

OFFICE OF THE COUNCILLORS OF THE GHATAL MUNICIPALITY

GHATAL * PASCHIME MEDINIPUR

P.O.-Ghatal, Dt.- Paschim Medinipur

E-mail id :- chairman_ghatalmunicipality@yahoo.com

EMPLOYMENT NOTICE

Advertisement No. – 001/NULM/GM

Dated – 03.11.2016

As approved by Municipal Affairs Department, Govt. of West Bengal, State Urban Development agency, West Bengal & as per decision of the City Level Selection Committee meeting of the ULB application as prescribed here-in-after are invited for the following posts under National Urban Livelihoods Mission (NULM). The criteria for the posts and the terms & conditions related with this advertisement are as follows:-

- 1) **Name of the Post :-** Manager - Social Development and Infrastructure 2) **No. of Post :-** 01(one)
- 3) **Educational Qualification:-** Bachelor degree is Social Science preferably in Social Work / Sociology/Economics/Management. 4) **Experience:-** 2-3 years practical experience of working in Social Development works with poverty reduction programmes. 5) **Other Qualification:-** i) Proficient with MS Office, Strong Analytical Skill. Experience of working with Government Institutions will be given preference. ii) Fluency of English and Bengali or local languages of West Bengal 6) **Age:-** Upper age limit 40 years as on 01.04.2016 7) **Remuneration:-** Rs. 50,000.00 (Rupees Fifty thousand only) per months 8) **Period of Engagement:-** Maximum 02 years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal. 9) **Method of Test:-** Written test followed by Computer proficiency and interview shall take place for preparation of a panel of selected candidates.
- 2) **Name of the Post :-** Manager- Skills Micro Enterprises MIS & ME 2) **No. of Post :-** 01 (One)
- 3) **Educational Qualification:-** Bachelor degree is Social Science preferably in Social Work/Sociology/Economics/Management. 4) **Experience:-** 2-3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME. 5) **Other Qualification:-** 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 skill 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 language of West Bengal 6) **Age:-** Upper age limit 40 years as on 01.04.2016 7) **Remuneration:-** Rs. 50,000.00 (Rupees Fifty thousand only) per month 8) **Period of Engagement:-** Maximum 02 years at a time along with the provision of subsequent renewal after every one year based on satisfactory


Chairman,
Ghatal Municipality

performance appraisal. 9) **Method of Test:-** Written test followed by Computer proficiency and interview shall take place for preparation of a panel of selected candidates.

- 3) **Name of Post:-** Community Organizer 2) **No. of Post:-** 01(One) 3) **Educational Qualification:-** 10+2 in any discipline 4) **Experience:-** 3-5 years of experience in working with community on social development. 5) **Other Qualifications:-** i) Proficiency in MS Office (Word, Excel, Power Point Etc) is preferable. ii) Fluency of English and Bengali or local languages of West Bengal 6) **Age:-** 18 to 40 years as on 01.04.2016 7) **Remuneration :-** Rs.10,000.00 (Rupees Ten Thousand only) per month (all inclusive) 8) **Period of Engagement:-** The engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund. 9) **Method of Test:-** Written test followed by Computer proficiency and interview shall take place for preparation of a panel of selected candidates.
- 4) **Name of the Post:-** Dealing Assistant cum Data Entry Operator 2) **No. of Post:-** 01(One) 3) **Educational Qualification:-** 10+2 in and discipline and at least 6 months course in Basic Computer. 4) **Experience:-** At least 2 year experience in working with organization of the Govt. Society, Firm, Association in data entry and related works in relevant field. 5) **Other Qualification:-** Proficiency in internet operation, e-mailing and MS-Office (Word, Excel, Power point etc) ii) Fluency of English and Bengali or local language of West Bengal 6) **Age:-** 18 to 40 years as on 01.04.2016. 7) **Remuneration:-** Rs. 12,000.00 (Rupees Twelve thousand only) per month. 8) **Period of Engagement:-** The engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund. 9) **Method of Test:-** Written test followed by Computer proficiency and interview shall take place for preparation of a panel of selected candidates.
- 5) Schedule of written test followed by computer proficiency and interview shall be intimated in due time. The question paper will be on specific subject, basic Math, English, GK & CA and related others. Distribution of marks of written test & interview will be intimated in due time.
- 6) During interview no objection certificate is required for those applicants who are working presently in any govt. organization / statutory bodies under Go WB.
- 7) The envelope must be super scribed 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, Ghatal

Municipality, P.O & P.S – Ghatal, Dist – Paschim Medinipur, Pin – 721212 and should reach within 2.00 P.M of 24/11/2016, falling which no application will be entertained.

