

EMPLOYMENT NOTICE
KALNA MUNICIPALITY

(P.O. & P.S. : KALNA :: Dist. – BURDWAN :: West Bengal)

Advertisement No- 01/NULM/K.M./2017

Dated. 18/04/ 2017

Applications as prescribed here-in-after are invited for the following posts under National Urban Livelihood Mission (NULM). The criteria for the posts and the terms & conditions related with this advertisement are as follows:-

Sl.No.	No. of Post	Name of Post	Qualification / Experience / Remuneration
1	1	Manager-Social Development and Infrastructure	<p>a)Educational Qualification: Bachelor degree in Social Science preferably in Social Work /Sociology/Economics/Management</p> <p>b) Experience: 2-3 years of practical experience of working in social development work with poverty reduction programmes.</p> <p>c)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</p>
2	1	Manager- Skills Micro Enterprises, MIS & ME	<p>a)Educational Qualification: Bachelor degree in Social Science preferably in social work /Sociology/ Economics/Management</p> <p>b) Experience: 2-3 years of practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME.</p> <p>c)Other Qualifications: i) Proficient with MS office, Strong Analytical Skills, Experience of working with Government Institutions will be given preference. ii) 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 will be given preference. iii) Fluency of English and Bengali or Local Languages of West Bengal.</p>
3	1	Dealing - Assistant-cum Data Entry Operator	<p>a)Educational Qualification: 10+2 in any discipline & at least 6 month course in Basic Computer.</p> <p>b) Experience: At least 2 year experience in working with Organization of the Govt. Society, Firm, association in data entry and related works in relevant field.</p> <p>c)Other Qualifications: Proficiency in internet operations e-mailing and MS-office (Word, Excel, Power point etc.)</p>

Terms and Conditions :-

1. Contractual monthly remuneration for each post is as follows.
 01. Manager-Social Development and Infrastructure: Rs. 50,000.00 (Rupees Fifty thousand)/per month
 02. Manager- Skills Micro Enterprises, MIS & ME : Rs. 50,000.00 (Rupees Fifty thousand)/per month
 03. Dealing - Assistant-cum Data Entry Operator: Rs. 12,000.00 (Rupees Twelve thousand)/per month
2. Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.
3. Age limit – 18 (eighteen) to 40 (forty) years as on 01.04.2016. No relaxation of age for any caste/on other reservations.
4. Written test followed by Computer proficiency and Interview shall take place for preparation of a panel of selected Candidates.
5. Schedule of written test & Interview shall be intimated in due time.
6. No objection certificate is required for those applicants who are working presently in any govt. organization / statutory bodies where such rule is applicable or otherwise the application will not be considered.
7. The envelope must be super scribed with the name of the post for which application is being submitted. Applications filled in as per prescribed format along with self attested testimonials / certificates will have to be addressed to the Chairman, Kalna Municipality, P.O. & P.S. : KALNA :: Dist. – Burdwan, Pin- 713409 and should reach within 5.00 p.m. of 12/05/2017, failing which no application will be entertained.
8. Application may be submitted either by hand or by post in hard copy and sealed envelope only as mentioned in SL. No. 7 above within 10 A.M. to 5 P.M. from Monday to Friday and on Saturday up to 1.30 P.M. excepting Govt. holidays. Submission of application through on line will not be allowed.
9. No TA, DA for written test or Interview is admissible.
10. One candidate can apply for one post only.
11. The question of written examination will be made in English only.
12. Candidates are requested to view following websites for further details.

www.wbdma.gov.in & www.kalnamunicipality.org

N.B. :

- i) Self attested copy of age Proof, Qualification Certificate & Certificate of working experiences are required with the application.
- ii) The candidate who have not fulfilled the criteria as per requirement in the Employment notice is directed to debar him/her to send the application to this office.
- iii) The authority is not liable for any kind of postal delay or any cause.
- iv) Online application will not be entertained.
- v) Queries in this respect will be considered as disqualification.
- vi) LAST DATE OF RECEIVING APPLICATION is 12/05/2017 up to 5.00 p.m.


Chairman
Kalna Municipality
Kalna, Burdwan

Scope of Work

Sl. No. 01) Manager –Social Development & Infrastructure-

- i) Ensure that city adheres to the guidelines prescribed by NULM.
- ii) Development 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, Federation, 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 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 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.

Sl. No. 02) Manager- Skills Micro Enterprises, MIS & ME

- 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.
- 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 linkage with relevant agencies/department 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) Perform any other related tasks assigned by the City project Officer, CMMU.

6.(ii) Permanent Address (IN CAPITAL LETTER)

7) Contact number:

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8) Email Id:

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9.(i) Academic Qualification:

Sl. No.	Name of the Examination Passed	Board /Council/University	Year of Passing	Subjects	Total marks Obtained	Percentage of marks Obtained

9.(ii) Computer Knowledge:

10. Experience :

Sl. No.	Name of the Organization	Date of Joining	Date of Leaving/ 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 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 the appointment, my services may be terminated.

Date:

Place:

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Signature of the Candidate