

OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

E-mail ID : Chairman_bsp@bsm.in

Memo No.....

Dated, Bishnupur, the 02/08/2017

EMPLOYMENT NOTICE

To : **Advertisement No.- 02/NULM/Bish-Muni/2017, Dated 02.08.2017**

Sub : Applications as prescribed here-in-office are invited for the following posts under NULM. The criteria for the posts and terms & conditions related with this advertisement are as follows:-

Ref. :

| Sl No. | Name of Post | Educational Qualification & Experience |
|--------|---|--|
| 1 | City Mission Manager- Social Development and Infrastructure | Educational Qualification: Bechelor degree in Social Science preferably in Social Work /Sociology/ Economics/ Management. 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. Experience: 2 - 3 years practical experience of working in Social Development work with poverty reduction programmes. Age Limit:- Upper age limit 40 years as on 01.04.2016. No relaxation of age for any cast/or other reservations. |
| 2 | City Mission Manager – Skills Micro Enterprise, MIS & ME | Educational Qualification: Bechelor degree in Social Science preferably in Social Work / Sociology / Economics/ Management. Other Qualifications: i) Proficient with MS Office, Strong Analytical Skills. Experience of working with Government Institutions will be given preference. ii) In addition to the above mentioned competencies, very good documentation skills and very good at preparation of reports: proficient with Project Management Software: Database management System will be given preference. iii) Fluency of English and Bengali or local languages of West Bengal. Experience: 2 - 3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME. Age Limit:- Upper age limit 40 years as on 01.04.2016. No relaxation of age for any cast/or other reservations. |

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To : **Terms & Conditions:**

Sub :

Ref. :

1. Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.
2. Written test followed by computer proficiency and interview shall take place for preparation of a panel of selected candidates.
3. Schedule of written test & interview shall be intimated in due course.
4. No objection certificate is required for those applicants who are working presently in any Govt. Organization/ Statutory Bodies where such rule is applicable or otherwise the application will not be considered.
5. The envelope must be superscribed with the name of the post for which application is being submitted. Applications must be filled in as per prescribed format along with self attested testimonials / certificates will have to be addressed to the Chairman, Bishnupur Municipality, P.O.- Bishnupur, Dist.- Bankura, Pin- 722122 and reach within 31/08/2017 upto 5 p.m. (Working days of Monday to Friday)
6. Application is to be submitted either by hand or by post in hard copy and sealed envelope.
7. No TA, DA for written test or interview is admissible.
8. One candidate can apply for one post only.
9. The question of written examination will be made in English.
10. Candidates are requested to view the website www.wbdma.gov.in for further details.
11. Candidates are to attach the following documents along with application form:
 - i) Self attested copy of Age proof, Qualification Certificates and Certificate of working experience.
12. If at any stage of recruitment process of these posts, it is observed that any of the candidates did not fill up any of the condition applicable for the post or there is discrepancy in the eligibility criteria of the candidate, his/her candidature will be cancelled assigning reason thereof.
13. The authority is not liable for any kind of postal delay or any cause.
14. Quarries in this respect will be considered as disqualification.
15. Last date of receiving Application is 31/08/2017 upto 5 p.m.

Date: 02/08/2017


Chairman,
Bishnupur Municipality