

Telephone No. 2561-5061

chairman_garulia@rediffmail.com

Fax no. 2540-8432 (033)

OFFICE OF THE COUNCILLORS, GARULIA MUNICIPALITY
P.O. Garulia, Dist – North 24 Parganas, Pin - 743133

No: 780

Date: 28-01-2019

EMPLOYMENT NOTICE

Applications in prescribed format are invited through Speed Post/Registered Post /Drop Box from the eligible candidates for the following posts at City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) on purely contractual basis for Garulia Municipality.

Sl. NO	Name of Post	No. of Post	Qualification/Experience
1	Manager-Social Development and Infrastructure	01	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.
2	Manager-Skills Micro Enterprises, MIS & ME	01	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 skills training and placement programmes and also designing implementation of MIS & ME .
3	Community Organiser	02	i) Education: 10+2 in any discipline ii) Experience: 3-5 years of experience in working with community on social development iii) Proficiency in MS Office (Word, Excel, Power Point etc.) is preferable
4	Dealing Assistant Cum Data Entry Operator	01	i) Education: 10+2 in any discipline at least 6 months course in Basic Computer ii) At least 2 years experience in working with organization of the Govt. Society, firm, association in data entry and related works in relevant field. iii) Proficiency in Internet operation, e-mailing and MS Office (Word, Excel, Power Point etc.)



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TERMS AND CONDITIONS:

1. The upper age limit for the posts 40 years as on 01-01-2017.
2. Application should be addressed to the Chairman, Garulia Municipality.
3. Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority alongwith 2 copies of recent color photograph.
4. Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.
5. Method of Test: Written followed by Viva-voce, Computer Test.
6. Contractual remuneration will be Rs. 50,000/- per month for the post of (1) Manager – Social Development and infrastructure , Rs. 50,000/- per month for the post of (2) Manager –skills Micro Enterprises, MIS & ME, Rs. 10,000/- per month for the post of (3) Community Organiser and Rs. 12,000/- per month for the post of (4) Dealing Assistant Cum Data Entry Operator.
7. Last date of application: Application should reach the Municipal Office by Speed Post/Registered Post/Drop Box within 12-02-2019 By 4-00 P.M.
8. Name of the post for which applied must be mentioned on the cover of application.
9. Candidates should apply in the prescribed Application Form to be downloaded from the Municipal Website (www.garuliamunicipality.com), Municipal Affairs Department, Govt. of West Bengal (www.wbdma.gov.in) and www.north24parganas.gov.in in A4 size paper.

Those who applied in response to Employment Notice No. 164 dt. 08-06-2017 need not further apply.

Sri Sunil Singh

Sri Sunil Singh
Chairman
Garulia Municipality

No. 780(ii)

Date: 28-01-2019

Copy forwarded for information to the:-

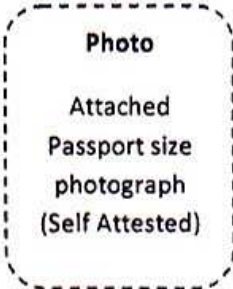
1. The District Magistrate, North 24 Parganas
- with the request to arrange upload the Employment Notice in website.
2. The Joint Secretary, Municipal Affairs Dept., Govt. of West Bengal,
NAGARAYAN, Bidhannagar
- with the request to arrange upload the Employment Notice in website.
3. Sri. Subrata Mukherjee, Vice-Chairman, Garulia Municipality, Member
4. Sri Sanjay Singh, Member, C.IC. , Garulia Municipality, Member
5. Sri Bibhas Ganguly, Joint Director, Directorate of Local Bodies,
Poura Prasashan Bhawan, DD-1, Sector – I Salt Lake City, Kolkata – 700064 Member
6. The Executive Engineer, MED, North 24 Parganas, Barasat Member
7. The Director SUDA, ILGUS Bhawan, Bidhannagar Member
8. Sri Sunil Naskar, Executive Officer, C.P.O. Garulia Municipality, Member
9. Sri Pradip Kumar Das, Finance Officer, Garulia Municipality, Member
10. Employment Officer, Sub Regional Employment Exchange, Barrackpore
- with the request to send the name of eligible candidates
11. I.T. Coordinator, Garulia Municipality
- directed to upload the Employment Notice in Municipal website.



Sri Sunil Singh
Chairman
Garulia Municipality

APPLICATION FORM

To
 The Chairman
 Garulia Municipality
 P.O – Garulia
 24 - Parganas(N) PIN – 743133



Sir,
 Application for the post of at City Mission Management unit, Garulia Municipality under NULM

1. Name (IN CAPITAL LETTER)

2. Father's / Husband's Name (IN CAPITAL LETTER)

3. Gender
 Male Female

4. Date of Birth (dd/mm/yyyy)

5. Nationality

6. Category
 SC ST OBC GENERAL

7. Address
 7.1 Present Address (IN CAPITAL LETTER)

 PIN

7.2 Permanent Address (IN CAPITAL LETTER)

 PIN

8. Contact Details :
 i) Mobile :

 ii) Residence :

 iii) E-mail id

9. Academic Qualification :

Sl. No	School/Board/University/Institution	Exam Passed	Year of Passing	Total Marks	Marks Obtained

10. Computer knowledge :

11. Experience :

Sl. No	Name of Employer	Name of the Post	Date of Joining	Date of Leaving	Whether the job is Temporary / Permanent	Nature of work done

12. Additional Qualification (If any) :

13. List of documents should be enclosed (Put Tick mark in the box)

Sl No	Documents	Yes	No
1	Proof of Age		
2	Proof of Academic Qualification		
3	Proof of Working Experience		
4	Proof in support category (if any)		
5	Copy of employment exchange (if any)		
6	Copy of recent passport size photograph		

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 documents in original 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 service may be terminated.

Date :

Place :

.....
Full signature of the Candidate