

# UTTARPARA-KOTRUNG MUNICIPALITY

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

No: - 1/587

Dated: - 28/2/17

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

Applications in the "Prescribed Format" are invited from the eligible candidates for purely contractual engagement of Specialists /Experts for the following post for City Mission Management Unit (CMMU) under National Urban Livelihood Mission (NULM) for maximum period of 2 years along with the provision of subsequent renewal after every one year based on the satisfactory performance appraisal under National Urban Livelihood Mission (NULM) under the Uttarpara-Kotrung Municipality.

(1) **Manager - Skills Micro Enterprises, MIS & ME** as published in " The Indian Express, The Karmasangthan, Khas Samachar and Maphatshal Bani " for Uttarpara-Kotrung Municipality on 24/02/2017.

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

(1) **Manager - Skills Micro Enterprises, MIS & ME**

- No of Post: - 1
- Educational Qualification: Bachelor degree in Social Science preferably in Social work/ Sociology / Economics / Management
- Age must be within 40 years as on 01.01.2017
- Experience: 2 - 3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME.
- **Candidates from commerce stream will not be preferred for this post.**

**New G. T. Road, Uttarpara, Dist. Hooghly (West Bengal), Pin - 712 258**

Visit us at - [www.uttarparamunicipality.in](http://www.uttarparamunicipality.in)

Mail us at - [uttarparakotrungmunicipality@gmail.com](mailto:uttarparakotrungmunicipality@gmail.com)

Tele : 2663 4095 / 7298 / 3863 Telefax : 2663 3863 / 7298



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- Other Qualifications:

Proficient with MS Office, Strong Analytical Skills; Working experience in 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.

Candidates should enclose the following with the application form:-

- 1) Self attested copy of age proof certificate
- 2) Self attested copies of certificates & testimonials of Educational qualification
- 3) Self attested copy of work experience certificates
- 4) Two self attested colour photograph
- 5) In case of any candidate working in any organization he will have to submit no objection certificate from concerned authority.
- 6) One self addressed envelope with postage of Rs 5/- (five)

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, P.O. and PS-Uttarpara, Dist-Hooghly, Pin-712258 must reach this Municipality within **20 th March, 2017. Last date of submission of application is 20 /03/2017 upto 05:00 P.M.**

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 computer test and on the basis of the result, interview will be held. 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.

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