

RANAGHAT MUNICIPALITY  
SUBHAS AVENUE  
RANAGHAT, NADIA

Employment Notification No.:- 1844 /RM/NULM/ 16-17

Date:- 10/11/2016

**Employment Notification**

Ranaghat Municipality, Nadia is inviting applications from the eligible Indian nationals regarding engagement of following Specialists / Experts for City Mission Management Unit (CMMU) under NULM purely on contractual basis for a period for two years with a monthly contractual remuneration as stated beside of each posts.

- 1) Dealing Assistant cum Data Entry Operator (DA cum DEO) – Rs.12000/-
- 2) Community Organizer (CO) – Rs.10000/-
- 3) Manager- Social Development and Infrastructure – Rs. 50000/-
- 4) Manager- Skills Micro Enterprises, MIS & ME – Rs. 50000/-

All other relevant information in details is available in our website: [www.ranaghatmunicipality.org](http://www.ranaghatmunicipality.org), [www.wbdma.gov.in](http://www.wbdma.gov.in), [www.changekolkata.org](http://www.changekolkata.org) . Last Date of submission of application is 30/11/2016 (Upto 4.00 pm) .

Sd/- P.S.Chatterjee

Chairman  
Ranaghat Municipality

RANAGHAT MUNICIPALITY  
SUBHAS AVENUE  
RANAGHAT, NADIA

**Employment Notification no.:- 1844/R.M/NULM/16-17 Dated:- 10/11/16**

Fresh applications are invited from eligible Indian Nationals for engagement on purely contractual as six specialists in City Mission Management Unit (CMMU) at Ranaghat Municipality Nadia under Nation Urban Livelihood Mission (NULM). Initial engagement is for two years with subsequent renewal based on performance and availability of fund.

- Application in plain paper as per enclosed format mentioning the contact no. along with two self attested recent passport size coloured photographs (One pasted on the front page of application and one extra) and all self attested copies of testimonials should reach this office **addressing The Chairman, Ranaghat Municipality, Subhas Avenue, P.O & P.S- Ranaghat, Dist.- Nadia, 741201** through ordinary post only or directly drop box in the office complex during working hours except holidays and Sundays. **“Application to the Post of .....**” Should be marked on the top of the envelope.
- The **upper age limit** for all the posts is **40 years** as on **1/4/2016**.
- **Last date of submission** of application is **30/11/2016**
- **Eligibility Criteria:-**

<p><b>1) Name of the Post :</b> Dealing Assistant cum Data Entry Operator (DA cum DEO) <b>No. of Post :</b> 1 (one) <b>Education Qualification:</b> 10 + 2 in any discipline and at least 6 month course in Basic Computer. <b>Experience:</b> Should have at least 2 years experience in working with organization of the Govt./ society/ firm/association in data entry and related works in relevant field.. <b>Other Qualifications:</b> i) Proficiency in internet operations, e-mailing and Ms-Office ( Word, Excel , Power point etc) <b>Age :</b> 18-40 years as on 01.04.2016 <b>Contractual Monthly Remuneration:</b> Rs. 12,000/- <b>Scope of Work:</b> The position is contractual engagement, initially for two years. Renewal of contract is done every two years based on performance appraisal. The incumbent will report to the City Project Officer, CMMU or any other officer assigned by him. The person should have good command on writing and speaking both English and the regional language.</p>
<p><b>2) Name of the Post :</b> Community Organizer (CO) <b>No. of Post :</b> 3 (Three) <b>Education Qualification:</b> 10 + 2 in any discipline and at least 6 month course in Basic Computer. <b>Experience:</b> Should have at least 3-5 years experience in working with community on social development. <b>Other Qualifications:</b> i) Proficiency in internet operations, e-mailing and Ms-Office ( Word, Excel , Power point etc) is preferable <b>Age :</b> 18-40 years as on 01.04.2016 <b>Contractual Monthly Remuneration:</b> Rs. 10,000/-</p>

**Scope of Work :**

The person selected for this position will cover at least 3000 urban poor families at the city level. She /he will interact and will have direct interface with the urban poor and assist them in accessing all the benefits of NULM. The position is contractual engagement, initially for two years. Renewal of contract is done every two years based on performance appraisal. The incumbent will report to the City Project Officer, CMMU or any other officer assigned by him. The person should have good command on writing and speaking both English and the regional language.

**3) Name of the Post : Manager- Social Development and Infrastructure****No. of Post :** 1 (one)**Education Qualification:** Bachelor degree in Social Science preferably in Social Work/Sociology/Economics/Management /MBA/BBA.**Experience:** Should have at least 2-3 yrs. Practical experience of working in Social Development work with poverty reduction programmer in any private, Govt. society, firm ,association in data entry and related works in relevant field**Age :** 18 - 40 years as on 01.04.2016**Contractual Monthly Remuneration:** Rs. 50,000/-**Scope of Work :**

- 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) Performing any other related tasks assigned by the City Project Officer, CMMU.

**4) Name of the Post : Manager- Skills Micro Enterprises, MIS & ME****No. of Post :** 1 (one)**Education Qualification:** Bachelor degree in Social Science preferably in Social Work/Sociology/Economics/Management /MBA/BBA.**Experience:** Should have at least 2-3 yrs. Practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME**Age :** 40 years as on 01.04.2016**Contractual Monthly Remuneration:** Rs. 50,000/-**Scope of Work :**

- 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) Performing any other related tasks assigned by the City Project Officer, CMMU.

Sd/- P.S.Chatterjee

Chairman  
Ranaghat Municipality

## APPLICATION FORMAT

**To**  
**The Chairman**  
**Ranaghat Municipality**  
**Subhas Avenue, Ranaghat, Nadia, 741201**

Passport size  
recent colour  
photograph of  
the applicant  
with sign

**Sub: Application for the post of \_\_\_\_\_**

**Ref: Employment Notification No \_\_\_\_\_ dt. \_\_\_\_\_ published the in the  
\_\_\_\_\_ dt. \_\_\_\_\_**

Respected Sir,

In reference to you advertisement I am furnishing below my resume for the post as mentioned under subject for your kind consideration please.

1. Name : \_\_\_\_\_
2. Father's / Husband's Name: \_\_\_\_\_
3. Communication Address : Road \_\_\_\_\_  
Vill/ Town \_\_\_\_\_ P.O- \_\_\_\_\_  
P.S- \_\_\_\_\_ Dist. \_\_\_\_\_  
Pin- \_\_\_\_\_ State- \_\_\_\_\_
4. Contact No. : \_\_\_\_\_
5. E-mail Id : \_\_\_\_\_
6. Date of Birth : \_\_\_\_\_
7. Age as on 01/04/2016 : \_\_\_\_\_
8. Educational Qualification :

Sl. No	Name of the examination passed	Board / University	Year of Passing	Subjects taken	Total Marks obtained	Full Marks	% of marks

9. Working Experience :

Sl. No	Name of the organization	Position Held	Period of working from ... and to ...	Total period of working experience	Nature of works

10. Whether obtain NOC from previous organistion, if applicable is enclosed: \_\_\_\_\_

11. Computer Proficiency : \_\_\_\_\_
12. Religion : \_\_\_\_\_
13. Marital status : \_\_\_\_\_

### DECLERATION

I do hereby declare that the above statement made in this application is true to the best of my knowledge goes and believe and if the information given in this application is not conformity with this advertisement, my candidature shall be liable to be forfeited.

Thanking you,

Yours faithfully,

**Place:**

**Date:**

**Attachments:-**

\_\_\_\_\_  
**(Signature of the Candidate)**