

Government of West Bengal  
Department of Municipal Affairs  
Writers' Buildings, Kolkata-700 001

NOTIFICATION

No.761/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

WHEREAS the Ministry of Housing and Urban Poverty Alleviation, Government of India has restructured 'Swarna Jayanti Sahari Rojgar Yojna' as 'National Urban Livelihood Mission' (herein referred as NULM) and accordingly the State Government has constituted 'West Bengal State Urban Livelihood Mission' (herein referred as WBSULM) under Gazette Notification No. 227/MA/C-10/3S-30/2013 dated, Kolkata, the 18<sup>th</sup> March, 2014;

AND WHEREAS in terms of guidelines on National Urban Livelihood Mission issued by the Ministry of Housing and Urban Poverty Alleviation, Government of India, "Committee for Selection of Manpower at SMMU, CMMU under NULM' (herein referred as Committee) for implementation of West Bengal State Urban Livelihood Mission has been constituted under Notification No. 478/MA/P/C-10/3S - 30/2013 dated, Kolkata, the 27<sup>th</sup> June, 2014;

AND WHEREAS in terms of the recommendation made by the said Committee in regard to constitution of "City/Town Level Selection Committee" for selection of manpower at City Mission Management Unit (CMMU), the Governor is pleased hereby to constitute the "City/Town Level Selection Committee" for implementation of West Bengal State Urban Livelihood Mission consisting of:-

- |  |                   |
|--|-------------------|
| 1. Mayor/Chairperson of the concerned Urban Local Body   | Chairperson       |
| 2. Deputy Mayor/Vice-Chairperson of the concerned Urban Local Body   | - Member          |
| 3. MMIC/concerned Chairman-in-Council looking after NULM in the Urban Local Body   | - Member          |
| 4. Representative from the Municipal Engineering Directorate/Urban Development Department  | Member            |
| 5. Representative from State Urban Development Agency  | Member            |
| 6. Representatives from the concerned Regional office/Head Quarter office of Directorate of Local Bodies (Not below the rank of Deputy Director) | - Member          |
| 7. City Project Officer (CPO) of the concerned Urban Local Body  | - Member-Convener |
| 8. Finance Officer/Accounts & Finance Coordinator (in absence of Finance Officer) of the concerned Urban Local Body                              | Member            |

By Order of the Governor

  
Special Secretary to the Government of West Bengal

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Department of Municipal Affairs  
Writers' Buildings, Kolkata-700 001

NOTIFICATION

No.762/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

WHEREAS the Ministry of Housing and Urban Poverty Alleviation, Government of India has restructured 'Swarna Jayanti Sahari Rojgar Yojna' as 'National Urban Livelihood Mission' (herein referred as NULM) and accordingly the State Government has constituted 'West Bengal State Urban Livelihood Mission' (herein referred as WBSULM) under Gazette Notification No. 227/MA/C-10/3S-30/2013 dated, Kolkata, the 18<sup>th</sup> March, 2014; .

AND WHEREAS in terms of para No. 13.18 of guidelines on National Urban Livelihood Mission issued by the Ministry of Housing and Urban Poverty Alleviation, Government of India, City Mission Management Unit (CMMU) is supposed to be supported by a City Project Officer and as per recommendation made by the "Committee for selection of Manpower at SMMU, CMMU under NULM", the Governor is pleased hereby to direct that the Commissioner/Joint Commissioner/Secretary in case of the Municipal Corporation (to be decided by respective Municipal Corporation) and Executive Officer in case of the concerned Municipality, included as NULM towns, to be designated as City Project Officer (CPO) for the purpose of implementation of all the activities under West Bengal State Urban Livelihood Mission.

