

# Office of the Municipal Councillors of Baduria

P.O. & P.S- BADURIA, NORTH 24 PARGANAS, PIN- 743401

Ref No. 01/DM/NULM

Dated, Baduria the 27 / 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 (Upper age limit will be relaxed for S.C / S.T / O.B.C as per govt. rules & regulation). **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 :** Interview.

**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 (Upper age limit will be relaxed for S.C / S.T / O.B.C as per govt. rules & regulation). **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 :** Interview.

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Ref No.....*01/BM/NVLM*.....

Dated, Baduria the *27* / *10* / 2016

**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 (Upper age limit will be relaxed for S.C / S.T / O.B.C as per govt. rules & regulation). 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 : Interview.**

**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 (Upper age limit will be relaxed for S.C / S.T / O.B.C as per govt. rules & regulation). 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 : Interview.**

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 04:00 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 Chairman,  
Baduria Municipality,  
P.o. & P.s- Baduria, NORTH 24 PARGANAS,  
PIN-743401.**

- 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 20.11.2016.

  
(Tushar Singha)  
Chairman  
Baduria Municipality  
North 24 Parganas





**10) Details of Relevant Work Experience (Add more pages if required)**

Sl.No.	Organization/Office	Post held	From	To	Total period (Years & months)
Major responsibilities/Tasks performed					
Major responsibilities/Tasks performed					
Major responsibilities/Tasks performed					
Total Period of experience					

**11. Whether the present organization will release immediately (in case the contractual engagement is offered) Yes/No (if yes, NOC to be submitted before issuing offer letter).**

**I do hereby certify that all the details stated above are true to the best of my knowledge and that in case any information is proved false my candidature will be liable to be cancelled.**

**Date:**

**Place:**

**Full Signature of the Applicant**

N.B.-Envelop containing the application must be superscribed "Application for the post of.....under DAY-NULM at Baduria Municipality.

**ADMIT CARD**

**TO BE FILLED 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 duly  
self attested

**Note: - Bring all original certificates in support of Age, Educational Qualification etc.**

**Signature of the Candidate**

**TO BE FILLED IN BY THE APPLICATION RECEIVING AUTHORITY**

**ROLL NO.....**

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

**Date of Examination/Interview and time:**

**Reporting time at the centre:**

**Authority**