

OFFICE OF THE COUNCILLORS OF TAMRALIPTA MUNICIPALITY

স্থাপিত - ১৮৬৪ • Estd. - 1864

তামলুক - পূর্ব মেদিনীপুর - ৭২১৬৩৬ • TAMLUK - PURBA MEDINIPUR - 721636

Web: www.tamraliptamunicipality.org e-mail : chairman@tamraliptamunicipality.org

Phone:- (03228) 266007 / 267370 , Fax - (03228) 266007

প্রেরক From

পৌর প্রধান Chairman

তামলিপ্ত পৌরসভা

Tamralipta Municipality



স্মারক/পত্রাক নং Memo No.1017.....

তারিখ, তামলুক

Dated Tamluk, The.....10.8.2015.....

প্রতি To :

EMPLOYMENT NOTIFICATION

Two numbers Manager as categorized below with eligibility criteria will be engaged on contract basis for City Mission Management Unit of Tamralipta Municipality under National Urban Livelihood Mission.

Sl. No.	Name of Post	Qualification/Experience
A	Manager - social Development and Infrastructure	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.
B	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 programme and also designing and implementation of MIS & ME.

- Applications from Indian National in plain paper with complete bio-data mentioning contact No, e-mail ID, along with two self attested recent passport size colour photograph (one pasted on the front page of application and one extra) and all self attested copies of testimonials should reach this office within 28.08.2015, 4.00 p.m., addressing the Chairman, Tamralipta Municipality, P.O. & P.S.- Tamluk, Dist.- Purba Medinipur, Pin- 721636, through ordinary post/ drop box in the office complex during working hour except holiday & Sundays.
- Eligible candidate may apply for one post only.
- Application for the post of _____ should be marked on the top of the envelop.
- The upper age limit for both the post is 40 years as on ~~01.04.2014~~, 01.04.2015.
- Last date of submission of application is 28.08.2015 up to 4.00 p.m.
- Contractual monthly remuneration is Rs. 50,000.00

Time Frame

The tenure of such contract will be initially for a period of one year from the date of awarding contract which may be extendable annually subject to satisfactory performance. All posts are of full time posts and expected to input a minimum 240 working days in a calendar year. Working in close coordination with Tamralipta Municipality, Managers are expected to adhere to the usual working days and on holidays subject to urgency or as may be required by municipality for any purpose.

Chairman,

Tamralipta Municipality.

Dated 10.8.15

Memo No. 1017/1(5)

Copy forwarded for information & necessary action to:

1. Sri Mitra Chatterjee, WBCS, Joint Secretary, MA Deptt., Govt. W.B., Kolkata.
2. The Director, SUDA, ILGUS Bhavan, Salt Lake, Kolkata- 106.
3. The Director Local Bodies, Purba Bhavan, Salt Lake, Kolkata- 91.
4. The District Magistrate, Purba Medinipur, Tamluk.
5. The District Informatics Officer, NIC, Purba Medinipur, for NIC web-site.

Chairman,

তাম্রলিপ্ত পৌরসভা

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প্রেরক From

পৌর প্রধান Chairman

তাম্রলিপ্ত পৌরসভা

Tamralipta Municipality

প্রতি To :



স্মারক/পত্রাক্ষ নং Memo No.1054.....

তারিখ, তামলুক

Dated Tamluk, The 13.08.2015

EMPLOYMENT NOTICE ADDENDUM

In continuation to this office employment Notice No.- 1017 dated 10.08.2015, the following points are added hereto for information of an applicant:

- 1) Applicant shall have to apply in a prescribed Application Format as detailed below along with his plain application addressed to the Chairman, Tamralipta Municipality.
- 2) No objection certificate from employer, if any.
- 3) Scope of work detailed below.
- 4) Written or Oral or both may be held as per circumstances.

Encls: as above

Chairman,
Tamralipta Municipality.

Chairman
Tamralipta Municipality

Memo No 1054/11(4)

dt. 13.8.15

copy forwarded for information & necessary action to:

- 1) The Joint Secretary, Municipal Affairs Deptt. Govt. of W.B.
WRITERS BLDGS. KOL-I
- 2) The Director, SUDA, ILGUS BHAVAN, SALT LAKE, SECTOR-11, HC Block
KOLKATA - 700106.
- 3) The Sr. Magistrate, Purba Medinipur
- 4) The District Informatics officer, NIC, Purba Medinipur, with a
request to upload the matter in NIC website.

