

OFFICE OF THE BOARD OF COUNCILLORS

..... MUNICIPALITY

ORDER

Memo No.....

Dated.....

In pursuance of Notification No. 765/MA/P/C-10/35-30/2013 dated 17.11.2014 of the Department of Municipal Affairs, Government of West Bengal, the City Level Selection Committee (herein referred as CLSC) for engagement of Experts for City Mission Management Unit (herein referred as CMMU) for implementation of "West Bengal State Urban Livelihood Mission" (herein referred as WBSULM) ofMunicipality is hereby constituted with the following members:

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

The CLSC will select technical experts (on contract basis) for setting up of CMMU, for implementation of NULM ofMunicipality as directed by MoHUPA, Government of India.

Chairman

..... Municipality

Memo No.....

Dated

Copy forwarded for kind information and action to:

1. All members of City Level Selection Committee(CLSC)
2. Director, SUDA
3. Additional Director, NULM
4. Office Guard File

Chairman,

..... Municipality

Letterhead of Municipality

Memo No.....

Date.....

Notice

Sub:- 1st Meeting of City Level Selection Committee (CLSC) for engagement of Experts for City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM)

The 1st meeting of City Level Selection Committee for engagement of Experts for CMMU under NULM of(Name) Municipality will be held on(date) atam/pm. at the Chamber of Chairman,Municipality for discussion of the following Agendas.

Hence, all the members are requested to attend the meeting as per scheduled time.

Agenda of the Meeting:

- I. Procedure of selection of experts (whether through only viva-voce or through written followed by viva-voce)
- II. Procedure to be adopted for application and other related activities is placed
- III. Selection of newspaper and other mode of advertisement for the mentioned posts of experts
- IV. Duration of receiving application
- v. Miscellaneous

Executive Officer & Member
Convenor of City Level Selection
Committee

Memo

No.....

Date.....

Copy forwarded for kind information and action to:

1. All members of CLSC
2. Director SUDA
3. Addl. Director, NULM
4. Office Guard File

Executive Officer & Member
Convenor of City Level Selection
Committee

Name of the Municipality

Resolution of 1st Meeting of City Level Selection Committee for Engagement of Experts for CMMU under NULM atName of the Municipality

Date:

Time:

Venue:

Attended Members: (List all the members present in the meeting)

- | | |
|---------|-----------|
| 1. Name | Signature |
| 2. Name | Signature |
| 3. Name | Signature |
| 4. Name | Signature |

Summary of Discussion:

1. Agenda 1 – Procedure of selection of experts (whether through only viva-voce or through written followed by viva-voce) - ----- Detailed Discussion

2. Agenda 2- Procedure to be adopted for application and other related activities is placed
-----Detailed Discussion

3. Agenda 3- Selection of newspaper and other mode of advertisement for the mentioned posts of experts -----Detailed Discussion

4. Duration of receiving application -----Detailed Discussion

Chairman,
Name of the Municipality

Newspaper Advertisement

Employment Notice No.....

Date :.....

.....(Name of the Municipality) has decided to engageNo. of experts for CMMU under NULM on contract basis namely 1) Manager- Social Development and Infrastructure, 2) Manager- Skills and Livelihood, 3) Manager- Financial Inclusion and Micro Enterprises, 4) Manager-MIS & ME on consolidated contractual remuneration of Rs 50,000 /-(Rupees fifty thousand only) purely on contract basis with each engagement period of maximum two years at a time .Last date and time of submission of application.....

For details visit the website www.wbdma.gov.in and www.changekolkata.org and(website of the municipality).

Chairman

Name of the Municipality

Notice of Vacancy

OFFICE OF THE MUNICIPAL COUNCILLORS

Name of the Municipality

Employment Notice Dated:.....

Application in the "Prescribed Format" is invited from the eligible candidates for purely contractual engagement of Specialists /Experts for the following posts for City Mission Management Unit(CMMU) under Nation Urban Livelihood Mission (NULM) for maximum period of 2 years along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal under National Urban Livelihood Mission(NULM) under(Name of the Municipality).

