



STD Code-03473-Ph-242023/243647  
Email ID-[chakdahamunicipality@gmail.com](mailto:chakdahamunicipality@gmail.com)  
Website-[www.chakdahamunicipality.org](http://www.chakdahamunicipality.org)

# OFFICE OF THE COUNCILLORS

## Chakdaha Municipality

P.O-Chakdaha, Dist.-Nadia, PIN-741222

(West Bengal)

Memo No. – 3124 /DAY-NULM/VACANCY NOTICE/CMMU/CM  
From: CHAIRMAN (M-9434303146)

Dated- 27.10.2016

### VACANCY NOTICE FOR DIFFERENT CONTRACTUAL POSITIONS FOR CMMU OF CHAKDAH A ULB UNDER DAY-NULM

Applications in 'prescribed format' is invited from the eligible candidates for purely contractual engagement of Experts & support staff for the following posts/positions of City Mission Management Unit (CMMU) under Dindayal Antodaya Yojana- National Urban Livelihood Mission (DAY-NULM). The criteria and terms & conditions related with this advertisement are as follows:

Sl.no.	Name of post (No. of Vacancy)	Qualification/Experience	Monthly Remuneration
01	MANAGER-SOCIAL DEVELOPMENT & INFRASTRUCTURE  NO. Of Vacancy(01) Category of Post-UN RESERVED Age Bar: 18-40as on 01.04.2016	<b>Edu. Qualification:</b> Bachelor degree in social science preferably in Social Work/Sociology/Economics/Management <b>Experience:</b> 02-03 years practical experience of working in social Dev. work with poverty reduction programmes <b>Other Qualification:</b> Proficiency with MS Office, strong analytical skills, Experience of working with Govt. Institutions will be preference. Fluency of Eng. & Ben.or Local Languages of W.B	Rs.50000/-all inclusive
02	MANAGER-SKILLS,MICRO ENTERPRISES, MIS & ME  NO. Of Vacancy(01) Category of Post-UN RESERVED Age Bar: 18-40as on 01.04.2016	<b>Edu. Qualification:</b> SAME AS SL. NO.01 <b>Experience:</b> 02-03 years practical experience of working in implementation of skill training & placement prog.s and also designing & implementation of MIS & ME <b>Other Qualification:</b> Proficiency with MS Office, strong analytical skills, Experience of working with Govt. Institutions will be preference. Also mention regarding very good documentation, report preparation skills. Proficiency with project management software as well as database management system will be given preference. Fluency of Eng. & Ben.or Local Languages of W.B	Rs.50000/-all inclusive



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		given preference. Fluency of Eng. & Ben-or Local Languages of W.B	
3	COMMUNITY ORGANISER  NO. Of Vacancy(02) Category of Post-UN RESERVED Age Bar: 18-40as on 01.04.2016	<b>Edu. Qualification:</b> 10+2 in any discipline from govt./govt. approved institution <b>Experience:</b> 03-05 years experience in working with community on social dev. <b>Other Qualification:</b> Proficiency with MS Office (WORD, EXCEL, POWER POINT etc.) is preferable.	Rs.10000/-all inclusive
4	Dealing Assistant Cum Data Entry-Operator  NO. Of Vacancy(01) Category of Post-UN RESERVED Age Bar: 18-40as on 01.04.2016	<b>Edu. Qualification:</b> 10+2 in any discipline from govt./govt. approved institution plus 6 months course in Basic Computer <b>Experience:</b> At least 02 years experience in working with organization of the Govt. Society, Firms, association in data entry & related works in relevant field. <b>Other Qualification:</b> Proficiency in internet operations, e-mailing & MS Office (Word, EXCEL, POWER POINT etc.)	Rs.12000/-all inclusive

