

Bolpur : Birbhum

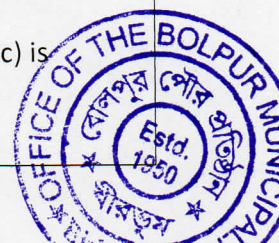
Employment Notice

Memo No. 1292/Recruitment/NULM/B.M/2016-17

Dated: 30-11-2016

Application in prescribed form attached here-in-after are invited for appointment of the following posts; - the eligibility criteria for the posts & the terms and conditions related with this appointment are as follows:

SL. NO	NO. OF POST	NAME & POST	QUALIFICATION / EXPERIENCE
01	1	Manager – Social Development and infrastructure	Educational Qualification – Bachelor Degree in Social Science Preferably in Social Work / Sociology / Economics / Management Experience: 2-3 years practical experience of working in social Development Work with poverty reduction programme. Other Qualification:- Proficient with MS Office, strong analytical skills, Experience of working with Government Institutions will be given preference. Fluency in English and Bengali or local language of West Bengal.
02	1	Manager – Skills Micro Enterprises, MIS & ME	Educational Qualification:- Bachelor Degree in Social Science Preferably in Social Work / Sociology / Economics / Management. Experience: 2-3 years practical experience of working in implementation of Skill Training and placement programmes and also designing and implementation of MIS & ME. Other Qualification:- Proficient with MS Office, strong analytical skills, Experience of working with Government Institutions will be given preference. Also mention regarding very good documentation skills and very good at preparation of reports; proficient with Project Management Software, Database management System will be given preference. Fluency in English and Bengali or local language of West Bengal.
03	1	Dealing Assistance cum Data Entry Operator	Educational Qualification:- 10+2 in any discipline. Experience: - At least 2 years' experience in working with organisation of the Govt Society, firm, association in data entry and related works in relevant field. Other Qualification:- Proficiency in internet operation, e-mailing and MS-Office (Word, Excel, Power Point etc.)
04	1	Community Organiser	Educational Qualification:- 10+2 in any discipline. Experience: - 03 – 05 years of experience in working with community on social development Proficiency in MS OFFICE (Word, Excel, Power Point etc) is preferable. Age: 18 – 40 years as on 01-04-2016



1. The appointment is purely on contractual basis and the contractual monthly remuneration for Sl. No 1 & 2 post will be Rs 50,000/- (Rupees Fifty Thousand) and contractual monthly remuneration for Sl. No. 3 post will be Rs 12,000/- (Twelve Thousand) only and for Sl. No 4 post will be Rs 10,000/- (Rupees Ten thousand) only with each engagement period of 1 year at a time along with the provision of subsequent renewal after every one year based on satisfactory performance.
2. The upper age limit of the Sl. No 1, 2, 3 & 4 post will be 40 years as on 01-04-2016
3. Written Test & Interview shall take place for preparation of a panel of selected candidate.
4. Schedule of written Test & Interview shall be intimated in due time.
5. No objection certificate requires for those applicants who are working presently in any organisation under Government of West Bengal.
6. Applications in prescribed format duly filled in along with self-attested testimonials / experience certificates containing in a sealed envelope to be sent the Chairman, Bolpur Municipality, Chandidas Road, P.O- Bolpur, Dist- Birbhum, PIN- 731204, West Bengal positively by 27- 12-2016 at 4-00 PM.
7. Application must be submitted either by hand or by post in hard copy only.
8. No TA / Da for Written Test & Interview is admissible.
9. For further details and subsequent information and for Scope of Work for the posts in respect of Sl. No. 1 & 2, please visit the Municipal Affairs Department, Govt. of West Bengal Website:- www.wbdma.gov.in & website of Bolpur Municipality.www.bolpurmunicipality.in



Chairman
Bolpur Municipality

Scope of Work

Sl. No. 1) Manager – Social Development Infrastructure.

- i) Ensure that city adheres to the guidelines prescribed by NULM.
- ii) Develop work plan for implementation of Social Mobilisation component for the city
- iii) Responsible for the SM & ID, USVs & 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 / department and integrate Social mobilization agenda in implementing of 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 NULM.
- ix) Perform any other related tasks assigned by the City Project Officer, CMMU.

Sl. No. 02) Manager – Skills, Micro Enterprise, MIS & ME

- i) Ensure that the city adhere to the EST & P guideline prescribed by the 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 Provides (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 guideline prescribed by NULM
- ix) Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) 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.
- xiii) Arranging for appropriate linkages with relevant agencies / department 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 MIS 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.




Chairman
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Application Format

1. Name of the Post applied for :-
2. Applicant's Name (in Block Letter): -
3. Father / Husband's Name:-
4. Present Address (with PIN code):-
5. Permanent Address (with PIN code):-
6. (a) Contact No.: - (b) E-mail ID:-
7. Education Qualification:

Paste a recent
Passport size
colour photo of
the candidate

SL. NO	NAME OF EXAMINATION PASSED	BOARD / UNIVERSITY	YEAR OF PASSING	SUBJECTS	FULL MARKES	TOTAL MARKS OBTAINED	PERCENTAGE OF MARKS

8. Other Qualification:-
9. Computer Knowledge:-
10. Gender:-
11. Cast:-
12. Nationality:-

13. Working Experience:

SL. NO	NAME OF THE ORGANIZATION	POSITION HELD	WOKING EXPERIENCE	
			FROM	TO

14. (a) date of Birth:-

(b) Age as on 01-04-2016:-

15. Whether NOC, if applicable is enclosed:-

16. List of Attached Testimonials / Certificates:-

I do hereby declare that the statements made in this application are true and if the information given in this application is not in conformity with this advertisement, my candidature shall be liable to be forfeited.

Date:

Signature of the Applicant