

CHANDERNAGORE MUNICIPAL CORPORATION

Website : www.chandernagoremunicipalcorporation.in

Helpline : (033) 26835297/2562

Employment Notification

No : 1B/IN/2015/08

Date : 11/08/2015

Chandernagore Municipal Corporation invites application (As per enclosed proforma) with C.V. from eligible candidates for Contractual engagement of :-

A] Manager – Social Development & Infrastructure – 01 post (Unreserved)

B] Manager – Skill Micro Enterprises MIS & ME – 01 post (Unreserved)

for its CMM Unit (Under NULM) as instructed by the Director, SUDA & Mission Director, WBSULM, vide No SUDA-78/2015/779 & 780 dated 13/7/2015 (In continuation with Memo No. 765/MA/P/C-10/3S-30/2013, Dt. 17.11.2014 from Government of West Bengal, M.A. Department).

A] Eligibility Criteria :-

Sl No.	Name of the Post	Qualification / Experience	Upper Age limit
01	Manager – Social Development & Infrastructure (One post, unreserved)	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 Qualification : <ul style="list-style-type: none">➤ Proficient with MS Office, Strong Analytical Skills. Experience of working with Government Institutions will be given preference.➤ Fluency of English and Bengali or other local languages of West Bengal.	40 years as on 01/04/2014.
02	Manager – Skill Micro Enterprises MIS & ME (One post, unreserved)	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 : <ul style="list-style-type: none">➤ 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 report Proficient with Project Management Software : Database Management System will be given preference.➤ Fluency of English and Bengali or other local languages of West Bengal.	40 years as on 01/04/2014.

B] Duration of the Appointment : Maximum 02 (two) years at a time along with a provision of subsequent renewal after every one year based on satisfactory performance appraisal.

C] Contractual Remuneration : Rs 50,000/- (Fifty Thousand) per month.

D] Scope of Work : The person selected for these position will assist the City Project Officer, CMMU in operationalizing the respective components of NULM at the city level. The position is a contractual engagement, initially for two years. Renewal of contract is done every two years based on performance appraisal. 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.

E] Method of Test: A **written test** (If bulk application received & for short listing only) and/or an **interview** and **test on Computer proficiency** for preparation of a panel of selected candidates at the ratio of 1:3.

F] The address and email Id for submission of application : Commissioner, Chandernagore Municipal Corporation (Main Office) at Barabazar (Near Maire Park) Chandernagore, PIN – 712136 West Bengal
Email Id : chandernagorecorporation@yahoo.co.in
chandernagorecorporation@gmail.com

Last Date for submission of application : 31/08/2015 (upto 5 p.m.)

Encl : Proforma application.

COMMISSIONER

Chandernagore Municipal Corporation

No : 1B/IN/2015/08/1(11)

Date : 11/08/2015

Copy forwarded for information & with a request for wide publication to :

- 1) Principle Secretary, M.A. Deptt., Writers Building, Kolkata - 1
- 2) Director, SUDA - ILGUS BHAVAN, H.C.Block, Sector – III, Bidhannagar, Kolkata – 106
- 3) Jt. Secretary, M.A. Deptt., Writers Building, Kolkata - 1
- 4) District Magistrate, Hooghly, Chinsurah, Hooghly
- 5) Jt. Director, DLB, Purta Bhavan, Saltlake, Kolkata – 91
- 6) S.D.O., Chandernagore, Hooghly
- 7) Exe. Engineer, MED, Tolaphotok (Anupam Bhavan), Chinsurah, Hooghly
- 8) **Director, Central Employment Exchange, (P&E Section), Purta Bhavan, Saltlake, Kolkata – 91**
- 9) **Employment Officer, R.E.E./D.E.E. m, Chandernagore Chandernagore Palika Bazar, Chandernagore, Hooghly.**
- 10) Office Notice Board, CMC
- 11) Notice Board of the -----

With a request to sponsor the eligible candidates within 31st August, 2015 positively. If no suitable candidate found 'Not available' certificate also to be communicated within the time limit.

No : 1B/IN/2015/08/1(11)/2(36)

Date : 11/08/2015

- 1) Hon'ble M.L.A. Chandernagore
- 2) Hon'ble Mayor, CMC
- 3) Hon'ble Deputy Mayor, CMC
- 4-36) Councilors, CMC, Ward No 1-33

COMMISSIONER

Chandernagore Municipal Corporation