- Contractual Engagement period : The engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance & availability of fund for posts of Sl.no. ③ & ④ only.
- Contractual Engagement period of maximum 02 years at a time along with the provision of subsequent renewal after every 01 year based on satisfactory performance appraisal along with enhancement may be given, for posts of Sl.no ① & ②.
- Written Test & Interview shall take place for preparation of a panel of selected candidates.
- Schedule of Written Test & Interview shall be intimated in due time.
- NOC requires for those applicants who are working presently in any organization under GoWB.
- Applications must be downloaded from the municipal website-[www.chakdahamunicipality.in](http://www.chakdahamunicipality.in)
- Filled-in Application Format along with forwarding letter, self attested testimonials/certificates, 2 self addressed envelopes will have to be addressed to THE CHAIRMAN, CHAKDAHA MUNICIPALITY & CLSC-DAY-NULM, MUNICIPAL OFFICE, N.S ROAD, P.O.&P.S-CHAKDAHA, PIN-741222, DIST.-NADIA, W.B should reach within 05pm of 15.11.2016, failing which no application will be entertained. Application must be enveloped & superscripted with "APPLICATION FOR THE CONTRACTUAL POST OF \_\_\_\_\_ FOR CMMU UNDER DAY-NULM ,CHAKDAHA ULB IN REF. WITH THE ADVT. NO. \_\_\_\_\_ DT.27/10/2016"
- Applications must be submitted through INDIAN SPEED-POST only.
- No TA, DA will be admissible.
- For further details subsequent information may be uploaded in the office website at: [www.chakdahamunicipality.in](http://www.chakdahamunicipality.in)

*Dmb*  
27.10.16  
CPO, E.O T. K. SINHA  
Ex. W.B.A & A.S.  
Executive Officer  
Chakdaha Municipality  
Chakdaha, Nadia

Member-Convener, CLSC/DAY-NULM  
CHAKDAHA ULB



*[Signature]*  
27.10.16.  
CHAIRMAN  
& President, CLSC/DAY-NULM  
CHAKDAHA ULB

**Chairman**  
Chakdaha Municipality  
Chakdaha, Nadia

*[Signature]*  
U.P/27.10.16



APPLICATION FORM (Page 1 to 3)

APPLICATION NO.-CMMU/DAY-NULM/CM- ---->  
(FOR OFFICE USE ONLY)

[Empty box for application number]

TO: THE CAHIRMAN,  
CHAKDAHA MUNICIPALITY,  
N.S ROAD., CHAKDAHA-741222, NADIA, W.B

AFFIX HERE SELF  
ATTESTED RECENT  
PASSPORT  
SIZE PHOTO

Sir,  
Application for the post of \_\_\_\_\_ at CMMU under DAY-  
NULM of Chakdaha Municipality.

1. NAME IN CAPPITAL LETTER: \_\_\_\_\_

2. FATHER'S/MOTHER'S/HUSBAND'S NAME \_\_\_\_\_  
(In Capital Letter)

3. GENDER (PLS. TICK): M /F/ O 4. D-O-B: \_\_\_\_\_  
(D D / M M / Y Y Y Y)

5. NATIONALITY: \_\_\_\_\_  
CORRESPONDENCE ADDRESS (IN CAPITAL LETTER):  
\_\_\_\_\_  
TOWN/CITY/VILL- \_\_\_\_\_ STATE: \_\_\_\_\_

P.O: \_\_\_\_\_ P.S: \_\_\_\_\_ PIN: \_\_\_\_\_

6. PERMANENT ADDRESS (IN CAPITAL LETTER):  
\_\_\_\_\_  
TOWN/CITY/VILL- \_\_\_\_\_ STATE: \_\_\_\_\_

PO: \_\_\_\_\_ P.S: \_\_\_\_\_ PIN: \_\_\_\_\_

7. CONTACT DETAILS: MOB. \_\_\_\_\_ RES. \_\_\_\_\_  
EMAIL ID: \_\_\_\_\_

8. ACADEMIC QUALIFICATION:

Sl. No.	SCHOOL/BOARD/UNIV./INST.	DEGREE/DIPLOMA/NAME OF THE PASSED EXAM.	YR.OF PASSING	SUBJECTS STUDIED	%OF MARKS OBTAINED



