

KATWA MUNICIPALITY

Detail Advertisement for selection of Manpower under DAY-NULM for Katwa Municipality.

Katwa Municipality, Katwa Burdwan ,W.B.

Advertisement No. 01/CLSC/NULM/K.M.

Date: 28.10.2016

Applications in Prescribed Form are invited for the following posts the eligibility criteria and terms and conditions of which are as follows:

Sl.	Name of Post	Qualification & Experience	No. of Post
	Manager – Social Development & Infrastructure	<p>Educational Qualification: Bachelor degree in social science preferably in Social Work / Sociology / Economics/ Management.</p> <p>Experience: 2 – 3 years practical experience of working in Social Development work with poverty reduction programmes.</p> <p>Others Qualification: Proficient with MS office; (Word, Excel , Power Point etc.) strong analytical skills; Experience of working with government Society ,firm, association will be preferred.</p> <p>Age : 21 to 40 Years (as on 01.04.2016).</p> <p>Remuneration Rs.50,000 P.M (Consolidated) .</p>	1 (One)
2	Manager –Skills, Micro Enterprises, MIS & ME	<p>Educational Qualification: Bachelor degree in social science preferably in Social Work / Sociology / Economics/ Management.</p> <p>Experience: 2 – 3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS and ME.</p> <p>Others Qualification: Proficiency in MS office; (Word, Excel, Power Point etc.) strong analytical skills; Experience of working with government institutions, preparation of reports, Project Management software; Database Management will be given preference.</p> <p>Age: 21 to 40 Years (as on 01.04.2016).</p> <p>Remuneration Rs.50,000 P.M (Consolidated) .</p>	1 (One)

3	Community Organiser	<p>Educational Qualification:-10+2 in any discipline.</p> <p>Experience:-3-5 years of working Experience with Community on Social Development .</p> <p>Proficiency in MS office; (Word, Excel, Power Point etc.) .</p> <p>Age: 18 to 40 Years (as on 01.04.2016).</p> <p>Remuneration Rs.10,000 P.M (all inclusive).</p>	1 (One)
4	Dealing Assistant Cum DATA ENTRY OPERATOR	<p>1. Educational Qualification:-10+2 in any discipline.</p> <p>2. At last 6 month course in Basic Computer .</p> <p>3. At last 2 years working Experience with Organisation of government Society ,firm, association in Data Entry and related Works in relevant field.</p> <p>4. Proficiency in interact operation , e-mailing and MS office (word, excel, power point etc.) .</p> <p>5. Age: 18 to 40 Years (as on 01.04.2016).</p> <p>6. Remuneration Rs.12,000 P.M (all inclusive).</p>	1 (One)

Trams and conditions :-

1. All engagement is purely contractual . Initial Engagement is for one year with subsequent renewal after one year based on satisfactory performance.
2. Final selection will be made on the basis of the result of written and Viva - voce test.
3. The candidate working in any government Organisation will have to submit the NOC of the concerned authority at the time of interview .
4. Application with duly filled up prescribed format and self attested testimonials / certificates addressed to the Chairman / Katwa Municipality, Dak Banglow Road, Katwa Burdwan Pin- 713130. Along with a self addressed stamped envelope and two copies of passport coloured photos. Must reach within 5pm on 28.11.2016 falling which the same may not be entertained .
5. Application may be submitted either by hand or by post in hard copy only.
6. No. TA/DA for written or interview test will be admissible
7. Details of Advertisement may be downloaded from the website www.wbdma.gov.in


 Chairman
 Katwa Municipality
Chairman
 Katwa Municipality

Continued portion of detailed advertisement in the Website:-
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

- 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.


Chairman
Katwa Municipality
Chairman
Katwa Municipality