

NEW BARRACKPORE MUNICIPALITY**NEW BARRACKPORE, NORTH 24-PARGANAS****KOLKATA-700 131, WEST BENGAL****Advertisement No. : NBM/CLSC/NULM/3808/16****Date: 28-11-2016**

Applications are invited from eligible candidates for the following Posts in the Municipality with the criteria, terms and conditions as mentioned below:-

SL. NO.	NAME OF THE POST	NO. OF VACANCY	QUALIFICATIONS/EXPERIENCE
1	MANAGER – SOCIAL DEVELOPMENT & INFRASTRUCTURE	1	<p>EDUCATIONAL QUALIFICATION BACHELOR DEGREE IN SOCIAL SCIENCE PREFERABLY IN SOCIAL WORK/ SOCIOLOGY/ ECONOMICS/ MANAGEMENT</p> <p>Experience 02 to 03 years practical experience of working in Social Development work with poverty reduction programmes.</p> <p>OTHER QUALIFICATION DESIRABLE Proficient with MS Office, strong analytical skills; Experience of working with Government Institutions will be given preference. Fluency of English and Bengali or local languages of West Bengal.</p>
2	MANAGER – SKILLS MICRO ENTERPRISES, MIS & ME	1	<p>EDUCATIONAL QUALIFICATION BACHELOR DEGREE IN SOCIAL SCIENCE PREFERABLY IN SOCIAL WORK/ SOCIOLOGY/ ECONOMICS/MANAGEMENT</p> <p>EXPERIENCE : 02-03 YEARS PRACTICAL EXPERIENCE OF WORKING IN IMPLEMENTATION OF SKILL TRAINING AND PLACEMENT PROGRAMMES AND ALSO DESIGNING AND IMPLEMENTATION OF MIS & ME.</p> <p>OTHER QUALIFICATION DESIRABLE Proficient with MS Office, strong analytical skills, Experience of working with Government Institution will be given preference. Also mention regarding very good documentation skills and very good at preparation of reports : Proficient with Project Management Software. Database Management System will be given preference. Fluency of English and Bengali or Local Language of West Bengal.</p>
3.	DEALING ASSISTANT CUM DATA ENTRY OPERATOR	1	<p>EDUCATIONAL QUALIFICATION 10+2 in any discipline and at least 6(six) months course in Basic Computer.</p> <p>Experience : At least 2(two) years experience in working with organization of the Govt. Society, Farm, Association in data entry and related works in relevant field. Proficiency in internet operation, e-mailing and MS Office(Word,Excel, Powqer Point etc.).</p>

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AGE LIMIT :

Age should be **18-40** years as on **01-04-2016**. Upper age relaxation will be 5(five) years for **SC/ST** and 3(three) years for **OBC**.

MODE OF APPLICATION

1. Candidates should submit application for 1(one) Post only(either post of Sl. 1 or 2 or 3).
 2. Candidates should submit applications in the format annexed as "A" to this notification.
 3. The application should be on good quality A4 size Bond papers(80GSM) using one side only. News Paper cutting used as an application will be rejected.
 4. Candidates should ensure that the application is made on a single sheet conforming to the above specification. The candidates can also download the application form obtained from the website www.nbmonline.org Candidates using printed application form obtained from any other source should ensure that it conforms to the prescribed format as they may be scanned by machine.
 5. Candidates should fill up the application form in his/her own handwriting in English with blue or black ball point pen only. Smudged application may be rejected.
 6. Candidate should send their applications sufficiently in advance to reach the office of Chairperson, New Barrackpore Municipality on or before the closing date and time i.e. 16-12-2016 5-00 P.M.
- CLSC will not be responsible for any postal delay or wrong delivery of application.

TO WHOM TO APPLY :

1. The application should be submitted in the drop box at New Barrackpore Municipality Office(kept for the purpose) or sent through Speed Post so as to reach the below mentioned addressed on or before the closing date and time (16-12-2016 5-00 P.M.)

2. The filled in application along with the required documents should be addressed :

To
The Chairperson,
New Barrackpore Municipality,
Post + PS : New Barrackpore,
District : North 24-Parganas,
PIN-700131
West Bengal

3. On the envelop containing the application, it should be clearly written
APPLICATION FOR THE POST OF **MANAGER – SOCIAL DEVELOPMENT & INFRASTRUCTURE /**
MANAGER – SKILLS MICRO ENTERPRISES, MIS & ME/
DEALING ASSISTANT CUM DATA ENTRY OPERATOR

MODE OF SELECTION

1. The selection will be strictly based on result in the written test followed by interview
2. Candidates who fulfill the eligibility criteria will be called for a written test after proper verification, screening of all applications.
3. A separate call letter indicating date,time,venue and detail of written test will be sent to all the eligible candidates

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OTHER TERMS & CONDITIONS

1. Candidates, before applying should carefully read the terms & conditions and ensure that he/she fulfills all eligibility criteria at the time of submission of application.
2. No objection certificate requires for those applicants who are working presently in any Organization under Government.
3. Admission of a candidate at all stages of recruitment will be purely provisional, subject to satisfying prescribed conditions.
4. The Post is purely contractual for one year monthly remuneration for the Post of **Sl. No. 1 & 2** will be Rs. 50,000/-(Rupees Fifty Thousand only) and for the Post of **Sl.No.3** will be Rs. 12,000/-(Rupees Twelve Thousand only)with the provision of subsequent renewal after every one year based on satisfactory performance.
- 5.All original certificates will be verified at the time of interview
6. No TA/DA will be given to attend the written test and interview

