



S.T.D. : 03473 PH : 233326
Email : municipalityharinghata@gmail.com

HARINGHATA MUNICIPALITY

HARINGHATA, NADIA.

Ref. No.....

Date : 24-09-19



To
The Director, SUDA
&
Mission Director, WBSULM,
Bidhan Nagar, Salt Lake, Sector-III, Kolkata- 700 106

Subject: Request to take necessary step for uploading the "DAY-NULM Employment Notice" in the Department of Urban Development & Municipal Affairs.

Madam/Sir,

Propos to the subject captioned above I am enclosing herewith the Employment Notice: **1074/HM/19** dated **24.09.2019** in connection with engagement of 1(One)-Manager-Social Development and Infrastructure and 1(One)-Dealing Assistant cum Data Entry Operator under DAY-NULM in Haringhata Municipality.

You are requested to take necessary arrangement on urgent basis for displaying the Employment Notice in the department website.

Encl:-

- 1) Employment Notice for displaying in the website.

sd/-
City Project Officer-CLSC
Haringhata Municipality

sd/-
Chairman-CLSC
Haringhata Municipality

Memo No. 1075(1)/HM/19

Date: 24-09-19

Copy forwarded for kind information and action to:

✓ Addl. Mission Director, WBSULM.

City Project Officer-CLSC
Haringhata Municipality
Executive Officer
Haringhata Municipality

Chairman-CLSC
Haringhata Municipality
Chairman
Haringhata Municipality



HARINGHATA MUNICIPALITY

P.O-Subarnapur || P.S-Haringhata || Nadia || 741249

Employment Notice: 1074/HM/19

Dated: 24-09-19

Notice of Vacancy

Application in the "Prescribed Format" is invited from the eligible candidates for purely contractual engagement for the followings posts mentioned below for City Mission Management Unit (CMMU) under Nation Urban Livelihood Mission (NULM), Haringhata Municipality.

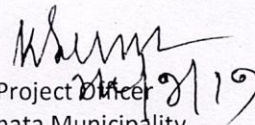
No.	Name of the Post	Eligibility Criteria	Scope of Work
1)	Manager-Social Development and Infrastructure Vacancy <u>(One)-1</u> <u>No.</u>	a) Educational Qualification: Bachelor degree in Social Science preferably in Social Work/Sociology/Economics/Management b) Experience: 2-3 years of practical experience of working in social development work with poverty reduction programmes. c) Other Qualifications: i) Proficient with MS office, Strong Analytical Skills, Experience of working with Government Institutions will be given preference. ii) Fluency of English and Bengali or Local Languages of West Bengal.	i. Ensure that city adheres to the guidelines prescribed by DAY-NULM. ii. Develop work plan for implementation of social mobilisation component for the city. iii. Responsible for the SM&ID, SUSV & SUH targets of the city with respect to community mobilisation, SHGs, Federations, Revolving Fund, CLCs, Vendor Development Plan, Vendor Markets Development and Shelters for Urban Homeless etc. iv. Ensure the SHGs, ALF and CLF structures are established in the city. v. Responsible for providing need based Technical Assistance to Community Organisers (COs). vi. Arranging for appropriate linkages with relevant agencies/departments and integrate social mobilisation agenda in implementing of DAY-NULM. vii. Ensure reporting of the Social Mobilisation and Institution Development component. viii. Work closely with other Managers at the city level for successful implementation of DAY-NULM. ix. Perform any other related tasks assigned by the City Project Officer, CMMU.
2)	Dealing Assistant cum Data Entry Operator Vacancy <u>(One)-1</u> <u>No.</u>	a) 10+2 in any discipline and at least 6 month course in Basic Computer. b) At least 2 year experience in working with organization of the Govt. society, firm, association in data entry and related works in relevant field. c) Proficiency in internet operations, e-mailing and Ms-Office (Word, Excel, Power Point etc.)	i) Assisting the CPO and other Experts and personnel of the CMMU. ii) 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 state. iii) Preparation & sending MPR regularly. iv) Responsible for internet operations, e-mails etc. v) Responsible for timely submission of information to state. vi) Responsible for providing need based Technical Assistance to Cos. vii) Adhering to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at city level. viii) Working closely with other Managers at the city level for successful monitoring of NULM. ix) Creation of database on vulnerability and action plan for their upliftment under guidance of CPO and support from APO & CO.

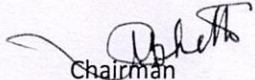
Terms and Conditions are noted below (Must read carefully)-

1. The upper age limit of the said posts to be engaged in CMMU will be 40 years as on 01/04/2019.
2. **Contractual** monthly remuneration for post "**Manager-Social Development and Infrastructure**" will be **Rs. 50,000/- (Rupees fifty thousand only)** with 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.
3. **Contractual** monthly remuneration for post "**Dealing Assistant cum Data Entry Operator**" will be **Rs. 12,000/- (Rupees twelve thousand only)** with initial engagement is for one year with subsequent renewal based on performance and availability of fund.
4. Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority with application.
5. Candidates should apply in the prescribed Application Form attached with this Employment Notice downloaded from the Website in A4 size paper. Application submission by online mode will not be acceptable.
6. Candidates should enclose self-attested photocopy of the age proof certificate with the application.
7. 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 envelope super-scribing "**Application for the Post of Under DAY-NULM**".
8. A separate Envelope must be included with the Application, mentioning the Address of the Applicant for sending Admit Card to the Candidates.
9. Application should reach on the following address excluding Govt. holidays 2nd Saturday, 4th Saturday & Sundays by **Speed Post** to the Address:

To
The Chairman
Haringhata Municipality
P.O-Subarnapur, P.S-Haringhata
Dist-Nadia, Pin- 741249, West Bengal

10. Candidates are requested to view the Website of Municipal Affairs Department (www.wbdma.gov.in) and Municipality Website (www.haringhatamunicipality.in) for further details.
11. **Date of Submission of Application only in Offline mode will start from 25/09/2019.**
12. **Last Date of Submission of Application is 31/10/2019 upto 4 pm.**
13. **No Application will be received before 25/09/2019 and after 31/10/2019.**
14. One person can apply for a single post only.
15. The candidates, who are presently working in any organization under Govt. of West Bengal, should submit NOC from the concerned authority during Interview.
16. **Candidates fail to follow any of the Terms and Conditions stated above will be straightforward rejected for further processing in this Recruitment Procedure. No claim will be entertained thereafter.**
17. **Mode of Examination:** Written Test followed by Viva-voce or Viva-voce only.


City Project Officer
Haringhata Municipality
Executive Officer
Haringhata Municipality


Chairman
Haringhata Municipality
Chairman
Haringhata Municipality

9) Academic Qualification:

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

10) Computer Knowledge:

11) Experience :

Sl. No.	Name of the employer	Name of the Post	Date of joining	Date of Leaving	Temporary/ Permanent	Type 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 of category(if any)		
5.	Copy of Employment Exchange card(if any)		
6.	Copies of recent passport size photographs		

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)

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

Signature of the Candidate

(TO BE FILLED IN BY THE OFFICE)

ROLL NO:

**Name of the Examination / Interview Centre With
complete address:**

Date of Examination / Interview and time:

Reporting time at the Centre:

Date -

**City Project Officer
Haringhata Municipality**