2016

1. ADDITIONAL QUALIFICATION (IF ANY):

10. PRESENT OCCUPATION (IF ANY):

A. DESIGNATION: \_\_\_\_\_ B. NAME OF THE EMPLOYER: \_\_\_\_\_

C. NAME & ADDRESS OF THE ORGANISATION: \_\_\_\_\_

D.N.O.C FROM PRESENT EMPLOYER ENCLOSED: Y/N

11. EXPERIENCE:

Sl. NO.	NAME OF THE ORGN.	NAME OF THE POST	EXPERIENCE		JOB NATURE: PERMANENT /CONTRACTUAL	NATURE OF WORK DONE	EXPERIENCE CERTIFICATE ENCLOSED(Y/N)
			YEAR	MONTH			

12. LANGUAGE KNOWN:

LANGUAGE	READING	WRITING	SPEAKING

13. CHECKLIST OF SELF ATTESTED DOCUMENTS ENCLOSED (PUT TICK MARK IN THE BOX):

Sl. NO.	DOCUMENT	Y/N	NO. OF DOCUMENTS ENCLOSED (PHOTO COPIES)
1.	AGE PROOF		
2.	ACADEMIC QUALIFICATION PROOF + Comp. CERT.		
3.	WORKING EXPERIENCE PROOF		
4.	RECENT PASSPORT SIZE SELF ATTESTED PHOTO		
5.	NO OBJECTION CERTIFICATE FROM PRESENT EMPLOYER		
6.	SELF ADDRESSED 2 ENVELOP		

14. DECLARATION: I hereby declare that I have carefully read the condition 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 & I shall furnish the necessary documents in original whenever required. If information/details found to be false/incorrect 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 likely to be terminated.

Date: /11/2016  
Place-Chakdaha, Nadia

(SIGNATURE IN FULL)



**ADMIT CARD FOR WRITTEN EXAM**

(Sl.No.2.&3 ONLY Will be Filled up by the applicant in CAPITAL LETTER)

1. Post applied for: \_\_\_\_\_ / ROLL NO.- \_\_\_\_\_ /CM/ \_\_\_\_\_ /DAY-NULM

2. Name  
(In block  
letter): \_\_\_\_\_

3. Father/ mother / husband's name: \_\_\_\_\_

• Date of Written Exam: / \_\_\_ /2016, Time: : AM/PM, Venue: \_\_\_\_\_

AFFIX HERE  
**UN-ATTESTED**  
RECENT PASSPORT  
SIZE PHOTO SAME  
AS AFFIXED IN  
APPLICATION FORM

\_\_\_\_\_  
Sign. of the candidate

\_\_\_\_\_  
(Chairman/ CPO/EO/Authorized Signatory)

It must be signed in front of invigilator at the time of exam)



**CALL LETTER FOR VIVA (INTERVIEW/PERSONALITY TEST)**

(Sl.No.2.&3 ONLY Will be Filled up by the applicant in CAPITAL LETTER)

1. Post applied for: \_\_\_\_\_ / ROLL NO.- \_\_\_\_\_ /CM/ \_\_\_\_\_ /DAY-NULM

2. Name (In block letter): \_\_\_\_\_

3. Father/ mother / husband's name: \_\_\_\_\_

• Date of Viva: / \_\_\_ /2016, Time: : AM/PM, Venue: \_\_\_\_\_

\_\_\_\_\_  
(Chairman/ CPO/EO/Authorized Signatory)



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

Scope of work

SI 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 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/ 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.

SI 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 (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

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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 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.

*Dinku*  
 27-10-16  
 CPO & EO  
 CHAKDAHA (M)  
 T. K. SINHA  
 Ex. W.B. A & A.S.  
 Executive Officer  
 Chakdaha Municipality  
 Chakdaha, Nadia

*Dev*  
 27-10-16  
 CHAIRMAN  
 CHAKDAHA ULB  
 Chairman  
 Chakdaha Municipality  
 Chakdaha, Nadia

*U.P./27/16*

