

# OFFICE OF THE COUNCILLORS

## CONTAI MUNICIPALITY

(P.O. & P.S.: Contai, Dist.: Purba Medinipur, West Bengal)

### RECRUITMENT NOTICE

Advertisement No.: 01/NULM/CM/2016-17

Dated: 18.01.2017

Applications in the prescribed format is invited in plain paper as per format from Indian Citizen for Contractual appointment of specialists / experts for the following posts for City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) for maximum period of 2yrs. along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal under National Urban Livelihood Mission (NULM) under Contai Municipality.

Sl. No.	Name of the Post	Qualification / Experience / Remuneration
1	Manager – Social Development and Infrastructure	<ol style="list-style-type: none"><li>1. <b>No. of Posts:</b> 1</li><li>2. <b>Education Qualification:</b> Bachelor Degree in Social Science preferably in Social Work / Sociology/ Economics / Management.</li><li>3. <b>Experience:</b> 2-3yrs. Practical experience of working in Social Development work with poverty reduction programmes.</li><li>4. <b>Other Qualification:</b><ol style="list-style-type: none"><li>(i) Proficient with MS-Office, strong analytical skills, experience of working with Government Instructions will be given preference.</li><li>(ii) Fluency in English and Bengali or local language of West Bengal.</li></ol></li></ol>
2	Manager MIS & ME	<ol style="list-style-type: none"><li>1. <b>No. of Posts:</b> 1</li><li>2. <b>Education Qualification:</b> Bachelor Degree in Social Science.</li><li>3. <b>Experience:</b> 2-3yrs. Practical experience in designing and implementation of MIS &amp; ME, preferably poverty reduction project.</li><li>4. <b>Other Qualification:</b><ol style="list-style-type: none"><li>(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.</li><li>(iii) Fluency in English and Bengali or local language of West Bengal.</li></ol></li></ol>
3	Dealing Assistant cum Data Entry Operator (DA Cum DEO)	<ol style="list-style-type: none"><li>1. <b>No. of Post:</b> 1</li><li>2. <b>Education Qualification:</b> 10+2 in any discipline</li><li>3. <b>Experience:</b> At least 2yrs experience in working with organization of Govt. Society, firm, association in data entry and related works in relevant field.</li><li>4. <b>Other Qualification:</b> Proficiency in internet operations, e-mailing and Ms-Office (Word, Excel, Power Point etc.)</li></ol>

## Terms & Conditions:

1. Contractual monthly remuneration for each post is as follow.  
For the post of 2nos. Manager will be Rs.50,000/- (Rupees Fifty Thousand only)/per month each & for the post of 1nos. Dealing Assistant-cum-Data Entry Operator will be Rs.12,000.00 (Twelve Thousand only)/per month.
2. The upper age limit of the all Specialists / Experts to be engaged in CMMU will be 18 – 40 years (Relaxation as per Govt. Norms) as on 01.07.2016.
3. Candidates must finish the self-attested photo copies of all testimonials and certificates issued by the competent authority with application.
4. Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.
5. I) Candidates should enclosed self-attested photocopy of the age proof certificate with the application.  
II) One self-addressed (24cm x 11cm) envelop with postage stamp of Rs.40/- (Rupees Forty Only).
6. 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 \_\_\_\_\_".
7. The method of selection will be Written Test (English Version) followed by computer proficiency and Viva-voce.
8. Candidates are requested to view the website of Municipal Affairs Department ([www.wbdma.gov.in](http://www.wbdma.gov.in)) and of CMU ([www.changeekolkata.org](http://www.changeekolkata.org)) for further details.
9. **LAST DATE OF SUBMISSION OF APPLICATION IS 08.02.2017 up to 4pm.**
10. One person can apply for a single post only.




Chairman 17/01/17  
Contai Municipality

**Chairman,**  
**Contai Municipality.**

Copy forwarded for information & with a request to display the same through your website for wide publication.

1. The Director, SUDA & Mission Director, WBSULM, GOVT of West Bengal, Bidhan Nagar, Salt Lake City, Sector – III, Kolkata – 106.
2. The Secretary, Govt of West Bengal, Municipal Affairs Department, Poura Prashansan Bhavan, DD1, Sector – I, Salt Lake City, Kolkata – 64.
3. The Director of Local Bodies, Govt of West Bengal, Purta Bhavan (1<sup>st</sup> Floor), Bidhan Naagar, Salt Lake City, Kolkata – 91.
4. The District Magistrate, Purba Medinipur.
5. The Executive Engineer, MED, Purba Medinipur Division.
6. The Sub-Divisional Officer, Employment Exchange Office, Contai.
7. The Notice Board of Contai Municipality, Contai for general information.

  
Chairman  
Contai Municipality  
17/01/17  
**Chairman,**  
**Contai Municipality.**





10. Experience:

Sl. No.	Name of the Organization	Date of Joining	Date of Leaving Or Till Date	Total Working Period (in Years)	Whether the job is temporary or permanent	Name of the post held	Type of work done

11. Additional Qualification (if Any):

12. List of documents should be enclosed (Put tick in the Box)

Sl. No.	Documents	Yes	No
1	Proof of Age		
2	Proof of Academic Qualification		
3	Proof of Working Experience		
4	Copy of Employment Exchange Card (if any)		
5	Whether Recent passport size photographs pasted?		

**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 this application are true and I shall furnish the necessary original certificates whenever required.

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

Date:

Place:

\_\_\_\_\_  
Signature of the Candidate