



Hooghly-Chinsurah Municipality

Mahendra Mitra Road, Pipulpati, PO & Dist. - Hooghly, West Bengal.

Tel.: (033) 2680-2899/2319, TeleFax. (033) 2680-6091

Website:-www.hcm.net.in & E-mail id:-hooghch@yahoo.com

No:-002/NULM/HCM

Dated 3rd day of September,2015

-: Employment Notice:-


Applications are invited from the eligible candidates for engagement of 01 (one) no Manager-Social Development and Infrastructure & 01 (One) no Manager-Skills Micro Enterprises MIS & ME under NULM in terms of the no.765/MA/P/C-10/3S-10/2013 date 17.11.2014 issued from the Special Secretary to the Government of West Bengal, Department of Municipal Affairs, Writers Buildings,Kolkata-700001.The Educational Qualification, Working Experience ,Other Qualification,Remuneration,Period of engagement, Age & other desired qualification post wise is given below:-

- 1) **Name of the Post:-** Manager-Social Development and Infrastructure 2) **No. of Post:-**01(One) 3) **Educational Qualification:-** Bachelor degree is Social Science preferably in Social work/Sociology/Economics/Management. 4) **Experience:-** 2-3 years practical experience of working in Social Development works with poverty reduction programmes. 5) **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 6) **Age:-** Upper age limit 40 years as on 01.04.2014 7) **Remuneration:-** Rs.50,000.00 (Rupees Fifty thousand only) per month 8) **Period of Engagement:-** Maximum 02 years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement 9) **Scope of Work:-** The person select for the position will assist the City Project Officer ,CMMU in operationalizing the respective components of NULM at the City level. The incumbent will directly report to the City Project Officer,CMMU.The person should have good command on writing and speaking both in English and Bengali. 10) **Method of Test:-** Written Test(if bulk application received & for short listing only) / Interview & Computer Proficiency Test.
- 2) **Name of the Post:-** Manager-Skills Micro Enterprises MIS & ME 2) **No. of Post:-**01(One) 3) **Educational Qualification:-** Bachelor degree is Social Science preferably in Social work/Sociology/Economics/Management. 4) **Experience:-** 2-3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME. 5) **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 6) **Age:-** Upper age limit 40 years as on 01.04.2014 7) **Remuneration:-** Rs.50,000.00 (Rupees Fifty thousand only) per month 8) **Period of Engagement:-** Maximum 02 years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement. 9) **Scope of Work:-** The person select for the position will assist the City Project Officer ,CMMU in operationalizing the respective components of NULM at the City level. The incumbent will directly report to the City Project Officer,CMMU.The person should have good command on writing and speaking both in English and Bengali 10) **Method of Test:-** Written Test(if bulk application received & for short listing only) /Interview & Computer Proficiency Test.

Willing candidates are requested to send their applications to this office through postal service or municipal main building Dropping Box From 11.00A.M. to 3.00P.M. Monday to Friday (Except Sunday & Govt Holiday's). Candidates are requested to write over the envelop for which post they applied for (Compulsorily). Separate application required for each post. Application must be sent to the under noted address:-

The Chairman,
Hooghly Chinsurah Municipality,
Mahendra Mitra Road, Pipulpati, P.O & Dist-Hooghly, Pin-712103.

- N.B:-** i) Self Attested copy of Age Proof, Qualification Certificate & Certificate of Working Experience are required with the application.
ii) The authority is not liable for any kind of postal delay or any cause.
iii) No interim quarries will be entertained in this matter
iv) **Last Date of Receiving Application is 30.09.2015.**


Chairman,
Hooghly Chinsurah Municipality
Chairman
Hooghly Chinsurah Municipality

Hooghly Chinsurah Municipality
Mahendra Mitra Road, Piplupati, P.O & Dist-Hooghly

Please paste your recent colour passport size photograph not older than three months & sign across the photograph

To
The Chairman,
Hooghly Chinsurah Municipality
Mahendra Mitra Road, Piplupati,
P.O & Dist-Hooghly, Pin-712103.

Sub:- Application for the post of Manager-Social Development and Infrastructure/
Manager- Skills Micro Enterprises MIS & ME (Please strike off which is not applicable)

Ref:- Your Employment Notice no:-002/NULM/HCM Dated 03.09.2015

Sir,

In response to your above advertisement I beg to offer myself as a candidate for the above noted post. My particulars are given below for your kind perusal.

- 1) Name (in BLOCK LETTER) _____
- 2) Father's/Guardian Name _____
- 3) Date of Birth _____ (DD/MM/YEAR) 4) Sex _____
- 5) Age as on 01.01.2014 _____
- 6) Address for correspondence _____

- 7) Email id _____
- 8) Phone/Mobile No _____
- 9) Nationality _____
- 10) Educational Qualification:-

Name of the Exam Passed	Name of Board /University	Passing Year	Subject Studied	Marks obtained with percentage

11) Other Qualification _____

12) Working Experience _____

Yours faithfully,

-: Declaration:-

I do hereby declare that all the statement which is made by me in this application is true & correct to the best of my knowledge & belief. If anything found false in future or any stage of recruitment my candidature will stand as cancelled. I am also enclosing herewith self attested photocopy of relevant documents along with this application.

Date _____

(Signature of the Applicant)

Place _____