Office of the Councillors

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Jhargram Municipality

Jhargram :: Paschim Medinipore

Employment Notice

Application in the "Prescribed Format" is invited from the eligible Candidates contractual engagement of Experts & Support Staff under City Mission Management Unit (CMMU) under Day-NULM. *For details information, Scope of Work Application format etc., Please visit the Jhargram Municipality website.*

Sl.No- I	Name of the Post	:	**Manager – Social Development**
	No. of Post	:	01 (One)
	Educational Qualification	:	Bachelor Degree in Social Science Preferably in Social Work / Sociology / Economics / Management.
	Experience	:	2 – 3 years Practical experience in Social Development Works with Poverty reduction Programmes.
	Other Qualification	:	Proficient with MS-Office, Strong Analytical Skill. Experience of working with Govt. Institutions will be given preference. Fluency in English & Bengali.
	Age	:	18-40 Years as on 01/04/2016.
	Remuneration	:	Rs 50,000 /- Per Month.
	Period of Engagement	:	Maximum 2 (Two) Years at a time along with provision of subsequent renewal after every one year based on satisfactory performance .
	Method of Engagement	:	Written test followed by Computer Proficiency and Interview.

Sl.No- II	Name of the Post	:	**Manager – Skills Micro Enterprises (MIS & ME)**
	No. of Post	:	01 (One)
	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 Qualification	:	Proficient with MS-Office, Strong Analytical Skill. Experience of working with Govt. Institutions will be given preference. Also mention regarding very good documentation of reports, Proficient with Project Management Software, Database Management System. Fluency in English & Bengali.
	Age	:	18-40 Years as on 01/04/2016.
	Remuneration	:	Rs 50,000 /- Per Month.
	Period of Engagement	:	Maximum 2 (Two) Years at a time along with provision of subsequent renewal after every one year based on satisfactory performance .
	Method of Engagement	:	Written test followed by Computer Proficiency and Interview.

Sl.No- III	Name of the Post	:	**Community Organizer (C.O)**
	No. of Post	:	01 (One)
	Educational Qualification	:	10 + 2 in any Discipline.
	Experience	:	3-5 Years of experience in working with Community on Social Development. Proficiency in Ms- Office (Word, Excel, Power Point etc.) is preferable . Fluency in English & Bengali.
	Age	:	18-40 Years as on 01/04/2016.
	Remuneration	:	Rs 10,000 /- Per Month.
	Period of Engagement	:	Initial engagement is for 1 (One) Year Subsequent renewal based on satisfactory performance and appraisal.
	Method of Engagement	:	Written test followed by Computer Proficiency.

Sl.No- IV	Name of the Post	:	**Dealing Assistant cum Data Entry Operator (DA cum DEO)**
	No. of Post	:	01 (One)
	Educational Qualification	:	10 + 2 in any Discipline and at least 6 (Six) months Course in Basic Computer.
	Experience	:	At least 2 Years experience in working Organization of the Govt. Society, Farm, Association in Data Entry and related works in relevant field.
	Age	:	18-40 Years as on 01/04/2016.
	Remuneration	:	Rs 12,000 /- Per Month.
	Period of Engagement	:	Initial engagement is for 1 (One) Year at a time along with provision of subsequent renewal after every one Year based on satisfactory performance.
	Method of Engagement	:	Written test followed by Computer Proficiency and Interview.

APPLIACTION PROFORMA

APPLICATION FOR THE POST OF _____

1. **NAME (IN BLOCK LETTERS)**

2. **FATHER'S / HUSBAND NAME**

3. **PERMANENT ADDRESS**

   P I N

4. **ADDRESS FOR CORRESPONDENCE**

   P I N

5. **DATE OF BIRTH**

6. **AGE AS ON 01.01.2015**

7. **CONTACT NO**

8. **E.MAIL**

9. **RELEGION**

10. **EMPLOYMENT EXCHANGE REGISTRATION NUMBER (IF ANY)**

11. **DETAILS OF EDUCATIONAL QUALIFICATION :**

	SCHOOL/UNIVERSITY	YEAR OF PASSING	% OF MARKS OBTAINED

12. **DETAILS OF EXPERIENCE**

   I)

   II)

   III)

13. DO YOU POSSESS THE ESSENTIAL EDUCATIONAL QUALIFICATIONS AS REQUIRED FOR THE POST APPLIED FOR :

YES ☐ / NO ☐

14. DETAILS OF COMPUTER KNOWLEDGE :

COURSE NAME	INSTITUTE/UNIVERSITY	YEAR OF PASSING	GRADE

15. ADDITIONAL INFORMATION, IF ANY WHICH YOU WOULD LIKE TO MENTION IN SUPPORT OF YOUR SUITABILITY

FOR THE POST.