Chairman
13.8.15
Tamralipta Municipality

APPLICATION FORM

Self
attested
passport
size
photograph
affix here

1. Name of the Post applied for :
2. Name (in block letter) :
3. Name of Father/Husband :
4. Full Address (Present) :
(Permanent) :
5. Contact No. :
6. E-mail ID (if any) :
7. Educational Qualification

Sl. No.	Name of Examination passed	Board / University	Subject	Total marks obtained	Division/ Class	Percentage of marks	Year of passing

8. Working Experience

Sl. No.	Name of Organisation	Nature of work	Position held	Period of Working from to	Total period of working experience

9. Date of Birth :
10. Age as on 01.04.2015 :
11. No Objection Certificate from existing employer (if applicable):

I do hereby declare that the statements made in this application are true and if the information's given in this application are not in conformity with this advertisement; my candidature shall be liable to be forfeited.

Date _____

Signature of the Applicant.

ROLES & RESPONSIBILITIES OF TECHNICAL EXPERTS- CMMU

1. Manager- Social Development & Infrastructures

- Ensuring that city adheres to the guidelines prescribed by NULM
- Developing work plan for implementation of Social mobilization component for the city
- Responsible for the SM&ID, USVs & SUH targets of the city with respect of community mobilization, SHGs, Federations, Revolving Fund, CLCs, Vendor development plan, Vendor Markets development and Shelters for Urban homeless etc.
- Ensuring the SHGs, ALF and CLF structures are established in the city
- Responsible for providing need based Technical Assistance to Community Organisers (Cos)
- Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilization agenda in implementing of NULM
- Ensuring reporting of the Social mobilization and institution Development component
- Working closely with other managers at the city level for successful implementation of NULM
- Performing any other related tasks assigned by the City Project Officer, CMMU
- Looking after management of Shelters for Urban Homeless component
- Looking after Support to Urban Street Vendors component
- All work related to Social Development and infrastructural part
- Management of Innovation and Special Project at City Level

ROLES & RESPONSIBILITIES OF TECHNICAL EXPERTS- CMMU

2. Manager- Skills, Micro Enterprise, MIS & ME

- Ensuring that the city adhere to the EST & P guidelines prescribed by NULM
- Preparing work plan for EST & P agenda for the city
- Responsible for the EST & P targets of the city
- Ensuring Identification of Skill Training providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved
- Responsible for providing need based Technical assistance to Cos
- Ensuring linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies
- Ensuring reporting against KRAs
- Working closely with other Managers at the city level for successful implementation of NULM

ROLE & RESPONSIBILITIES OF TECHNICAL EXPERTS- CMMU

Manager- Skills, Micro Enterprise, MIS & ME (...contd)

- Perform any other related tasks assigned by the City Project Officer, CMMU
- All works related to Skill Development Training and Livelihood matters
- Ensure that the city adhere to the guidelines prescribed by NULM
- Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda for the city
- Responsible for UFI & SEP targets of the city
- Ensure the bank linkages for SHGs and its members at the city level
- Facilitate access to credit for micro enterprises set up by the urban poor at the city level
- Responsible for providing need based Technical Assistance to Cos Responsible for providing need based Technical Assistance to Cos
- Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial inclusion and Self-employment programme agenda in implementing of NULM

ROLES & RESPONSIBILITIES OF TECHNICAL EXPERT - CMMU

Manager- Skills, Micro Enterprise, MIS & ME (...contd)

- Ensuring reporting against KRAs
- Working closely with other Managers at the city level for successful implementation of NULM
- Performing any other related tasks assigned by the City Project Officer, CMMU
- All works related to SEP component of NULM
- Preparing work plan for monitoring of the components of NULM
- Responsible for the ensuring proper implementation of MIS at the city level, compilation of information at the city level and submission of the same to the state
- Undertaking real time monitoring of the scheme at the city level
- Responsible for timely submission of information to state
- Responsible for providing need based Technical Assistance to Cos
- Adhering to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at city level
- Work closely with other Managers at the city level for successful monitoring of NULM
- Performing any other related tasks assigned by the City Project Officer, CMMU
- All works related to MIS, Reports and e-issues


13.8.15
Chairman,
Tamralipta Municipality.