By Order of the Governor,

B. C. Patra  
Special Secretary to the Government of West Bengal

No.762/1(128)/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

Copy forwarded for information and necessary action to the:

1. Mayor, ..... Municipal Corporation
2. Chairman/Chairperson, ..... Municipality
3. Director, SUDA & Mission Director, WBSULM.
4. Director of Local Bodies, West Bengal.
5. Municipal Commissioner/ Commissioner,..... Municipal Corporation
6. Executive Officer,.....Municipality
7. PS to MIC, MA & UD Departments.
8. Pr.S to Principal Secretary, MA Department

  
Special Secretary to the Government of West Bengal

Government of West Bengal  
Department of Municipal Affairs  
Writers' Buildings, Kolkata-700 001

NOTIFICATION

No.763/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

WHEREAS the Ministry of Housing and Urban Poverty Alleviation, Government of India has restructured 'Swarna Jayanti Sahari Rojgar Yojna' as 'National Urban Livelihood Mission' (herein referred as NULM) and accordingly the State Government has constituted 'West Bengal State Urban Livelihood Mission' (herein referred as WBSULM) under Gazette Notification No. 227/MA/C-10/3S-30/2013 dated, Kolkata, the 18<sup>th</sup> March, 2014;

AND WHEREAS in terms of para No. 13.18 of guidelines on National Urban Livelihood Mission issued by the Ministry of Housing and Urban Poverty Alleviation, Government of India, City Project Officer will be assisted by Assistant Project Officer(s) and as per recommendation made by the "Committee for selection of Manpower at SMMU, CMMU under NULM", the Governor is pleased hereby to direct that the existing Town Project Officer(s) to be re-designated as Assistant Project Officer(s) in the respective cities/towns covered under NULM for the purpose of implementation of all the activities under West Bengal State Urban Livelihood Mission provided they fulfill the minimum qualification as laid down in the NULM guidelines and subject to approval of the City/Town Level Selection Committee constituted under Notification No. 761/MA/P/C-10/3S -30/2013 dated 17<sup>th</sup> November, 2014.

By Order of the Governor,

**B. C. Patra**

Special Secretary to the Government of West Bengal

No.763/1(66)/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

Copy forwarded for information and necessary action to the:

1. Mayor, ..... Municipal Corporation
2. Chairman/Chairperson, ..... Municipality
3. Director, SUDA & Mission Director, WBSULM.
4. Director of Local Bodies, West Bengal.
5. PS to MIC, MA & UD Departments.
6. Pr.S to Principal Secretary, MA Department

  
Special Secretary to the Government of West Bengal

Government of West Bengal  
Department of Municipal Affairs  
Writers' Buildings, Kolkata-700 001

o.764/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

From: Special Secretary to the Government of West Bengal

To:  The Mission Director, WBSULM and  
Director, State Urban Development agency,  
ILGUS Bhavan, HC Block, Salt Lake, Kolkata 700 016 / 06

Sub: Engagement of Specialists/Experts at SMMU under National Urban Livelihood Mission (NULM)

Sir,

In inviting reference to the proposal as contained in the file of SUDA bearing No. SUDA-90/2014 regarding educational Qualification / Eligibility / Experience / Contractual Remuneration etc. for engagement of specialists/experts at State Mission Management Unit under National Urban Livelihood Mission (NULM) at SUDA, I am directed to inform you that your proposal referring the decision of the State Level Selection Committee in its meeting held on 16.07.2014 has been examined taking into consideration the possibility of availability of technical personnel and accordingly, the educational qualification, eligibility, experience, contractual maximum monthly remuneration of all such posts are furnished below :

Sl. No.	Name of Post	Qualification/Experience
1.	State Mission Manager – HR & Capacity Building (To be Designated as Team Leader)	<p><b>Educational Qualification &amp; Experience:</b> Two year full time Post Graduate Diploma in Management / MBA or Masters in any relevant discipline with 3 years of experience or Graduate from Government recognized Institutes with 5 years of experience in training and capacity building work with state level project, in urban areas.</p> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>➤ In addition to the competencies as mentioned in the guideline the person should have acknowledged capabilities in client management &amp; negotiation skills;</li> <li>➤ Fluency in English and Bengali or local languages of West Bengal</li> </ul>
2.	State Mission Manager – Social Mobilization and Institution Development	<p><b>Educational Qualification &amp; Experience:</b> Two year full time Post Graduate Diploma in Management / MBA or Masters in any other relevant discipline with 3 years of experience or Graduate from government recognized Institutes with 5 years of experience in Social Development Work with poverty reduction programmes of considerable size and scale, preferably in urban areas.</p> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Competency level as per guidelines of NULM</li> <li>• Fluency of English and Bengali or local languages of West Bengal</li> </ul>
3.	State Mission Manager – Shelters and Social Infrastructures	<p><b>Educational Qualification:</b> Graduate in Civil Engineering with 3 years experience or Diploma in Civil Engineering</p> <p><b>Experience:</b> 5 years in Poverty Reductions Programme involving Social Development &amp; Establishment / Monitoring / Maintenance of Community Infrastructure preferably in urban areas.</p> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Competency level as per guidelines of NULM</li> <li>• Fluency of English and Bengali or local languages of West Bengal</li> </ul>