Sl.No.	Name of Post	Qualification / Experience / Remuneration
1	Manager-Social Development and Infrastructure	<p>a)No. of posts- 1</p> <p>b)Educational Qualification: Bachelor degree in Social Science preferably in Social Work /Sociology/Economics/Management</p> <p>c) Experience: 2-3 years of practical experience of working in social development work with poverty reduction programmes.</p> <p>d)Other Qualifications: i) Proficient with MS office, Strong Analytical Skills, Experience of working with Government Institutions will be given preference</p> <p>ii) Fluency of English and Bengali or Local Languages of West Bengal</p>
2	Manager- Skills and Livelihood	<p>a)No. of posts- 1</p> <p>b)Educational Qualification: Bachelor degree in Social Science preferably in Social Work /Sociology/Economics/Management</p> <p>c) Experience: 2-3 years of practical experience of working in implementation of skill training and placement programmes</p> <p>d)Other Qualifications: i) Proficient with MS office, Strong Analytical Skills, Experience of working with Government</p>

		<p>Institutions will be given preference</p> <p>ii) Fluency of English and Bengali or Local Languages of West Bengal</p>
3	Manager- Financial Inclusion and Micro Enterprise	<p>a)No. of posts- 1</p> <p>b)Educational Qualification: Bachelor degree in Social Science preferably in Social Work /Sociology/Economics/Management</p> <p>c) Experience: 2-3 years of practical experience of working in implementation of skill training and placement programmes/ Credit Linkages and Social Security and /or Micro enterprises promotion in poverty reduction programmes / financial institutions</p> <p>d)Other Qualifications: i) Proficient with MS office, Strong Analytical Skills, Experience of working with Government Institutions will be given preferenceii) Fluency of English and Bengali or Local Languages of West Bengal</p>
4	Manager- MIS & ME	<p>a)No. of posts- 1</p> <p>b)Educational Qualification: Bachelor degree in Computer Science</p> <p>c) Experience: 2-3 years of practical experience in designing and implementation MIS & ME, preferably poverty reduction project</p> <p>d)Other Qualifications: i) 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.ii) Fluency of English and Bengali or Local Languages of West Bengal</p>

Terms and Conditions are noted below-

1. The upper age limit of the specialists/ experts to be engaged in CMMU will be 40 years as on 01.04. 2015
2. Contratual monthly remuneration for each post will be Rs 50,000 /- (Rupees fifty thousand only)
3. Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority with application.
4. Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.

5. Candidates should enclose self-attested photocopy of the age proof certificate with the application.
6. Self-attested recent passport size photo to be pasted on Application Form and name of the post for which applied must be mentioned on the cover of the application and the top of the application form as “Application for the post of”
7. Application should reach on the following address or by email
Address.....
8. Candidates are requested to view the Website of Municipal Affairs Department (www.wbdma.gov.in) and of CMU (www.changekolkata.org) and(municipality website) for further details
9. LAST DATE OF SUBMISSION OF APPLICATION IS upto 4 pm
10. One person can apply for a single post only.

Chairman
Name of the Municipality

6.2 Permanent Address (IN CAPITAL LETTER)

8) Contact number:

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9) Academic Qualification:

Sl. No.	School/Board/univ./ Inst.	Exam Passed	Year of Passing	Total Marks	Marks obtained	Percentage

9) Computer Knowledge:

10) Experience :

Sl. No	Name of the employer	Name of the Post	Date of joining	Date of Leaving	Whether the job is temporary or permanent	Type of Work Done

11) Additional Qualification(If any):

12) List of documents should be enclosed (Put Tick mark in the Box)

Sl. No	Documents	Yes	No	Sl.No	Documents	Yes	No
1	Proof of age			5	Copy of Employment Exchange card (if any)		
2	Proof of academic qualification			6	Copies of recent passport Size photographs		
3	Proof working experience						
4	Proof in support of category(if any)						

Declaration: I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the Application are true and I shall furnish the necessary certificates whenever required.

If any information/details found to be incorrect/false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my services may be terminated.

