

Dankuni Municipality

North Subhash Pally, Manoharpur, P.O. & P.S.: Dankuni, Dist.: Hooghly
Tel. & Fax: (033) 2659 0694, Website: www.dankunimunicipality.com



Ref. No.: 0001/NULM/1185/DKM/2016-17

Dated : 04/10/2016

-: Employment Notice :-

Applications are invited as per our prescribed format from the eligible candidates for engagement of 01 (one) No Manager-Social Development and Infrastructure & 01 (one) no. Manager-Skills Micro Enterprises MIS & ME under NULM in terms of the no. 765/MA/P/C-10/3S-30/2013 dated 17.11.2014 issued from the Special Secretary to the Government of West Bengal, Department of Municipal Affairs, Writers' Buildings, Kolkata-700001 and 02 (two) no. of Community Organiser & 01(one) no. Dealing Assistant-cum-Data Entry Operator under NULM in terms of SUDA no. 16/2015/523(61), dated 05.11.2015 & SUDA-16/2015/524(61), dated 05.11.2015 issued from the Director, SUDA & Mission Director, WBSLUM of ILGUS Bhavan, H-C Block, Sector-III, Bidhannagore, Kolkata-700106,. The Educational Qualification, Working Experience, Other Qualification, Remuneration, Period of engagement, Age & other desired qualification post wise is given below;

1] 1) Name of the Post : Manager-Social Development and Infrastructure **2) No. of Post :** 01 (one) **3) Educational Qualification :** Bachelor Degree in Social Science preferably in Social Work/Sociology/Economics/Management. **4) Experience :** 2-3 years practical experience of working in Social Development works with poverty reduction programmes. **5) Other Qualifications :** i) proficient with MS Office, Strong Analytical Skills. Experience of working with Government Institution will be given preference. ii) Fluency of English and Bengali or local language of West Bengal. **6) Age :** Upper age limit 40 years as on 01.04.2016. **7) Remuneration :** Rs. 50,000.00 (Rupees fifty thousand only) per month (all inclusive). **8) Period of Engagement :** Maximum 02 years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement. **9) Scope of Work :** The person select for position will assist the City Project Officer, CMMU in operation alising the respective components of NULM at the City Level. The incumbent will directly report to the City Project Officer, CMMU. The person should have good command on writing and speaking both English and Bengali. **10) Method of Test :** Written Test / Interview & Computer Proficiency Test.

2] 1) Name of the Post : Manager-Skill Micro Enterprise MIS & ME **2) No. of Post :** 01 (one) **3) Educational Qualification :** Bachelor Degree in Social Science preferably in Social Work/Sociology/Economics/Management. **4) Experience :** 2-3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME. **5) Other Qualifications :** i) proficient with MS Office, Strong Analytical Skills. Experience of working with Government Institution will be given preference. ii) In addition to the above mention competencies, very good documentation skill and very good at preparation of resource proficient with Project Management Software : Data Based Management System in the given performance. iii) Fluency of English and Bengali or local language of West Bengal. **6) Age :** Upper age limit 40 years as on 01.04.2016. **7) Remuneration:** Rs. 50,000.00 (Rupees fifty thousand only) per month (all inclusive). **8) Period of Engagement :** Maximum 02 years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement. **9) Scope of Work :** The person select for position will assist the City Project Officer, CMMU in operatinalising the respective components of NULM at The City Level. The incumbent will directly report to the City Project Officer, CMMU. The person should have good command on writing and speaking both English and Bengali. **10) Method of Test :** Written Test / Interview & Computer Proficiency Test.

P.T.O.

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Ref. No.:

Dated :


3] 1) Name of the Post : Community Organiser 2) No. of Post : 02 (two) 3) Educational Qualification : 10+2 in any discipline 4) Experience: 2-3 years of experience in working with community or social development. 5) Other Qualifications: i) Proficiency in MS Office (Word, Excel, Power Point etc.) is preferable. ii) Fluency of English and Bengali or local language of West Bengal. 6) Age: 18 to 40 years as on 01.04.2016. 7) Remuneration: Rs. 10,000.00 (Rupees Ten Thousand only) per month (all inclusive) 8) Period of Engagement: The engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund. 9) Method of Test: Written Test / Interview & Computer Proficiency Test.