State Mission Manager – Financial Inclusion & Micro Enterprises	<p><b>Educational Qualification &amp; Experience:</b> Two year full time Post Graduate Diploma in Management / MBA or Masters in any other relevant discipline with 3 years experience or Graduate from Government recognized Institutes with 5 years of experience in dealing with credit linkages, Social Security and/or Micro Enterprises promotion in poverty reduction programmes / Financial Institutions preferably in urban areas.</p> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Competency level as per guidelines of NULM</li> <li>• Fluency of English and Bengali or local languages of West Bengal</li> </ul>
5. State Mission Manager, MIS & ME	<p><b>Educational Qualification:</b> Two year full time Post Graduate Diploma in Computer Science / MCA from Government recognized Institute/ University</p> <p><b>Experience:</b> At least 5 years in designing and implementation of MIs &amp; ME for development projects, preferably in poverty reduction project.</p> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• In addition to the competencies as mentioned in the guideline proficiency in Power Point, MS access and MS Excel is required;</li> <li>• Fluency of English and Bengali or local languages of West Bengal</li> </ul>

In this connection, as per proposal of SUDA, I am further directed to inform you that-

- State Mission Manager – HR & Capacity Building to be designated as Team Leader of SMMU.
- Contractual monthly remuneration for each post will be Rs. 60,000/- (Rupees sixty thousand only) with each engagement period of maximum two years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement as per guidelines of NULM.
- The upper age limit of the specialists/experts to be engaged in SMMU will be 40 years as on 01.04.2014 until further order.
- Process of engagement of 5 (five) specialists/experts except State Mission Manager-Skills & Livelihoods under SMMU as mentioned in the Table above by outsourcing through an agency to be taken up immediately by way of inviting EoI following the orders issued from Finance Department and existing practice in this regard time to time after obtaining approval of the draft EoI/RfP including ToR from Municipal Affairs Department.

Yours faithfully,

  
Special Secretary

No.764/1(3)/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

Copy forwarded for information to:

- Director of Local Bodies, West Bengal.
- Chief Engineer, M.E.Dte.
- Pr.S to Principal Secretary, MA Department

Special Secretary

Government of West Bengal  
Department of Municipal Affairs  
Writers' Buildings, Kolkata-700 001



No.765/MA/P/C-10/3S -30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

From: Special Secretary to the Government of West Bengal

To: The Mission Director, WBSULM and  
Director, State Urban Development agency,  
ILGUS Bhavan, HC Block, Salt Lake, Kolkata 700 046 106

Sub: Engagement of Specialists/Experts at CMMU under National Urban Livelihood Mission (NULM)

Sir,

In inviting reference to the proposal as contained in the file of SUDA bearing No. SUDA-90/2014 regarding Educational Qualification / Eligibility / Experience / Contractual Remuneration etc. for engagement of specialists/experts at City Mission Management Unit (CMMU) to be set up in the respective cities under National Urban Livelihood Mission (NULM), I am directed to inform you that your proposal referring the decision of the State Level Selection Committee in its meeting held on 16.07.2014 has been examined taking into consideration the possibility of availability of technical personnel and accordingly, the educational qualification, eligibility, experience, contractual maximum monthly remuneration of all such posts are furnished below :

