



Dial: 03225 279523

Tele-fax: 03225 279523

Email: ramjibonpur_municipality@yahoo.co.in

OFFICE OF THE MUNICIPAL COUNCILLORS OF RAMJIBONPUR
P.O. - RAMJIBONPUR :: DIST. - PASCHIM MEDINIPUR
PIN CODE - 721242

EMPLOYMENT NOTICE

No. 02/NULM/RM/2016-17

Dated - 21.11.2016

Applications as prescribed here-in-after are invited from the eligible candidates for purely contractual engagement for the following posts under Deendayal Antyodaya Yojana-National Urban Livelihood Mission (DAY-NULM) under Ramjibonpur Municipality. The criteria for the posts and the terms & conditions related with this advertisement are as follows:

Sl. No.	Name of the Post	Qualification/Experience/Remuneration
01	Community Organiser (CO)	i) No. of Post : 1 (One) ii) Education : 10+2 in any discipline iii) Experience: 3 – 5 years experience in working with Community on social development. iv) Proficiency in MS-Office (Word, Excel, Power Point, etc) is preferable v) Age : 18 (eighteen) to 40 (forty) years as on 01.04.2016 vi) Remuneration : Rs. 10,000/- (Ten Thousand) per month (all inclusive)
02	Dealing Assistant cum Data Entry Operator (DA cum DEO)	i) No. of Post : 1 (One) ii) Education : 10+2 in any discipline and at least 6 month course in Basic Computer iii) Experience: At least 2 years experience in working with Organisation of the Govt. Society, Firm, Association in data entry and related works in relevant field. iv) Proficiency in Internet operations, e-mailing and MS-Office (Word, Excel, Power Point, etc.) v) Age : 18 (eighteen) to 40 (forty) years as on 01.04.2016 vi) Remuneration : Rs. 12,000/- (Twelve Thousand) per month (all inclusive)

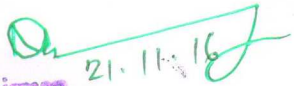
Terms and Conditions:

1. Engagement is purely contractual basis. Initial engagement is for one year with subsequent renewal after every one year based on performance and availability of fund.
2. Age relaxation: No relaxation of age for any caste/on other reservations.

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On 21.11.16
Chairman
Ramjibanpur Municipality

3. Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority along with application.
4. Candidates should apply in prescribed Application Format.
5. Candidates should enclose self-attested testimonials/certificates with the Application. Self-attested recent passport size photograph to be pasted on Application Form and same copy to be pasted on the admit card at the examination hall.
6. One photo identity card (e.g. EPIC Card, Aadhaar Card, PAN Card, Driving License, etc.) should be brought to examination hall for verification.
7. 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 Community Organiser (CO) or Dealing Assistant cum Data Entry Operator (DA cum DEO) Under DAY-NULM'.
8. Application should reach on the following address:
Address: The Chairman, Ramjibanpur Municipality, At+PO-Ramjibanpur, Dist-Paschim Medinipur, Pin-721242.
9. Applications may be submitted **either by hand or by post in hard copy only**. No online application will be entertained.
10. Written Test followed by Computer proficiency test and Interview shall take place for preparation of panel of selected candidates.
11. Schedule of Written Test & Interview shall be intimated in due time. The question paper will be on specific subject, basic Math, English, GK & CA and related others.
12. During interview No Objection Certificate (NOC) is required for those applicants who are working presently in any Govt. Organisations or Statutory Bodies where such rule is applicable.
13. No TA/DA for Written Test & Interview is admissible.
14. **One candidate can apply for one post only.**
15. **The authority is not liable for any kind of postal delay or any cause.**
16. **LAST DATE OF SUBMISSION OF APPLICATION is 12th December, 2016 up to 3:00 p.m.**


21.11.16
Chairman
Ramjibanpur Municipality

Memo No.....

Date.....

