

# ULUBERIA MUNICIPALITY

ULUBERIA + HOWRAH

Memo No. UM/.....1552.....

Date. ....15.9.2015.....

## EMPLOYEMENT NOTICE

In terms of G.O.No.- 764/MA/P/C-10/3S-30/02/2013 of Municipal Affairs Department, Govt. of W.B. applications are invited in sealed envelope along with self attested copies of all testimonials for recruitment to the following posts, on contractual basis under **National Urban Livelihood Mission (NULM)** in the Uluberia Municipality.

Sl. No	Name of Post	Qualification/Experience
1	<b>Manager – Social Development and Infrastructure – 1 Post.</b>	<b>Educational Qualification:</b> Bachelor degree in Social Science Preferably in Social Work/Sociology/ Economics/Management. <b>Experience:</b> 2-3 years practical experience of working in Social Development work with poverty reduction programmes. <b>Other Qualifications:</b> <ul style="list-style-type: none"><li>• Proficient with MS Office, Strong Analytical Skills, Experience of working with Government Institutions will be given preference.</li><li>• Fluency of English and Bengali or Local Languages of West Bengal.</li></ul>
2	<b>Manager – Skills Micro Enterprises, MIS &amp; ME. - 1 Post</b>	<b>Educational Qualification:</b> Bachelor degree in Social Science Preferably in Social Work/Sociology/ Economics/Management. <b>Experience:</b> 2-3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME. <b>Other Qualifications:</b> <ul style="list-style-type: none"><li>• Proficient with MS Office, Strong Analytical Skills, Experience of working with Government Institutions will be given preference.</li><li>• 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.</li><li>• Fluency of English and Bengali or Local Languages of West Bengal.</li></ul>

1) Contractual monthly remuneration for each post will be **Rs.50,000.00 (Rupees Fifty Thousand only)** with each engagement period of maximum two years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement.

2) **The upper age limit of the specialists/experts to be engaged in the above posts will be 40 years as on 01.04.2014.**

3) Application has to be made in the prescribed application format (given in the website [www.uluberiamunicipality.org](http://www.uluberiamunicipality.org). and Notice Board of the Municipality) only along with self attested copies off all documentary evidence in support of the academic qualification, experience and No-Objection Certificate from the authority, if employed. Complete application to be sent in a sealed envelope super scribing "Application for the Post of ....." to the Chairman, Uluberia Municipality, O.T. Road, Uluberia, Howrah. Pin- 711316 by post or by hand delivery to the Municipality Office by 09/10/2015.

4. Decision of the competent authority shall be final in the matter of selection of eligible candidates. Canvassing in any manner shall lead to disqualification of candidature.

5. No TA/DA will be paid to the candidates for appearing at the Selection Test/Interview.



*A*  
*15/9/15*  
**Chairman,**  
**Uluberia Municipality**  
Chairman  
Uluberia Municipality

## APPLICATION FORM

APPLICATION FOR THE POST OF .....

To,  
The Chairman,  
Uluberia Municipality,  
Uluberia, Howrah-711316.

Please affix  
here your  
recently taken  
passport size  
photograph  
duly signed

01) Name of the candidate (in Capital Letters) :.....

02) Name of the Father/Husband :.....

03) Date of Birth :.....

04) Age as on 01/04/2014 :.....

05) Sex (Male/Female) :.....

06) Nationality :.....

07) Religion :.....

08) Postal Address with P.S. & Pin No. :.....

09) E-mail Address :.....

10) Contract No. :.....

11) Education Qualification

Name of the Examination	Year of Passing	% of Marks	Subjects	Board / University

13) Details of Relevant Work Experience (Starting with the current in descending manner).

Organization / Office	Post Hold	From	To	Total period (Years & Months)

14) Candidates already in service

a) Current Salary in Rupees ( per month) :.....  
(Including of all components)

b) Whether the present organization will  
Release immediately (in case this  
Contractual Engagement is offered) : Yes / No

I do hereby certify that all the details stated above are true and that in case of any wrong/false information my candidature will be liable to be cancelled.

Date :

Place :

\_\_\_\_\_  
(Full Signature of the Candidate)