



STD Code-03473-Ph-242023/243647
Email ID-chakdahamunicipality@ymail.com
Website-www.chakdahamunicipality.org

OFFICE OF THE COUNCILLORS

Chakdaha Municipality

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

(West Bengal)

Memo No. – 3397/DAY-NULM/VACANCY NOTICE/CMMU/CM
From: CHAIRMAN (M-9434303146)

Dated- 21.11.2016

[2ND CALL]

VACANCY NOTICE FOR DIFFERENT CONTRACTUAL POSITIONS FOR CMMU OF CHAKDAHA 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	Edu. Qualification: Bachelor degree in social science preferably in Social Work/Sociology/Economics/Management Experience: 02-03 years practical experience of working in social Dev work with poverty reduction programmes Other Qualification: 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	Edu. Qualification: SAME AS SL. NO.01 Experience: 02-03 years practical experience of working in implementation of skill training & placement prog.s and also designing & implementation of MIS & ME Other Qualification: 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

P.T.O



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

- 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.
- 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
- 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.21/11/2016"
- 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
- **Those who are applied in response with our earlier vacancy notice no.-3124/DAY-NULM/VACANCY NOTICE/CMMU/CM Dated-27.10.2016 need not applied further. For list of said valid applicant please follow our office website.**

File
21.11.16
T. K. SINHA
Ex. W.P.A. & A.S.
Executive Officer
Chakdaha Municipality
Chakdaha, Nadia

CPO, E.O
& Member-Convener, CLSC/DAY-NULM
CHAKDAHA ULB



[Signature]
21.11.16
CHAIRMAN
& President, CLSC/DAY-NULM
CHAKDAHA ULB
Chairman
Chakdaha Municipality
Chakdaha, Nadia

[Handwritten initials]



APPLICATION FORM (Pg 1-3)

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

[Empty rectangular box]

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: ____ / ____ / ____

4. NATIONALITY: _____

5. CORRESPONDENCE ADDRESS (IN CAPITAL LETTER):

TOWN/CITY/VILL- _____ STATE: _____

P.O: _____ P.S: _____ PIN: _____

6. PERMANENT ADDRESS (IN CAPITAL LETTER):

TOWN/CITY/VILL- _____ STATE: _____

P.O: _____ 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



9. 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		
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: / /2016
Place-Chakdaha,Nadia

(Full Sign. of applicant)



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

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

(Chairman/ CPO/EO/Authorized Signatory)



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)