**A. Large Cities (>5 Lakh Population as per Census 2011)**

Sl. No.	Name of Post	Qualification/Experience
1.	Manager – Social Development and Infrastructure	<b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management <b>Experience:</b> 2 - 3 years practical experience of working in Social Development work with poverty reduction programmes. <b>Other Qualifications:</b> <ul style="list-style-type: none"><li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li><li>➤ Fluency of English and Bengali or local languages of West Bengal</li></ul>
2.	Manager – Skills & Livelihoods	<b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management <b>Experience:</b> 2 - 3 years practical experience of working in implementation of skill training and placement programmes. <b>Other Qualifications:</b> <ul style="list-style-type: none"><li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li><li>➤ Fluency of English and Bengali or local languages of West Bengal</li></ul>
3.	Manager – Financial Inclusion & Micro Enterprises	<b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management <b>Experience:</b> 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. <b>Other Qualifications:</b> <ul style="list-style-type: none"><li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li><li>➤ Fluency in English and Bengali or local languages of West Bengal</li></ul>

<p>Manager, MIS &amp; ME</p>	<p><b>Educational Qualification:</b> Bachelor degree in Computer Science</p> <p><b>Experience:</b> 2 - 3 years of experience in designing and implementation MIS &amp; ME, preferably poverty reduction project.</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>➤ 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 be given preference</li> <li>➤ Fluency of English and Bengali or local languages of West Bengal</li> </ul>
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**B. Medium Towns (Between 3 to 5 lakh Population as per Census 2011)**

Sl. No.	Name of Post	Qualification/Experience
1.	<p>Manager – Social Development and Infrastructure</p>	<p><b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management</p> <p><b>Experience:</b> 2 - 3 years practical experience of working in Social Development work with poverty reduction programmes.</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li> <li>➤ Fluency of English and Bengali or local languages of West Bengal</li> </ul>
2.	<p>Manager – Skills &amp; Livelihoods</p>	<p><b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management</p> <p><b>Experience:</b> 2 - 3 years practical experience of working in implementation of skill training and placement programmes.</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li> <li>➤ Fluency of English and Bengali or local languages of West Bengal.</li> </ul>
3.	<p>Manager – Financial Inclusion &amp; Micro Enterprises</p>	<p><b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management</p> <p><b>Experience:</b> 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><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li> <li>➤ Fluency in English and Bengali or local languages of West Bengal</li> </ul>

C. District Head Quartered Towns (> 1 lakh population) & Small Towns (Between 1 to 3 lakh Population as per Census 2011)

Sl. No.	Name of Post	Qualification/Experience
1.	Manager – Social Development and Infrastructure	<p><b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management</p> <p><b>Experience:</b> 2 - 3 years practical experience of working in Social Development work with poverty reduction programmes.</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li> <li>➤ Fluency of English and Bengali or local languages of West Bengal</li> </ul>
2.	Manager – Skills Micro Enterprises, MIS & ME	<p><b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management</p> <p><b>Experience:</b> 2 - 3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS &amp; ME.</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>➤ Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.</li> <li>➤ 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.</li> <li>➤ Fluency of English and Bengali or local languages of West Bengal.</li> </ul>

In this connection, as per proposal of SUDA, I am further directed to inform you that -

- (a) Contractual monthly remuneration for each post will be Rs. 50,000/- (Rupees fifty thousand only) with each engagement period of maximum two years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement.
- (b) The upper age limit of the specialists/experts to be engaged in CMMU will be 40 years as on 01.04.2014 until further order.
- (c) Process of engagement of specialists/experts either through direct recruitment or by outsourcing through an agency to be taken up in consultation with the City Level Selection Committee constituted for the purpose. In case of outsourcing, draft Expression of Interest (EoI) to be circulated to all concerned ULBs from the end of SUDA, after the same is approved by the State Government.

Yours faithfully,

  
Special Secretary

No.765/1(3)/MA/P/C-10/3S-30/2013

Dated, Kolkata, the 17<sup>th</sup> day of November, 2014

Copy forwarded for information to:

1. Director of Local Bodies, West Bengal.
2. Chief Engineer, M.E.Dte.
3. Pr.S to Principal Secretary, MA Department.

Special Secretary