

Telephone No. 2561-5061 chairman_garulia@rediffmail.com Fax no. 2540-8432 (033)

Office of the Councillors, Garulia Municipality

P.O. Garulia, Dist – North 24 Parganas, PIN - 743133

No. 164.

Date: . . . -2017

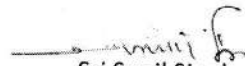
EMPLOYMENT NOTICE

Applications in prescribed format are invited through Speed Post / Registered Post/Drop Box from the eligible candidates for the following posts at City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) on purely contractual basis for Garulia Municipality.

| Sl No | Name of Post | No. of Post | Qualification/Experience |
|-------|---|-------------|---|
| 1 | Manager-Social Development and Infrastructure | 01 | Educational Qualification : Bachelor degree in social science preferably in Social Work / Sociology / Economics / Management Experience : 2-3 years Practical experience of working in Social Development work with poverty reduction programmes. |
| 2 | Manager- Skills Micro Enterprises, MIS & ME | 01 | Educational Qualification : Bachelor degree in Social Science preferably in Social Work/Sociology/Economics/Management Experience : 2-3 years practical experience of working in implementation of skills training and placement programmes and also designing implementation of MIS & ME |
| 3 | Community Organiser | 02 | i) Education : 10 + 2 in any discipline ii) Experience : 3 – 5 years of experience in working with community on social development iii) Proficiency in MS Office (Word, Excel, Power Point etc.) is preferable |
| 4 | Dealing Assistant Cum Data Entry Operator | 01 | i) Education : 10 + 2 in any discipline and at least 6 months course in Basic Computer ii) At least 2 years experience in working with organization of the Govt. Society, firm, association in data entry and related works in relevant field. iii) Proficiency in Internet operation, e-mailing and M.S. Office (Word, Excel, Power Point etc.) |

➤ TERMS AND CONDITIONS :

1. The upper age limit for the posts 40 years as on 01-01-2017.
2. Application should be addressed to the Chairman, Garulia Municipality.
3. Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority alongwith 2 copies of recent color photograph.
4. Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.
5. Method of Test : Written followed by Viva-voce, Computer Test.
6. Contractual remuneration will be Rs. 50,000/- per month for the post of (1) Manager – Social Development and infrastructure, Rs. 50,000/- per month for the post of (2) Manager- skills Micro Enterprises, MIS & ME, Rs. 10,000/- per month for the post of (3) Community Organiser and Rs. 12,000/- per month for the post of (4) Dealing Assistant Cum Data Entry Operator.
7. Last date of application : Application should reach the Municipal Office by Speed Post/ Registered Post/Drop Box within 07-07-2017 By 4-00 P.M.
8. Name of the post for which applied must be mentioned on the cover of application.
9. Candidates should apply in the prescribed Application Form to be downloaded from the municipal Website (www.garuliamunicipality.org) and Municipal Affairs Department, Govt. of W.B (www.wbdma.gov.in) in A4 size paper.


Sri Sunil Singh
Chairman
Garulia Municipality

Copy forwarded for information to the :- Memo No. 164/i to 164/xi • Date 08-06-2017.

1. Joint Secretary, Municipal Affairs dept , Govt. of W.B, Writers Building, Kolkata 700001
- with the request upload the notice in website.
2. Sri Subrata Mukherjee, Vice-Chairman, Garulia Municipality, Member
3. Sri Sanjay Singh, Member, C.I.C. , Garulia Municipality, Member
4. Sri Bibhas Ganguly, Joint Director, Directorate of Local Bodies,
Purta Bhawan, Bidhan Nagar, Kolkata Member
5. Sri Samarendra Nath Das, Executive Engineer, MED
North 24 Parganas, Barasat Member
6. Representative of SUDA, ILGUS Bhawan, Bidhan Nagar Member
7. Regional Chief, Housing and Urban Development Corp. Ltd. Bidhan Nagar Member
8. Dulal Kumar Das, C.P.O Garulia Municipality ,
Member Convener
9. Prasun R Bhowmick, Finance Officer, Garulia Municipality Member
10. Employment Officer, Sub Regional Employment Exchange, Barrackpore
- with the request to send the name of eligible candidates
11. Office Notice Board




Sri Sunil Singh
Chairman
Garulia Municipality

9. Academic Qualification :

| Sl. No | School/Board/University/Institution | Exam Passed | Year of Passing | Total Marks | Marks Obtained |
|--------|-------------------------------------|-------------|-----------------|-------------|----------------|
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10. Computer knowledge :

11. Experience :

| Sl. No | Name of Employer | Name of the Post | Date of Joining | Date of Leaving | Whether the job is Temporary / Permanent | Nature of work done |
|--------|------------------|------------------|-----------------|-----------------|--|---------------------|
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12. Additional Qualification (If any) :

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13. List of documents should be enclosed (Put Tick mark in the box)

| Sl No | Documents | Yes | No |
|-------|---|-----|----|
| 1 | Proof of Age | | |
| 2 | Proof of Academic Qualification | | |
| 3 | Proof of Working Experience | | |
| 4 | Proof in support category (if any) | | |
| 5 | Copy of employment exchange (if any) | | |
| 6 | Copy of recent passport size photograph | | |

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 the Application are true and I shall furnish the necessary documents in original whenever required.

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

Date :

Place :

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Full signature of the Candidate