



Phone : 033-2593-2028, 033-2592-0429
Fax : 033-2592-6004

NORTH BARRACKPORE MUNICIPALITY

PALTA, POST : BARRACKPORE
DIST : NORTH 24 PARGANAS
PIN – 700120



Employment Notice No. 1643/Emp./NULM/NBM

Dated: 15.01.2016

NOTICE

Application in the “prescribed format” as given below is invited from the eligible candidates for the following posts on consolidated contractual remuneration purely on contract basis with each engagement period of maximum two years for Managers and one year for other posts at a time (with the provision of subsequent renewal after every one year based on satisfactory performance appraisal) at City Mission Management Unit (CMMU) under National Livelihood Mission (NULM) of North Barrackpore Municipality.

SL NO.	Name of Post	No. of Post	Qualification / Experience / Remuneration
1.	Manager–Social Development and Infrastructure	1	<p>Educational Qualification : Bachelor degree in Social Science, preferably in Social Work / Sociology/ Economics / Management.</p> <p>Experience: 2-3 years practical experience of working in Social Development work with poverty reduction programmes.</p> <p>Other Qualifications :</p> <ul style="list-style-type: none"> ➤ Proficient with MS Office, Strong Analytical Skills, Experience of working with Govt. Institutions will be given preference. ➤ Fluency of English and Bengali or local languages of West Bengal. <p>Remuneration : Rs. 50,000/- per month</p>
2	Manager – Skills Micro Enterprises, MIS & ME	1	<p>Educational Qualification : Bachelor degree in Social Science, preferably in Social Work/Sociology/Economics/Management</p> <p>Experience: 2-3 years practical experience of working in implementation of skill training and placement programmes.</p> <p>Other Qualifications :</p> <ul style="list-style-type: none"> ➤ Proficient with MS Office, Strong Analytical Skills, Experience of working with Govt. Institutions will be given preference. ➤ Fluency of English and Bengali or local languages of West Bengal. <p>Remuneration : Rs. 50,000/- per month</p>
3	Accountant	1	<p>i) Bachelor degree in Commerce</p> <p>ii) At least three years experience in working with any organization of the Govt. society, firm, association etc.</p> <p>iii) Proficient with MS Office (Word, Excel, Power Point etc).</p> <p>Remuneration : Rs. 14,000/- per month</p>



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SL NO.	Name of Post	No. of Post	Qualification / Experience / Remuneration
4	Dealing Assistant cum Data Entry Operator	1	i) 10+2 in any discipline ii) At least two years experience in working with any organization of the Govt. society, firm, association in data entry and related works in relevant field. iii) Proficiency in internet operations, e-mailing and MS Office (Word, Excel, Power Point etc). Remuneration : Rs. 12,000/- per month
5	Community Organiser		i) 10+2 in any discipline ii) 3 - 5 years of experience in working with community on social development iii) Proficient with MS Office (Word, Excel, Power Point etc.) is preferable. Remuneration : Rs. 10,000/- per month

Terms and Conditions:

1. The Upper age limit for all post to be engaged in CMMU will be 40 years as on 01.04.2015.
2. Candidates must furnish the self-attested photocopies of all testimonials and certificates issued by the competent authority along with the application.
3. Candidate should apply in the prescribed format of the Application Form in A4 size paper.
4. Candidate should enclose self-attested photocopy of age proof certificate with the application.
5. Application made for more than one post shall be liable to be rejected.
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 ofunder "NULM".
7. Application should reach on the following address by hand (on working days only) or by registered post so as reach by 05th February, 2016. Late receipt of application shall not be entertained and shall be rejected. **Address: The Chairman, North Barrackpore Municipality, Palta, P.O. Barrackpore, Kolkata-700120.**
8. Last date of submission of application is 05th February, 2016 upto 4 P.M.
9. Method of Test: Written test followed by Viva-voce.
10. The Contractual engagement shall not entitle any right of permanent/temporary absorption in the service of North Barrackpore Municipality.

Molay Ghosh
Chairman

North Barrackpore Municipality
Chairman
North Barrackpore Municipality



APPLICATION FORMAT

Application No. _____
(for Office Use Only)

To
The Chairman,
North Barrackpore Municipality
Palta, P.O. Barrackpore,
North 24-Parganas.

Paste self attested
Recent colour
Photograph of size
4.5cm * 3.5cm
(do not staple)

Application for the post of _____

01. Name of the Candidate : _____
(in capital letter)

02. Present Address : _____

03. Permanent Address : _____

04. Father's/Husband Name : _____

05. E-mail address (if any) : _____

06. Contact No. : _____

07. Date of Birth : _____(DD)/_____(MM)/_____(YY).

08. Age on 01.04.2015 : _____

09. Nationality : _____

10. Sex (Please tick) : Male Female

11. Educational Qualification : (attach photo copy of certificates duly self attested)

Examination passed	Board/University	Year of passing	Division/Class/Grade	Percentage of Marks/Grade Obtained

12. Additional qualifications, kindly specify:

13. Working Experience, please specify :

(please enclose experience certificate, if any)

Sl. No.	Name of the Organisation	Designation /Name of the Post	Experience (Duration of work)		Nature of work done
			Year	Month	

14. Language known : _____



15. Check List of documents enclosed

Sl. No.	Documents (duly self attested)	Put tick here

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 engagement shall be liable to be terminated and appropriate legal action shall be taken against me.

Date :

Place :

Full Signature of the Applicant