

Notice of Vacancy

OFFICE OF THE MUNICIPAL COUNCILLORS,
Berhampore Municipality
P.O.- Berhampore, Dist.- Murshidabad
West Bengal

Employment Notice 03/CLSC/NULM/BM Dated 24-05-2017

Application in the "Prescribed Format" is invited from the eligible candidates for purely contractual engagement of Specialists / Experts for the following posts for City Mission Management Unit(CMMU) under Nation Urban Livelihood Mission (NULM) for maximum period of 2 years along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal under National Urban Livelihood Mission (NULM) under Berhampore Municipality.

SL No.	Name of Post	Qualification / Experience/ Remuneration
1.	Manager-Social Development and Infrastructure	a) No. of posts-1 b) Educational Qualification: Bachelor degree in Social Science preferably in Social work / Sociology/ Economics/ Management. c) Experience: 2-3 years of practical experience of working in social development work with poverty reduction programmes. d) 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.
2.	Manager- Skills and Livelihood	a) No. of posts-1 b) Educational Qualification : Bachelor degree in Social Science preferably in Social work / Sociology/ Economics/ Management. c) 2-3 years of practical experience of working in implementation of skill training and placement programmes. d) 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.

7.2) Permanent Address (IN CAPITAL LETTER)

8) Contact Number :

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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	Whether the job is temporary or 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	SL. No.	Documents	Yes	No
1	Proof of age			5	Copy of Employment Exchange card (if any)		
2	Proof of academic qualification			6	Copies of recent passport size photographs		
3	Proof of working experience						
4	Proof in support of category(if any)						

14)Whether N.O.C. , if applicable, is enclosed – Yes/No.

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 wherever 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

Interview -Letter

TO BE FILLED IN BY THE CANDIDATE



Name of the post applied for :-

- 1) Name :-
- 2) Father's Name :-
- 3) Postal Address :-
- 4) Contact No.:-

Signature of the Candidate

TO BE FILLED IN BY Berhampore Municipality, P.O.- Berhampore, Dist.- Murshidabad.

ROLL NO.....

Name of the Interview Centre with complete address :- New Chamber of the Chairman of Berhampore Municipality, P.O.- Berhampore, Dist.:- Murshidabad.

Date of Interview and time :

Reporting time at the Centre :

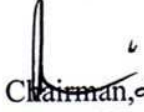
Note:- Bring all original certificates in support of Age, Educational Qualification & N.O.C. from concern Authority , if applicable.

Date :-

Signature of the City Project Officer.

Terms & Conditions

- a) The upper age limit of the said experts to be engaged in CMMU under NULM will be 40 years as on 01-04-2015.
- b) Contractual monthly remuneration for each post will be Rs. 50,000/- (Rupees Fifty Thousand only).
- c) Candidates must furnish the Self-attested photocopies of all testimonials and certificates issued by the competent authority with application.
- d) Candidates should apply in the prescribed Application Form as uploaded herein the websites to be downloaded from the websites in 4A size paper.
- e) Candidates should enclose Self-attested Photocopy of the age proof certificate with the application.
- f) Self-attested recent Passport size photo to be pasted on Application Form and name of the post for which applied must be mentioned in the cover of the application and the top of the application form as “ Application for the post of”.
- g) Application should reach this office in hand or by post only in the following Address :- The Chairman, Berhampore Municipality, R.N. Tagore Road, Laldighi, P.O.- Berhampore, PIN- 742101, Dist.- Murshidabad, W.B.
- h) Candidates are requested to view the websites of Municipal Affairs Department(www.wbdma.gov) and of CMU(www.changekolkata.org) and of Berhampore Municipality (www.berhamporemunicipality.org) .
- i) Last date of submission of application is 15th June,2017 upto 4:00 P.M.
- j) One candidate can apply for a single post only.
- k) Candidate, if engaged elsewhere must submit N.O.C. from the concerned Authority.


Chairman, 23.5.2017;
Berhampore Municipality
Dist.- Murshidabad, W.B.

Continued portion of detailed advertisement in the Website:-
NULM Operational Guidelines for Capacity Building and Training.

Scope of work

SL. No. 01) Manager – Social Development & Infrastructure –

- i) Ensure that city adheres to the guidelines prescribed by NULM.
- ii) Develop work plan for implementation of Social mobilization component for the city.
- iii) Responsible for the SM&ID, USVs & SUH targets of the city with respect to community mobilization, 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 re 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 mobilization agenda in implementing of NULM.
- vii) Ensure reporting of the Social mobilization and institution Development component.
- viii) Work closely with other Managers at the city level for successful implementation of NULM.
- ix) Perform any other related tasks assigned by the City Project Officer, CMMU.

