

**OFFICE OF THE MUNICIPAL COUNCILLORS
SURI MUNIICIPALITY, BIRBHUM**

Employment Notice No- 01/SM/NLUM/2015-2016, Dated: 07.09.2015.

Application is invited from the eligible Candidates for engagement of Specialist / Expert for CMMU under NULM of Suri Municipality, Birbhum on Contract Basis. Not more than 2 (Two) years.

Detail is given bellow-

1) Manager- Social Development and infrastructure (one post):- Bachelor degree in social Science preferably in Social work/ Sociology/ Economics/ Management.

Experience: - Should have at least 2-3 year practical experience of working in Social Development work with poverty reduction Programme.

Other Qualifications:-

- **Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institution will be given preference.**
- **Fluency of English and Bengali or local languages of West Bengal.**

2) Manager – Skills Micro Enterprises, MIS & ME (one post):- Bachelor degree in social Science preferably in Social work/ Sociology/ Economics/ Management.

Experience: - Should have at least 2-3 year 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 Institution 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.**

The Monthly Contractual Remuneration for each post is Rs.50000/- only. The upper age limit for all the post is 40 years as on 01.04.2014.

Application should be addressed to the Chairman, Suri Municipality, Suri , , Dist. - Birbhum, Pin-731101

How to apply: The Candidate should apply in the “Prescribed Application Form” only. The Specimen” Application Form as well as other necessary information is available in the Website of Department of Municipal Affairs (www.wbdma.gov.in) and also in the Notice Board of Suri Municipality, Birbhum.

The last date for submission of application is – 05.10.2015.

For Help line No - Tinku Biswas - 9474606662

**Sd/-
Executive Officer &
City Project Officer (NULM)
Suri Municipality , Birbhum.**

**Sd/-
Chairman
Suri Municipality, Birbhum**

OFFICE OF THE MUUNICIPAL COUNCILLORS.
SURI MUNIICPALITY, BIRBHUM
RECRUITMENT EXAMINATION'2015
APPLICATION FORM

[Employment Notice No. 01/SM/NLUM/2015-2016 Dated- 07.09.2015]

[Closing date for receipt of Application: 05.10.2015]

ROLL NO.	CAUTION					Space for pasting recent passport size
	(i) The Candidate is advised to fill up all the items correctly in the Application Format and duly furnish all the required particulars/documents. (ii) If any item(s) of the application is considered inapplicable to the candidate, he/she should write NOT APPLICABLE or (NA) against the particular items(s) and in no case no item of the application should remain unfilled. (iii) Correction/overwriting, if any should be accompanied by signature of the candidate. (iv) In case the application is not filled in accordance with the above instruction or any of the required documents is not enclosed; it will be treated as incomplete/defective and summarily rejected. (v) Application should be sent by Speed Post/Registered Post only.					<div style="border: 2px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> PHOTOGRAPH </div>
(Space for office use)						of the Candidate with his/her full signature thereon.
1	Name of the post applied for [In block Letters]					
2	Name of the Candidate(In Block Letters)	First Name	Middle Name	Surname		
3	Father's / Husband's Name	First Name	Middle Name	Surname		
4	Date of Birth	Day	Month	Year		
5	Address for Communication	Permanent Address :				
		Pin:				
	Detail is to be given in the appropriate box in Block Letters.	Present Address :				
		Pin:				
		State:				
		Mobile No:-				
		E-mail address:-				
6	Tick against the category to which you belong	SC	ST	OBC-A	OBC-B	General
7(a)	Name of the Sub-Caste [in block letters]	7(b) Religion				

8	Academic Qualifications [Attested photocopies of certificates/Marks- sheet/ age proof & other documents should be attached with the application]								
	Examination Passed	Year of Passing	Board/ Council/ Institution/ University			Total marks obtained	% of marks obtained		
9	Are you employed? If yes , please give in details about your employment in the box (below)								
	Name of the employer		Date of joining		Name of post		Whether the job is temporary or permanent		
(i)									
(ii)	Full Address of the employer								
10	Working Experience (if any) (Mentioned the post, year of Experience, Date of joining & date of Leaving & others)		(i)						
			(ii)						
			(iii)						
			(iv)						
11	List of documents should be enclosed (Put Tick mark in the Box)								
Sl. No.	Documents		Yes	No	Sl. No.	Documents		Yes	No
(i)	Proof of age				(iv)	Copy of the Employment Exchange Card (if any)			
(ii)	Proof of academic Qualification				(v)	Two copies of recent passport size Photograph duly signed			
(iii)	Proof of Experience				(vi)	Two self addresses envelopes with Postage stamp of Rs.40/- each.			
(vii)	Proof in support of category (if any)								

DECLARATION

I solemnly declare that (a) all statement made in this application are true, complete and correct (b) original documents will be produced on demand (c) I agree to take the Examination on condition that the Chairman of the Selection Committee, constituted for Suri Municipality may cancel my candidature at any time if I am found ineligible for admission to the Examination.

** I have informed the head of my office or Department in writing that I ma applying for this Examination. [Applicable to those who are already employed anywhere, please strike out if not applicable.]

Place:

Date:

.....
Full Signature of the Candidate

ADMIT CARD

TO BE FILLED IN BY THE CANDIDATE

Name of the post applied for:-

Attach Passport
Size Photo duly
self Attested

1) Name:-

2) Father's Name:-

3) Postal Address:

4) Date of Birth:

Note: - Bring all original certificates in support of Age, Educational Qualification & NOC from concern Authority if present working any organization.

Signature of the Candidate

TO BE FILLED IN BY THE APPLICATION RECEIVING AUTHORITY

ROLL NO

Name of the Examination / Interview Centre

With complete address :

Date of Examination / Interview and time :

Reporting time at the Centre :

Signature of the Authority