

**OFFICE OF THE MUNICIPAL COUNCILLORS
OLD MALDA MUNICIPALITY, MALDA**

Employment Notice-01/NULM/OMM/2016-2017

Notice of Vacancy

Memo No-7120/NULM/OMM/2016-17

o/c

Date-20/12/2016

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 Old Malda Municipality.

Sl. No.	Name of Post	Qualification /Experience	Age
1	Manager –Social Development and Infrastructure	a)No. of post-1 b) Educational Qualification: Bachelor degree in Social Science preferably in Social Work/Sociology/Economics/Management. c) Experience: 2-3 years of practical experience of working in social development work with poverty reduction programmes. d) Other Qualifications: i) Proficient with MS office, Strong Analytical Skills, Experience of working with Government Institutions will be given preference. ii) Fluency of English and Bengali or Local Languages of West Bengal.	Age as on 01/07/2016 up to 40 yrs(Relaxation as per Govt. Norms)
2	Manager- MIS & ME	a)No. of post-1 b) Educational Qualification: Bachelor degree in computer Science c) Experience: 2-3 years of practical experience in designing and implementation MIS & ME, preferably poverty reduction project d) Other Qualifications: i) In addition to the above mentioned competencies , very good documentation skills and very good at preparation of reports, Proficient with Project Management software, Database Management System, Website Development and Management will be given preference.ii) Fluency of English and Bengali or Local Languages of West Bengal.	Age as on 01/07/2016 to 40 yrs(Relaxation as per Govt. Norms).

3	Dealing Assistant cum Data Entry Operator	a)No. of post-01 b)Educational Qualification: i) 10+2 pass in any discipline. ii) Having at least 6 month course in Basic Computer. iii) a) Experience- At least 2 yrs experience in working with organization of the Govt. Society, firm, association in data entry and related works in relevant field. b) Proficiency in internet operations, e-mailing and MS-Office (Word,Excel,Power Point etc.)	Age as On 01/07/2016 upto 40 yrs.(Relaxation as per Govt. Norms)
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Terms and Conditions are noted below:-

1. The upper age limit of the specialists / experts to be engaged in CMMU will be 40 years as on 01/07/2016.
2. Contractual monthly remuneration for post of two nos. Manager will be Rs. 50,000/-(Rupees fifty thousand only)
3. Contractual Monthly remuneration for the post of Dealing Assistant cum Data Entry Operator will be Rs.12,000/-(Rupees Twelve thousand only).
4. Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority with application.
5. Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.
6. i)Candidates should enclose self- attested photocopy of the age proof certificate with the application.
ii)One self addressed(24cm X 11 cm) envelope with postage stamp of Rs. 40/-(Rupees Forty only)
7. 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 _____ "
8. Candidates are requested to view the Website of Municipal Affairs Department (www.wbdma.gov.in) and of CMU (www.changeekolkata.org) (www.omm.org.in)For further details.
9. LAST DATE OF SUBMISSION OF APPLICATION IS **10/01/2017 upto 4 pm.**
10. One person can apply for a single post only.


20-12-16
Chairman

Old Malda Municipality,

Memo No-7120(7)/NULM/OMM/2016-17

Date-20/12/2016

Copy forwarded for information and with a request to display the same through your web site for wide publication.

1. The Director , SUDA & Mission Director, WB SULM ,GOVT. of West Bengal, Bidhannagar, Salt Lake City,Kol-106.
2. The Secretary, Govt. of W.B., Municipal Affairs Department ,Poura Prashasan Bhavan,,DD-1, Sector-1,Salt Lake City,Kol-700064.
3. The Director of Local Bodies, Govt. of West Bengal,Purta Bhavan (1st Floor),Bidhannagar, Salt Lake City,Kol-91.
4. The District Magistrate ,Malda,
5. The Executive Engineer, MED,Malda Division,Malda,
6. The Employment Exchange Officer, District Employment Exchange, Malda,
7. The Notice Board of Old Malda Municipality,Malda for general information.


20-12-16
Chairman

Old Malda Municipality,

6.2. Permanent Address (IN CAPITAL LETTER):

8) Contact Number:

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9) Academic Qualification:

Sl No	School/ Board/ Univ. / Inst.	Exam Passed	Year of Passing	Total Marks	Marks Obtained	Percentage

10) Computer Knowledge:

11) Experience:

Sl No	Name of the Employer	Name of the Post	Date of Joining	Date of Leaving	Whether the job is temporary or permanent	Type of Work Done

12) Additional Qualification (If any):

13) List of Documents should be enclosed (Put Tick mark in the Box)

Sl No	Documents	Yes	No	Sl No	Documents	Yes	No
1	Proof of Age			5	Copy of employment exchange card (if any)		
2	Proof of Academic qualification			6	Copies of recent passport size photographs		
3	Proof of working experience						
4	Proof in support of category (if any)						

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 the Application are true and I shall furnish the necessary certificates whenever required.

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

Date:

Place:

Signature of the candidate