Copy forwarded to:

- 1) The Joint Secretary, Municipal Affairs Deptt., Govt. of West Bengal
- 2) The Director, SUDA & Mission Director, WBSULM, ILGUS Bhavan, Sector-III, Bidhannagar, Kolkata.
- 3) The Joint Director, DDLB, Burdwan Division, Chinsurah, Hooghly.
- 4) The District Magistrate, Paschim Medinipur, P.O.-Midnapore, Dist. - Paschim Medinipur.
- 5) The Executive Engineer, M.E.D., Midnapore Division, Paschim Medinipur.
- 6) The Sub-Divisional Officer, Ghatal Sub-Division, Ghatal, Paschim Medinipur.
- 7) The Editor, Palli Prachar, Khirpai, Paschim Medinipur.
- 8) The Editor, Sangbad Pratidin, 20-Prafulla Sarkar Street, Kolkata- 72.
- 9) The SDICO, Ghatal, Paschim Medinipur.
- 10) The Manager, UCO Bank, Ramjibonpur Branch, Ramjibonpur Paschim Medinipur.
- 11) The Manager, United Bank of India, Ramjibonpur Branch, Ramjibonpur, Paschim Medinipur
- 12) The Postmaster, Ramjibanpur Sub-Post Office, Ramjibonpur, Paschim Medinipur.
- 13) The A.E. & Station Manager, WBSEDCL, Ramjibonpur CCC, Paschim Medinipur.
- 14) The Asst. Engineer, Kangasbati Canel Office, Ramjibonpur.
- 15) The Editor, Telegraph, 6-Prafulla Sarkar Street, Kolkata.
- 16) The Vice-Chairperson, Ramjibonpur Municipality.
- 17) Notice Board, Ramjibonpur Municipality.

For kind information and wide publication in his Notice Board / Daily News Paper.


21.11.16
Chairman
Ramjibonpur Municipality

Scope of work:-

Sl. No. – 01) Community Organiser (CO):

- i) Ensure mobilization of urban poor in her/his operational area (as fixed by Municipality) direct or through RO.
- ii) Ensure that all urban poor families come into the field under SHG with 2 years.
- iii) Supervise the function of RO and guide them to form SHGs maximum as possible.
- iv) Constant liaison with ALF member for their proper functioning.
- v) Facilitate ALF/RO in RF to SHG/their lending activity/regular meeting/book keeping/credit linkage/entrepreneurial development.
- vi) Collect interested and feasible beneficiaries under SEP-I & SEP-G
- vii) Arrange candidate for skill training from field level based on need and by interaction with the interested /feasible beneficiaries.
- viii) Facilitate implementation of other NULM issues to City level Manage.
- ix) Development of community level database on urban poor, their status and their need and support that can be provided from NULM
- x) Regular & timely implementation of SHG Bank Linkage.
- xi) Contact / assist survey related to NULM.
- xii) Support implementation of development works as per guidance of ULB.
- xiii) Arrangement of training of erstwhile SHG/their grading & credit linkage/regular community contraction/facilitate SHG's dynamic activities.
- xiv) Ensure regular social activity by the SHG's members guided by ALF/RO.
- xv) Assist City Mission Manager in all sphere of NULM implementation.
- xvi) Any other duty as assigned by CPO/CIC NULM/Chairperson.

Sl. No. – 02) Dealing Assistant cum Data Entry Operator (DA cum DEO):

- i) Assist City Mission Manager in all sphere of NULM implementation in addition to normal duty of Computer work.
- ii) Assist C.O. in development of Community Level data base on urban poor, this status.
- iii) Any other duty as assigned by CO/CPO/Chairperson/Vice-Chairperson.


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Ramjibanpur Municipality
Ramjibanpur Municipality

7.2 Permanent Address (IN CAPITAL LETTERS)

Vill, P.O.

P.S., Dist.

State, PIN

8) Contact Number:

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9) Email-Id:

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10.1) Academic Qualifications:

Sl. No.	Board/Council/University	Exam Passed	Year of Passing	Total Marks	Marks Obtained	Percentage

10.2) Computer Knowledge:

11) Working Experience:

Sl. No.	Name of the Organisation	Name of the Post	Date of Joining	Date of Leaving	Total working period (in years)	Whether the job is temporary or permanent	Type of work done

12) Additional Qualifications (if any):

13) List of documents should be enclosed (put tick in the box):

Sl. No.	Documents	Yes	No	Sl. No.	Documents	Yes	No
1	Proof of age			6	Copy of Employment Exchange Card (if any)		
2	Proof of academic qualifications			7	Copies of recent passport size photographs		
3	Computer Certificate						
4	Proof of working experience						
5	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 to the best of my knowledge and belief. I shall furnish the necessary certificates whenever required. If any informations/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 engagement, my services may be terminated.

Date:

Place:

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Signature of the Candidate