I)

II)

III)

16. COPIES OF CERTIFICATES /TESTIMONIALS ENCLOSED. (Y / N)

a) AGE PROOF ☐   b) ADDRESS PROOF ☐   c) QUALIFICATION ☐

d) DATE OF BIRTH ☐   e) COMPUTER SKILL ☐   f) E.E. Regn. No. ☐

g) EXPERIENCE ☐

DECLARATION

I hereby declare that all the statements made in this application are true complete and correct to the best of my knowledge and belief. In the event of any information being found incorrect before/ after written test / interview or even after appointment, my appointment will stand automatically cancelled.

Date :   *Signature of the Candidate*

Place:

NB

1. *Schedule of Written Test and Interview shall be intimated in due time.*

2. *During interview no objection certificate is required to be submitted who are working presently in any Govt. Organization / statutory bodies under Govt. of West Bengal.*

3. *The Envelop must be Superscibed the Name of The Post for which application is being submitted..*

4. *Application will have to be addressed to the Chairman, Jhargram Municipality, P.O & P.S. – Jhargram, Dist- Paschim Medinipur.*

5. *Application must be filled in as per prescribed format along with self attested testimonials.*

6. *Self attested copies of certificates in proof of Age, Qualification, Experience, Computer skill etc., two copies of passport size color photographs should be firmly attached with the application.*

7. *Application must be submitted only in the dropping box of the Municipality Office from 11.00 A.M to 2.00 P.M or by Speed Post.*

8. *The authority is not liable for any Postal delay or any cause.*

9. *On-Line application will not be entertain.*

10. *One candidate can apply for One Post only. Otherwise both the application will be cancelled.*

11. *No TA/ DA will be admissible for attending written test and Interview.*

12. *Relaxation of age will not be entertained.*

13. *Last date of receiving Application is __11.01.2017 up to 2.00 P.M.__*

14. *Municipality reserve the right to reject the candidature of any applicant at any stage, if any irregularity / deficiency are noticed in the application.*

15. *For details information, Scope of Work Application format etc., Please visit the Jhargram Municipality website.*

Chairman
Jhargram Municipality

Scope of Work

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

i) Ensure the city adheres of the guidelines prescribed by NULM

ii) Develop work plan for implementation of social mobilization components for the city

iii) Re*sponsible* 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, AFL and CFL structures are established in the city.

v) Responsible for providing need based Technical Assistance to Community Organizer (CO)

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 components.

viii) work closely with other Managers at the city level for successful implementation of NULM.

ix) Perform any other related task assigned by the City Project Officer, CMMU.

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

i) Ensuring 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 Provider (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involve.

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 appropriate linkage with relevant agencies/department and imtegrate 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.

xix) Adhere to all monitoring and repotting 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.

Sl No. 3) Community Organisor (CO) :

i) Ensure mobilization of urban poor in her/his operational area (as fixed by Municipality) direct or through RO.

ii) Ensure that all urban poor families come in to the filed under SHG with 2 years.

iii) Supervise the function of RO and guide them to from SHGs maximum as possible .

iv) Constant liaison with ALF member for their proper functioning.

v) Facilitate ALF/RO in RF to SHG. / their lending activity/ regular meeting/ book keeping/ credit linkage/ entrepreneurial development.

vi) Collect interested and feasible beneficiaries under SEP-1 & SEP-G.

vii) Arrange candidate for skill training from field level based on need and by interaction with the interested/ feasible beneficiaries.

viii) Facilitate implementation of other NULM issues to City Level Manage.'

ix) Development of community level databases on urban poor their status and their need and support that can be provided from NULM.

x) Regular & timely implementation of SHG Bank Linkage.

xi) Contact/ assist survey related to NULM.

xii) Support implementation of development works as per guidance of ULB.

xiii) Arrangement of training of erstwhile SHG/ their grading & credit linkage/ regular community contraction/facilitate SHG's dynamic activities.

xiv) Ensure regular social activity by the SHG's members guided by ALF/RO.

xv) Assist City Mission Manager in all sphere of MULM implementation.

xvi) Any other duty as assigned by CPO/ CIC MULM/ Chairperson.

Sl No. – 4) Dealing Assistant & Data Entry Operator :

i) Assit City Mission Manager in all sphere of NULM implementation in addition to normal duty of computer work.

ii) Assit C.O in development of Community Level Data base on urban poor, this status.

iii) Any other duty as assigned by CO/CPO/Chairperson/ Vice Chairperson.

Chairman
Jhargram Municipality