

Content of detailed advertisement for the website :-

Baruipur Municipality



Baruipur, Dist.- South 24 Parganas, Kolkata-144, W.B.

Advertisement No.-780/BM/NULM/CLSC/16

Dated :- 11/11/2016.

Application as prescribed here-in after are invited for the following posts, the criteria for the posts, the terms and conditions related with this advertisement are as follows :-

SL. NO.	Name & post	Qualification / Experience
01	Manager - Social Development and infrastructure. No. of Vacancy - 1(One)	Educational Qualification :- Bachelor degree in Social Science Preferably in Social work/Sociology/Economics/ Management. Experience :- 02 to 03 years practical experience of working in Social Development work with poverty reduction programmes. Others Qualification :- Proficient with MS Office, strong analytical skill; Experience of working with Government Institutions will be given preference. Fluency of English and bengali or local languages of West Bengal. Age :- 18 -40 years as on 01.04.2016 Remuneration :- Rs. 50,000/ month (all inclusive).
02	Manager - Skills Micro Enterprises, MIS & ME. No. of Vacancy - 1(One)	Educational Qualification :- Same as SL. No.- 01 Experience :- 02 to 03 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME. Others Qualification :- Proficient with MS Office, strong analytical skills, Experience of working with Government Institutions will be given preference. Also mention regarding very good documentation skills and very good at preparation of reports :- proficient with Project Management Software, Database Management System will be given preference. Fluency of English and bengali or local languages of West Bengal. Age :- 18 -40 years as on 01.04.2016 Remuneration :- Rs. 50,000/ month (all inclusive).

03	Dealing Assistant cum Data Entry Operator. No. of Vacancy - 1(One)	<p>Educational Qualification :- 10 + 2 in any discipline and at least 6 month course in Basic Computer.</p> <p>Experience :- At least 2 years experience in working with organization of the Government society, firm, association in data entry and related works in relevant field.</p> <p>Others Qualification :- Proficiency in internet operations, e-mailing and MS Office (Word, Excel, Power Point etc.)</p> <p>Age :- 18 -40 years as on 01.04.2016</p> <p>Remuneration :- Rs. 12,000/ month (all inclusive).</p>
04	Fresh Community Organiser. No. of Vacancy - 1(One)	<p>Educational Qualification :- 10 + 2 in any discipline.</p> <p>Experience :- 03 to 05 years of experience in working with community on social development.</p> <p>Others Qualification :- Proficient with MS Office (Word, Excel, Power Point etc.) is preferable.</p> <p>Age :- 18 -40 years as on 01.04.2016</p> <p>Remuneration :- Rs. 10,000/ month (all inclusive).</p>

- ❖ Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.
- ❖ Written-Test & Interview shall take place for preparation of a panel of selected candidates.
- ❖ Schedule of Written-Test & Interview shall be intimated in due time.
- ❖ No Objection Certificate requires for those applicants who are working presently in any organization under Government of West Bengal.
- ❖ Application along with covering letter, filled up prescribed format and self attested testimonials / certificates will have to the Chairman, Baruipur Municipality, P.O. + P.S.- Baruipur, Dist.- South 24 Parganas, Kolkata-700144.
- ❖ Applications may be submitted either by hand or by post in hard copy only (with in-30.11.2016).
- ❖ No TA/DA for Written Test & Interview is admissible.
- ❖ For further details subsequent information may be uploaded in the respective websites.


Chairman
Baruipur Municipality
Chairman
Baruipur Municipality

Continued portion of detailed advertisement in the Website:-

NULM Operational Guidelines for Capacity Building and training.

Scope of Work

Sl. No.-1) Manager - Social Development & Infrastructure -

- 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 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 and Institution Development component.
- viii) Work closely with other Managers at the city level for successful implementation of NULM.
- ix) Perform any other related task assigner by the City Project Officer, CMMU.

Sl. No.-2) Manager - Skills, Micro Enterprises, MIS & ME -

- i) Ensure that city adheres 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 the appropriate linkage with relevant agencies/departments and integrate Universal Financial Inclusion and self-employment programmed 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 of the state.
- xvi) Undertake real time monitoring of the scheme at the city level.
- xvii) Responsible for timely submission to state.
- xviii) Responsible providing need based Technical Assistance to Cos.
- xix) Adhere to all monitoring and reporting system 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.


Chairman
Baruipur Municipality
Chairman
Baruipur Municipality

APPLICATION - FORMAT

i) Name of the Post applied for

ii) Applicant's Name (in Block Letter) :-

S/D/W of

iii) Full Address :-

(a) Present - Vill.-

P.O.- P.S.-

Dist.-

Pin.- State.-

(b) Permanent - Vill.-

P.O.- P.S.-

Dist.-

Pin.- State.-

iv) Contact No.- &

e-mail id, if any

v) Educational Qualification :-

Sl. No.	Name of Examination Pass	Board / University	Year of Passing	Subjects	Subject wise Marks & Total marks obtained	Division / Class	Percentage of marks

vi) Working Experience :-

Sl. No.	Name of Organisation	Position held	Period of working	Total period of working experience	Nature of work
			from to		

vii) Date of Birth:-

viii) Whether NOC, if applicable is enclosed

ix) Attachments :-

x) Declaration :-

I do hereby declare that the statements made in this application are true and if the information given in this application are not in conformity with this advertisement, my candidature shall be liable to be forfeited.



Date

Signature of the Applicant