ENCLOSURES TO THE APPLICATION

Candidates should enclose photocopies of the relevant certificate as mentioned below. Original Certificates should not be enclosed.-

1. Self attested photocopy of certificate as proof of the Date of Birth. Only Admit Card of Madhyamik Examination/Board's Certificate will be accepted.
2. Self Attested photocopy of Mark Sheets of Educational qualification
3. Self Attested photocopy of Voter's Identity Card/Ration Card as proof of residence
4. Self Attested photocopy of Computer Certificate
5. Self Attested photocopy of Proof of Experience.
6. Certificate as proof of SC/ST & OBC
7. 02(two) recent passport size (3.5 cm. x 3.25 cm.) colour photographs 1(one) is to be pasted on the application form
8. 02(two) self addressed envelopes(9" X 4")

INVALID APPLICATIONS

Applications which suffer from any of the following deficiencies will be rejected. The list is only illustrative and not exhaustive.

1. Application received after the closing date & time.
2. Application not in prescribed format or which is incomplete in any manner in non standard size of paper.
3. Candidate is not in possession of the required educational qualification on the date of applying or is overage as on 01-04-2016
4. More than one application submitted by the same candidate.
5. Application without the recent photograph not affixed.
6. Application without signature or with signature on capital letters or with different signatures at different places or smudged signature.
7. copies of required enclosures as mentioned above not enclosed.
8. Applications which are not properly addressed.
9. Applications which are filled in a language other than English.
10. Any other irregularity and considered invalid by the Selection Committee.

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MISCONDUCT

1. Candidates are requested that they should not furnish any particular that are false or suppress any material information while filling the application form.
2. Candidate shall not bring or attempt to bring any recommendation or influence from any end for his/her interest in respect of recruitment which will disqualify them.
3. Misconduct on the part of the candidate at any part of the recruitment process is strictly prohibited and shall render disqualification.
4. Indulgence in the above practices will result in the rejection of the candidature at any time.
5. An action as deemed fit including criminal action will be taken by the authority against the Candidate if found guilty for submitting fabricated/forged/tampered certificate, using unfair means during whole recruitment process etc

CAUTION

Beware of Touts and job racketeers trying to deceive you by false promises of securing job either through influence or by use unfair or unethical means. Candidates will be selected purely as per merit list.

Please beware of unscrupulous elements and do not fall in their trap.

SCOPE OF WORK

Sl. 1) 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 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 Organizers'(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

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SL. NO. 02) MANAGER – Skills, Micro Enterprises, MIS & ME

- i) Ensure that city adhere to EST & P guidelines prescribed in 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 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, complaint 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 providing need based Technical Assistance to Cos
- xix) Adhere to all monitoring and reporting systems like baseline study. MPRs, Process documents 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) DEALING ASSISTANT CUM DATA ENTRY OPERATOR KEY RESPONSIBILITIES

- i) Assisting the CPO and other Experts and personnel of the CMMU
- ii) 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 state
- iii) Preparation & sending MPR regularly
- iv) Responsible for internet operations, e-mails etc.
- v) Responsible for timely submission of information to state
- vi) Responsible for providing need based Technical Assistance to COs
- vii) Adhering to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at city level
- viii) Working closely with other Managers at the city level for successful monitoring of NULM
- ix) Creation of database on vulnerability and action plan for their upliftment under guidance of CPO and support from APO & CO


[TRIPTI MAJUMDER]
CHAIRPERSON

NEW BARRACKPORE MUNICIPALITY

**APPLICATION FORM FOR THE POST OF : " MANAGER- SOCIAL DEVELOPMENT INFRASTRUCTURE /
MANAGER SKILLS MICRO ENTERPRISES, MIS & ME / DEALING ASSISTANT CUM DATA ENTRY
FOR NEW BARRACKPORE MUNICIPALITY , NORTH 24 - PARGANAS, KOL- 700131**

Name of the post applied for:.....

1. Name of the Candidate:
(in Block Letter)

2. Son/Daughter/Wife of:

3. Fill Address:

a) Present Address: Town/ Village:

P.O. : P.S. :

Dist. : Pin :

b) Permanent: Town/ Village:

P.O. : P.S. :

Dist. : Pin :

4. Date of Birth: Age as on 01.04.2016: (Y) (M) (D)

5. Category: General SC ST

6. Telephone No./Mobile No. : 7. E-mail ID: (if any)

8. Educational Qualification:

Sl. No.	Examination Passed	Year of Passing	Board/ Council/ University	Total Marks obtained	Division/Class	% of Marks
1						
2						
3						
4						

9. Computer Literacy:

Sl No.	Degree/ Course	Year of Passing	Name of Institution	Affiliation Under	Marks Obtained	Division/ Class	% of marks
1							
2							
3							

10. Working Experience :

Sl. No.	Name of Organisation	Position held	Period of working from.....to.....	Total period of working experience	Nature of work
1					
2					
3					

11. Enclosures: (a) Voter's Card(EPIC) () (b) Ration Card () (c) Admit Card / Certificate of Madhyamik or its equivalent ()
(d) Mark sheet of Madhyamik or its equivalent () (e) Mark sheet of Higher Secondary or its equivalent ()
(f) Mark sheet of Graduation () (g) Mark sheet of Master's Degree () (h) Computer Certificate ()
(i) Proof of Experience () (j) Caste Certificate () (k) N.O.C () (l) One extra photo copy & two envelops ()

I hereby declare that the entire documents and all information submitted in this application are true and best of my knowledge.

I understand that if any of the information is found wrong, my application will stand cancelled and criminal action will be taken against me.

Date:

Place:

.....
Signature Of the Candidate