Date:

Place:

.....
Signature of the Candidate

ADMIT CARD

TO BE FILLED IN BY THE CANDIDATE

Name of the post applied for:-

1) Name:-

2) Father's Name:-

3) Postal Address:

4) Date of Birth:

Attach Passport size Photo (Self-attested)

Signature of the Candidate

TO BE FILLED IN BY THEULB

ROLL NO

Name of the Examination / Interview Centre With complete address :

Date of Examination / Interview and time :

Reporting time at the Centre :

Note: - Bring all original certificates in support of Age, Educational Qualification & NOC from concern Authority if applicable

Date -

Signature of the City Project Officer

Receiving Application Register for recruitment for the (Name of the post) under NULM in..... (Name of the Municipality)

Sl. No	Name of the applicant	Full Address with Contact No.	Educational Qualification	Working Experience	Age	Date of Receiving of Application	Selected/ Rejected	Reason for Rejection

Note: Each entry must be authenticated with stamp by Executive Officer (E.O.) cum City Project Officer (CPO)

Letterhead of Municipality

Memo No.....

Date.....

Notice

Sub: - 2ND Meeting of City Level Selection Committee (CLSC) for engagement of Experts for City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM)

The 2ND meeting of City Level Selection Committee for engagement of Experts for CMMU under NULM of(Name of the Municipality) will be held on(date) atam/pm. at the Chamber of Chairman,Municipality for discussion of the following Agendas.

Hence, all the members are requested to attend to attend the meeting at scheduled time.

Agenda of the Meeting:

- I. Approval of list of eligible candidates against each post for the recruitment of experts under NULM
- II. Decision regarding date of Test/Interview
- III. Process of scoring for recruitment under NULM
- IV. Configuration of Selection Board

Executive Officer & Member
Convenor of City Level Selection
Committee

Memo

No.....

Date.....

Copy forwarded for kind information and action to:

1. All members of CLSC
2. Director SUDA
3. Additional Director, NULM
4. Office Guard File

Executive Officer & Member
Convenor of City Level Selection
Committee

Name of the Municipality

Resolution of 2nd Meeting of City Level Selection Committee for Engagement of Experts for CMMU
under NULM atName of the Municipality

Date:

Time:

Venue:

Attended Members: (List all the members present in the meeting)

- | | |
|---------|-----------|
| 5. Name | Signature |
| 6. Name | Signature |
| 7. Name | Signature |
| 8. Name | Signature |

Summary of Discussion:

1. Agenda 1 – Approval of list of eligible candidates against each post for the recruitment of experts under NULM ----- Detailed Discussion
2. Agenda 2- Decision regarding Test/Interview -----Detailed Discussion
3. Agenda 3- Process of Scoring for recruitment under NULM -----Detailed Discussion
4. Configuration of Selection Board -----Detailed Discussion

Chairman,
Name of the Municipality

Letterhead of Municipality

Memo No.....

Date.....

To:
.....
.....
.....

Affix passport
size photograph
duly signed in
front side

INTERVIEW CALL LETTER

In connection with your application vide Employment Notice No..... dated..... for the post of(Name of the post) interview will be held on.....(date of the interview) at (time of the interview) and onwards at the Office of Chairman, of(name of the municipality). You are requested to report to the undersigned at the said place 1(One) hour before the time of Interview for verification of Original documents and testimonials along with(No.) sets of self-attested copies of the same for production. You are also requested to produce this letter in original at the time of verification of the original testimonials.

No T.A. / D.A. will be admissible.

Chairman

Name of the Municipality

Attendance Sheet of the Candidate for the recruitment of (Name of the Post) under NULM in (Name of the Municipality)

Sl No.	Name of the Candidate	Father's name/Husband name	Address	Signature of the Candidate

Note: Attendance sheet has to be authenticated by Executive Officer (E.O.) cum City Project Officer (C.P.O) under NULM/ Chairman

Name of the Municipality

Resolution will be made may be on the same date of interview after the completion of entire interview process

Resolution of 3rd Meeting of City Level Selection Committee for Engagement of Experts for CMMU under NULM at(Name of the Municipality)

Date:

Time:

Venue:

Attended Members: (List all the members present)

- | | |
|----------|-----------|
| 9. Name | Signature |
| 10. Name | Signature |
| 11. Name | Signature |
| 12. Name | Signature |

Summary of Discussion:

Agenda: Preparation of panel of 3 selected candidates against each post -----Detailed Discussion

Chairman,
Name of the Municipality