SL No. 02) Manager- Skills, Micro Enterprises, MIS & ME-

- i) Ensure that the city adhere to the EST & P guidelines prescribed by NULM.
- ii) Prepare work plan for EST & P agenda for the city.
- iii) Responsible for the EST & P targets of the city.
- iv) Ensure Identification of Skill Training Providers(STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved.
- v) Responsible for providing need based Technical assistance to Cos.
- vi) Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes and other relevant agencies.
- vii) Ensure reporting against KRAs.
- viii) Ensure that the city adhere to the guidelines prescribed by NULM.
- ix) Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (S agenda for the city.
- x) Responsible for UFI & SEP targets of the city.
- xi) Ensure the bank linkages for SHGs and its members at the city level.
- xii) Facilitate access to credit for micro enterprises set up by the urban poor at the city level.

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- xiii) Arranging for appropriate linkages with relevant agencies / departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM.
- xiv) Prepare work plan for monitoring of the components of NULM.
- xv) Responsible for the ensuring proper implementation of NIS at the city level, compilation of information at the city level and submission of the same to the state.
- xvi) Undertake real time monitoring of the scheme at the city level.
- xvii) Responsible for timely submission of information to state.
- xviii) Responsible for providing need based Technical Assistance to Cos.
- xix) Adhere to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at City level.
- xx) Work closely with other Managers at the city level for successful monitoring of NULM.
- xxi) Perform any other related tasks assigned by the City Project Officer, CMMU.


26/5/2017
Executive Officer,
Berhampore Municipality.

Resolution of the 7th Meeting dated 23-05-2017 of City Level Selection Committee for engagement of Experts (Managers) for CMMU under NULM held at the chamber of the Chairman of Berhampore Municipality, P.O.- Berhampore, Dist.- Murshidabad on 23-05-2017 at 2:00 P.M.

Participants

Photocopy of the participants of the members present in the said meeting of the CLSC, NULM is attached herewith.

Proceedings of the Meeting

The Chairman of Berhampore Municipality took the chair and welcomed all the members present in the meeting. He addressed that the CLSC, NULM has convened this meeting for the purpose of taking resolution regarding the issues and the modalities for selection of two Experts, namely Manager-01 for Social Development & Infrastructure and Manager-02 for Skills, MIS & ME at CMMU under NULM of Berhampore Municipality. He requested the Executive officer to proceed with the plan & procedure to be adopted in the meeting.

The Executive officer, Berhampore Municipality read out the details of the Guidelines for engagement of Experts under NULM being circulated by the Department of Urban Development & Municipal Affairs through the Director of SUDA & Mission Director, WBSULM.


After thread-bare discussion made by the participating members, the resolution taken are as follows:-

- 1) As per Notification No.-765/MA/P/C-10/3530/ 2013 Dated Kolkata, the 17-11-2014 issued by the Department of Municipal Affairs, Govt. of West Bengal, this Municipality is entitled to have two nos. of Experts or City Managers as referred to above.
- 2) As this Municipality has no Experts or City Managers under NULM at present, hence this ULB's CLSC, NULM is taking decision unanimously to follow up the Guidelines for engagement of Experts under NULM as afore-mentioned.
- 3) Employment- Notice vide No.-03/CLSC/ NULM/BM w.e.f. 24-05-2017 would be circulated briefly in two News papers namely " PROTIDIN" & KARMA SAMASTHAN"
- 4) Notice of vacancy containing application in the prescribed format, terms & conditions scope of work of the said two Experts or City Managers and other detailed information would be published in the following websites :-
 - a) Website of Berhampore Municipality – www.berhampore.municipality.org
 - b) Websites of the Department of Urban Development & Municipal Affairs, Government of West Bengal- www.wbdma.gov.in & www.changekolkata.org
- 5) Application in prescribed format would be received in hand or by post from 01-06-2017 to 15-06-2017.
- 6) Short-listing of application may be made, if necessary.
- 7) Selection would be made in order of merit through Interview.
- 8) Interview would be comprised of (a) Academic Qualification (b) Computer Test and Viva-Voce.

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- 9) Full marks of Academic- Qualification are 10, full marks of Computer Test are 10 and full marks of Viva-Voce are 30 i.e. Total Full Marks of the merit are 50.
- 10) Board of Interview would be manned mainly by the statutory and the invitee members.
- 11) Scholar of relevant subjects, if available, may be invited by the CLSC, NULM to face Viva-Voce of the eligible candidates.
- 12) Tentative date of Interview is 29-06-2017.
- 13) Terms & Conditions in connection with the Notice of vacancy to be uploaded in the said websites.

As no issues are left for this day, hence the meeting is concluded with thanks from and to the chair of the CLSC, NULM of Berhampore Municipality.


Chairman, 23⁵/₂₀₁₇
Berhampore Municipality