

**Notification for engagement of Specialist/Expert at CMMU under  
NULM in Uttarpara-Kotrung Municipality, Hooghly**

No: - 1/1869

Dated: - 20/08/2015

Website: - [www.uttarparamunicipality.in](http://www.uttarparamunicipality.in)

Applications in prescribed form are invited from eligible candidates for engagement of two numbers of specialist/expert at Uttarpara-Kotrung Municipality.

(1) Manager - Social Development and Infrastructure

(2) Manager - Skills Micro Enterprises, MIS & ME

as published in the Statesman, Protidin, Employment News for Uttarpara-Kotrung Municipality.

The minimum academic qualification, competencies and work experience required for the posts, the range of responsibilities to be discharged and the contractual monthly remuneration are mentioned below:-

(1) Manager - Social Development and Infrastructure

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.

Other Qualifications:

Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.

Fluency of English and Bengali or local languages of West Bengal

(2) Manager - Skills Micro Enterprises, MIS & ME

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 skill training and placement programmes and also designing and implementation of MIS & ME.

**Other Qualifications:**

Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference.

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.

Fluency of English and Bengali or local languages of West Bengal.

A candidate will have to apply for one post only. Candidates must submit along with applications two passport size coloured photographs and self-attested Xerox copies of all documentary evidences in support of their academic qualification and work experience. In case of any candidate working in any organization he will have to submit no objection certificate from concerned authority.

The applications must be complete in all respects. Incomplete applications will be summarily rejected.

Each application in sealed cover addressed to the **Chairman, Uttarpara-Kotrung Municipality, PO. and PS-Uttarpara, Dist-Hooghly, Pin-712258** must reach this office within **15 days** from the date of publication of this advertisement in the newspaper.

The name of the post under NULM must be mentioned and should be written on the envelope as “**Application for the post of .....**”

There will be written examination and on the basis of the result, interview will be held. The written test will be of one and a half hour duration and will be taken on 100 marks - 50 marks for Subject, 25 marks for English Language and 25 marks for General Knowledge. Viva-voce will be of 50 marks – 20 marks for Computer Knowledge and 30 marks for Personal Interview. If any candidate fails to appear at the examination for any emergent situation, illness or any other reason, the responsibility is entirely of the candidate.


Candidates shall be responsible for whatever information is submitted in the application. If any of the statements made by candidate in the application form

be subsequently found to be incorrect, false or cannot be proved by him/her, his/her candidature will be cancelled. Wilful suppression of any material or fact will also be summarily dealt with.

If at any stage, a candidate is found ineligible in terms of eligibility for this engagement, his/her candidature will be cancelled without further reference to him/her.

Canvassing in any form will disqualify the candidature. The Municipal authority reserves the right to rectify errors and omissions if any, in the process of holding the examination and interview and final declaration of result. Contractual monthly remuneration for each post will be Rs. 50, 000 with each engagement period of maximum 2 years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement.

The upper age limit of the specialist/expert to be engaged in Uttarpara-Kotrung Municipality will be 40 years as on 01.04.2014 until further order.

  
Dilip Yadav  
Chairman

**Prescribed format**

- 1) Name of the candidate(in capital letters):-
- 2) Name of the post applied for: -
- 3) Name of father/husband: -
- 4) Sex(male/female):-
- 5) Date of birth(as per Christian era):-
- 6) Age as on 01.04.2014:-
- 7) Nationality:-
- 8) Religion:-
- 9) Address for communication:-  
(Pin Code must be mentioned)
- 10) Permanent address:-
- 11) Email address:-
- 12) Contact no:-
- 13) Educational qualification:-

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photograph and  
sign across

Name of the Examination	Year of Passing	% of Marks Obtained	Subject	Board/University

14) Other information if any: -

15) Details of relevant work experience(if there is any such candidate): -

SL No.	Organisation/Office	Post Held	From	To	Total Period	Type of Work Performed

I do hereby declare that all the details stated above are true and that in case any information proves false; my candidature is liable to be cancelled.

\_\_\_\_\_  
Full signature