4] 1) Name of the Post : Dealing Assistant-cum-Data Entry Operator 2) No. of Post: 01 (one) 3) Educational Qualification : 10+2 in any discipline and at least 6 month course in Basic Computer. 4) Experience: At least 2 year experience in working with organization of the Govt. Society, Firm, Association in data entry and related works in relevant field. 5) Other Qualifications: i) Proficiency in internet operation, e-mailing and MS Office (Word, Excel, Power Point etc.). ii) Fluency of English and Bengali or local language of West Bengal. 6) Age: 18 to 40 years as on 01.04.2016. 7) Remuneration: Rs. 12,000.00 (Rupees Twelve Thousand only) per month (all inclusive) 8) Period of Engagement: The engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund. 9) Method of Test: Written Test / Interview & Computer Proficiency Test.

Willing candidate are requested to send their applications to this office through postal service or municipal main building Dropping Box from 11:00 a.m. to 03:00 p.m. Monday to Friday (expected Sunday and Govt. Holiday's). Candidates are requested to write over the envelop for which post they applied for (Compulsorily). One person can apply for a single post only. Application must be sent to the under address :

**To
The Chairperson,
Dankuni Municipality,
North Subhash Pally, Manoharpur, P.O. & P.S.: Dankuni, Dist.: Hooghly,
PIN-712311.**

- N.B.:** i) Self Attested copy of Age Proof, Qualification Certificate & Certificate of Working Experience are required with the Application.
ii) The authority is not liable for any kind of postal delay or any cause.
iii) No interim quarries will be entertained in this matter.
iv) Last date of receiving Application is 10.11.2016.


(Hasina Shabnam)
Chairperson
Dankuni Municipality
Chairman
Dankuni Municipality
Manoharpur, Dankuni, Hooghly

Please Paste your recent
Passport size colour
photograph not older
than three months and
duly signed over the
photograph

Dankuni, Municipality
North Subhas Pally, Monoharpur, Dankuni, Dist- Hooghly

To
The Chairman
Dankuni Municipality,
North Subhas Pally, Monoharpur
P.O – Dankuni, Dist- Hooghly Pin -712311.

Sub:- Application for the post manager social development and infrastructure /manager skills
microenterprises MIS & ME of community Organizer/Dealing Assistant Cum Data Entry Operator
Under N U L M (Please strike off which is not applicable)

Ref:- Your Employment Notice no:- 0001/NULM/1185/DKM/2016-17NULM/HCM Dated:- 04/10/2016

Sir,

In response to your above advertisement I beg to offer myself as a candidate for the above noted post. My particulars are given below for your kind perusal.

- 1) Name (in Block LETTER).....
- 2) Father's/Guardian Name.....
- 3) Date of Birth(DD/MM/YEAR). 4) Sex.....
- 5) Age as on 01.04.2015.....
- 6) Address for correspondence.....
.....
.....
- 7) Email id.....
- 8) Phone/Mobile No.....
- 9) Nationality.....
- 10) Education Qualification:-

Name of the Exam Passed	Name of Board /University	Passing Year	Subject Studied	Marks obtained with percentage

- 11) Other Qualification.....
- 12) Working Experience.....
- 13) Are you presently working in the Central/State/PSU/Govt.Society/Firm/Association?

Yes/No (Please strike off which is not applicable)if your answer is yes, then the application will sent to this office through proper channel or submit the self asserted photocopy of No-Objection from your present employer along with the application form.

Yours faithfully,

-: Declaration:-

I do hereby declare that all the statement which is made by me in this application is true & correct to the best of my knowledge & belief. If anything found false in future or any stage of recruitment my candidature will stand as cancelled. I am also enclosing herewith self attested photocopy of relevant documents along with this application.

(Signature of the Applicant)

Date.....

Place.....