

OFFICE OF THE
ISLAMPUR MUNICIPALITY

S.T.D. : 03526

P.O. – ISLAMPUR; DIST. – UTTAR DINAJPUR

Ph. : 255153, 258071 (O)

Email : islampurmunicipality@gmail.com

sulm.islampur@gmail.com

Memo No. 969/IM/2016



Date 25/10/2016

Notice of vacancy

Application in the “Prescribed Format“ is invited from the eligible candidates for purely contractual engagement of Specialists / Experts for the following posts for City Mission Management Unit(CMMU) under Nation Urban Livelihood Mission (NULM) for maximum period of 2 years along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal under National Urban Livelihood Mission (NULM) under Islampur Municipality.

Sl No.	Name of post	Eligibility criteria
1	Manager– Social Development and Infrastructure	No. of Post: One (on contract basis with engagement period of maximum two years at a time) Educational Qualification: Bachelor degree in Social Science preferably in SocialWork/ Sociology/ Economics/ Management. Experience: 2–3 years practical experience of working in Social Development work with poverty reduction programmes. Other qualifications: <ul style="list-style-type: none">• Proficiency with MS Office, Strong Analytical Skill, Experience of working with Govt. Institutions will be given preference.• Fluency of English and Bengali or Local Language. Age: 18-40 years as on 01.04.2016 Remuneration: Rs.50,000.00 per month.
2.	Manager– Skills Micro Enterprises, MIS & ME	No. of Post: One (on contract basis with engagement period of maximum two years at a time) Educational Qualification: Bachelor degree in Social Science preferably in SocialWork/ Sociology/ Economics/ Management. Experience: 2–3 years practical experience of working in Social Development work with poverty reduction programmes. Other qualifications: <ul style="list-style-type: none">• Proficiency with MS Office, Strong Analytical Skill, Experience of working with Govt.



OFFICE OF THE
ISLAMPUR MUNICIPALITY

P.O. – ISLAMPUR; DIST. – UTTAR DINAJPUR

S.T.D. : 03526

Ph. : 255153, 258071 (O)

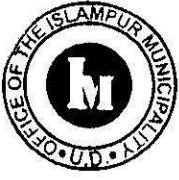
E-mail : islampurmunicipality@gmail.com

sulm.islampur@gmail.com

Sl No.	Name of post	Eligibility criteria
		Institutions will be given preference. • Fluency of English and Bengali or Local Language. Age: 18-40 years as on 01.04.2016 Remuneration: Rs.50,000.00 per month
3	Dealing Assistant-cum-Data Entry Operator	No. of Post: One (on contract basis with engagement period of maximum two years at a time) Educational Qualification: 10+2 in any discipline and minimum 6 month course in Basic Computer. Experience: Minimum two years experience of working with any organisation of the Govt. Society, firm, association in data entry and related works in relevant field. Other qualifications: • Proficiency with MS Office, e-mailing, internet operation. • Fluency Bengali or Local Language Age: 18-40 years as on 01.04.2016 Remuneration: Rs.12,000.00 per month
4	Community Organiser	No. of Post: One (on contract basis with engagement period of maximum two years at a time) Educational Qualification: 10+2 in any discipline Experience: 3-5 years of experience of working with community on Social Development . Other qualifications: • Proficiency with MS Office, e-mailing, internet operation. • Fluency Bengali or Local Language Age: 18-40 years as on 01.04.2016 Remuneration: Rs.10,000.00 per month

Terms and Conditions are noted below-

- Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority with application.
- Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.
- Candidates should enclose self-attested photocopy of the age proof certificate with the application.



OFFICE OF THE
ISLAMPUR MUNICIPALITY

P.O. – ISLAMPUR; DIST. – UTTAR DINAJPUR

S.T.D. : 03526

Ph. : 255153, 258071 (O)

Email : islampurmunicipality@gmail.com

sulm.islampur@gmail.com

-
- Self-attested recent passport size photo to be pasted on Application Form and name of the post for which applied must be mentioned on the cover of the application and the top of the application form as "Application for the post of"
 - Application should reach by register post on the address of Chairman, i.e. The Chairman, Islampur Municipality, Islampur, Uttar Dinajpur, Pin-733202, West Bengal.
 - Last date and time of submission of application is 12th Nov 2016 upto 4.00PM.
 - Candidates are requested to view the website www.islampurmunicipality.org and www.wbdma.gov.in and www.changekolkata.org for further details.
 - One person can apply for a single post only.
 - Submission of application through online will not be allowed.

Chairman

Islampur Municipality
Islampur, Uttar Dinajpur

ADMIT CARD

TO BE FILLED IN BY THE CANDIDATE

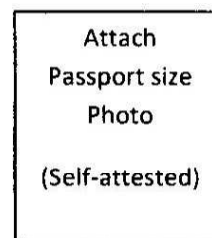
Name of the post applied for:-

1) Name:-

2) Father's Name:-

3) Postal Address:

4) Date of Birth:



Signature of the Candidate

TO BE FILLED IN BY THEULB

ROLL NO

Name of the Examination / Interview Centre With complete address :

Date of Examination / Interview and time :

Reporting time at the Centre :

Note: - Bring all original certificates in support of Age, Educational Qualification & NOC from concern Authority if applicable

Date -

**Chairman
Islampur Municipality
Islampur, Uttar Dinajpur**