

# 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. – 421 /NULM/GM

Dated – 02-05-2017

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 post 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 in 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 <sup>01.01.2017</sup>~~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.

- ❖ 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.
- ❖ During interview no objection certificate is required for those applicants who are working presently in any govt. organization / statutory bodies under Go WB.
- ❖ 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



Chairman,  
Ghatal Municipality

& P.S – Ghatal, Dist – Paschim Medinipur, Pin – 721212 and should reach within 2.00 P.M of 15-05-2017, falling which no application will be entertained.

- ❖ 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 15-05-2017.(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**

- ❖ No TA, DA for written test or interview is admissible.

**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 15-05-2017 up to 2.00 P.M.



Chairman,  
Ghatal Municipality



(ii) Address of Communication (IN CAPITAL LETTER)

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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 |
|---------|--------------------------------|---------------------------|-----------------|----------|----------------------|------------------------------|
|         |                                |                           |                 |          |                      |                              |
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|         |                                |                           |                 |          |                      |                              |

(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 |
|---------|--------------------------|-----------------|---------------------------|---------------------------------|---|-----------------------|-------------------|
|         |                          |                 |                           |                                 |   |                       |                   |
|         |                          |                 |                           |                                 |   |                       |                   |
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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:

.....  
Signature of the Candidate

**Scope of work :-**

**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.



Chairman,  
Ghatal Municipality