- 8) Application may be submitted either by hand or by post in hard copy and sealed envelope only as mentioned in SL. No. 7 above. Submission of application through on line will not be allowed. Application in prescribed format to be deposited in the Dropping box of the general section of this office from 11.00 a.m to 2.00 p.m or to be sent by post till last date of submission i.e on 24.11.2016.(Except Sundays and Holidays). Application be sent to the under noted address.

To

The Chairman

Ghatal Municipality

P.O & P.S.- Ghatal, Dist – Paschim Medinipur

Pin No. – 721212, West Bengal

- 9) No TA, DA for written test or interview is admissible.
- 10) One candidate can apply for one post only.

N.B : -

- i) Self attested copy of age proof, Address Proof, Qualification, Employment Exchange Card , Certificate of working experiences & certificate on basic computer training are required with the application.
- ii) The candidate who have not fulfilled the criteria as per requirement in the Employment notice is directed to debar him / her to send the application to this office.
- iii) The authority is not liable for any kind of postal delay or any cause.
- iv) Online application will not be entertained.
- vi) LAST DATE OF RECEIVING APPLICATION is 24.11.2016 up to 2.00 P.M.


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Scope of work :-

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

- i) Ensure the city adheres to the guidelines prescribed by NULM
- ii) Develop work plan for implementation of Social mobilization components 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 CFL structures are established in the city.
- v) Responsible for providing need based Technical Assistance to Community Organisers (CO).
- 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 components.
- 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 involve.
- 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.
- 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.

Sl. No. – 3) Community Organisor (CO)

- i) Ensure mobilization of urban poor in her/ his operational area (as fixed by Municipality) direct or through RO.
- ii) Ensure that all urban poor families come into the field under SHG with 2 years.
- iii) Supervise the function of RO and guide them to form SHGs maximum as possible.
- iv) Constant liaison with ALF member for their proper functioning.
- v) Facilitate ALF/RO in RF to SHG . / their lending activity / regular meeting / book keeping / credit linkage / entrepreneurial development.
- vi) Collect interested and feasible beneficiaries under SEP-1 & SEP – G
- vii) Arrange candidate for skill training form field level based on need and by interaction with the interested/ feasible beneficiaries.
- viii) Facilitate implementation of other NULM issues to City level Manage.
- ix) Development of community level database on urban poor, their status and their need and support that can be provided form NULM.
- x) Regular & timely implementation of SHG Bank Linkage.
- xi) Contact / assist survey related to NULM.
- xii) Support implementation of development works as per guidance of ULB.
- xiii) Arrangement of training of erstwhile SHG / their grading & credit linkage / regular community contraction / facilitate SHG's dynamic activities.
- xiv) Ensure regular social activity by the SHG's members guided by ALF/RO.
- xv) Assist City Mission Manager in all sphere of NULM implementation.
- xvi) Any other duty as assigned by CPO / CIC NULM / chairperson.

Sl. No. – 4) Dealing Assistant & Data Entry Operator

- i) Assit city Mission Manager in all sphere of NULM implementation in addition to normal duty of computer work.
- ii) Assit C.O in development of Community Level data base on urban poor, this status.
- iii) Any other duty as assigned by CO/CPO/ Chairperson / Vice Chairperson.


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(ii) Address of Communication (IN CAPITAL LETTER)

7. Contact number :

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8. Email Id (if any) :

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9. (1) Academic Qualification:

Sl. No.	Name of the Examination Passed	Board/Council/ University	Year of Passing	Subjects	Total Marks Obtained	Percentage of Marks Obtained

(2) Computer Knowledge: (Give short description along with course, duration an centre)

10. Experience:

Sl. No.	Name of the Organization	Date of Joining	Date of Leaving/Till Date	Total working Period (in years)	Whether the job is temporary or permanent	Name of the post held	Type of work done

11. Additional Qualification (if any): (Give short description)

12. List of documents should be enclosed (Put tick in the right box)

Sl. No	Documents	Yes	No
1	Proof of Age		
2	Proof of Permanent Address		
3	Proof of academic Qualification		
4	Proof of Working experience		
5	Proof of Computer Training Course		
6	Copy of Employment Exchange card (if any)		
7	Whether Recent passport size photographs pasted?		

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 this application are true and I shall furnish the necessary original certificates whenever required.

If any information/details are found to be incorrect, false at any stage of selection process or if anything found to have been concealed by me or detected as false and incorrect even after appointment, my services may be terminated.

Date :

Place:

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Signature of the Candidate