). Fluency of English and Bengali or Local Languages of West Bengal.</p>
03.	Manager- Financial Inclusion & Micro Enterprise	1(one)	<p><u>Educational qualification:</u> Bachelor degree in Social Science preferably in Social Work/Sociology/Economics/Management.</p> <p><u>Experience:</u> 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 institutions</p> <p><u>Other qualification:</u> (a). Proficient with MS Office, Strong Analytical Skills, Experience of working with Govt. Institutions will be given preference. (b). Fluency of English and Bengali or Local Languages of West Bengal.</p>
04.	Manager – MIS & ME	1(one)	<p><u>Educational qualification:</u> Bachelor degree in Computer Science.</p> <p><u>Experience:</u> 2-3 years of experience in designing and implementation MIS & ME, preferably poverty reduction project.</p> <p><u>Other qualifications:</u> (a). 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, Website Development and Management will given preference. (b). Fluency of English and Bengali or Local Languages of West Bengal.</p>

Please note that:

- a. The Upper age limit for the specialist/experts will be 40 (forty) years as on 01.04.2015.
- b. Contractual monthly remuneration for the above each post will be **₹. 50,000/-** (Rupees fifty thousand only).
- c. Self attested copies of all Certificates / Testimonials are required to be attached along with the Application form. Original Certificates / Testimonials will have to be produced before Interview, failing which, candidature will be rejected straightway. Candidates acquiring required Educational Qualification after the date of application are not eligible.
- d. One application should be used for single post. One copy of the self signed photograph of the candidate is to be pasted on the application form & name of the post for which applied must be mentioned on the cover of the application and top of the application form as **"APPLICATION FOR THE POST OF _____"**
- e. **Applications should reach at the following address on or before 31st August, 2015 up to 3:00 p.m. sharp.**
The Commissioner,
Siliguri Municipal Corporation, Baghajatin Road,
P.O. Siliguri, Dist. Darjeeling
Pin code no. 734001
- f. For more details information please visit our Website: www.siligurismc.com


Commissioner,
Siliguri Municipal Corporation

Memo No. _____

Estt SMC

 Date _____

Copy forwarded for information & necessary action to:

1. Sri Asok Bhattacharya, Hon'ble Chairman, CLSC & Mayor, Siliguri Municipal Corporation
2. Sri Ram Bhajan Mahato, Member, CLSC & Dy. Mayor, Siliguri Municipal Corporation
3. Sri Parimal Mitra, Member CLSC & MMIC,UPE, Siliguri Municipal Corporation
4. ✓ The Director, State Urban Development Agency(SUDA), H.G.U.S BHAWAN, Bidhan Nagar, Kol-106
5. Sri S.W. Bhutia, Member CLSC & Commissioner, Siliguri Municipal Corporation
6. Sri Saptarshi Nag, CPO, NUI.M, Member CLSC & Secretary, Siliguri Municipal Corporation
7. Sri Sandip Bose, Member, CLSC & Finance Officer, Siliguri Municipal Corporation
8. Sri Abhijit Bhattacharjee, Member, CLSC & Regional Head, HUDCO
9. Sri Tapan Kumar Basak, Member, CLSC & Exe. Engineer, Municipal Engineering Directorate
10. The District Employment Officer, Siliguri Employment Exchange - with request to send the name of the eligible candidates accordingly within 31st August, 2015 at 3:00p.m. Sharp.
11. The IT co-ordinator, Siliguri Municipal Corporation-with directed to publish this notice in our official Website accordingly.
- 12-20. The Notice Board, Central Office & all Borough Offices, Siliguri Municipal Corporation


Commissioner,
Siliguri Municipal Corporation