

## Office of the Municipal Councillors of Bankura

From: *Mahaprasad Sengupta*

CHAIRMAN, BANKURA MUNICIPALITY

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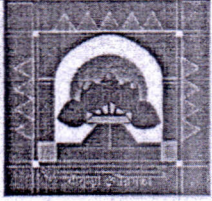
Notice No. 616/BM/NULM/AMRUT

Dated: 22-05-2017

### EMPLOYMENT NOTICE

Applications are invited in the 'Prescribed Format' from Eligible Candidates for purely Contractual basis within 10<sup>th</sup> June,2017 (up to 2.00 p.m.) for engagement of 2 (Two) Nos. of Post at Bankura Municipality under DAY-NULM. Other details are given below:-

Sl.No.	Name of Post	Qualification / Experience
1.	Manager- Skills Micro Enterprises, MIS & ME No. of Post – 01	<p><b>Educational Qualification:</b> Bachelor degree in Social Science preferably in Social work/Sociology/Economics/Management.</p> <p><b>Experience :</b> 2-3 years practical experience of working in implementation of skill training and placement programme and also designing and implementation of MIS &amp; ME.</p> <p><b>Other Qualifications :</b> Proficient with MS Office, Strong Analytical Skills, and 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. Age:- 18-40 years as on 01-04-2017</p>
2.	Community Organizer No. of Post – 01	<p><b>Educational Qualification:</b>10+2 in any discipline.</p> <p><b>Experience:-</b> 3-5years of experience in working with community on social development. Proficiency in MS-Word, Excel, Power point, Internet Surfing is preferable. Age:- 18-40 years as on 01-04-2017</p>



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### Terms and Conditions are noted below-

- a) For the Post of Manager - Skills Micro Enterprises, MIS & ME :- Contractual monthly remuneration will be Rs. 50,000/- (Rupees Fifty thousand only) per month (all inclusive) with 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.
- b) For the Post of Community Organizer- Contractual monthly remuneration will be Rs. 10,000/- (Rupees Ten thousand only) per month (all inclusive) with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement.
- c) Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority along with application.
- d) Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.
- e) Candidates should enclose self-attested photocopy of the age proof certificate with the Application.
- f) Self-attested recent passport size photo to be pasted on Application Form and name of the post for which applied must be mentioned on the cover of the application and the top of the application form as "Application for the post of ..... under DAY-NULM".
- g) Application should reach on the following address –  
**Address :- To, The Chairman, Bankura Municipality, Machantala Road, P.O + P.S + Dist.-  
Bankura, Pin- 722101**
- h) Candidates are requested to view the Website of Municipal Affairs Department ([www.wbdma.gov.in](http://www.wbdma.gov.in)) and [www.bankuramunicipality.org](http://www.bankuramunicipality.org) (municipality website) for further details.
- i) **LAST DATE OF SUBMISSION OF APPLICATION IS 10<sup>th</sup> June,2017 (up to 2.00p.m.).**

*M. Sengupta*  
22.05.17  
Chairman  
Bankura Municipality

Chairman  
Bankura Municipality

## APPLICATION FORMAT

Application for the post of Manager-Skills Micro Enterprise, MIS & ME and Community Organizer under (DAY-NULM), on Contractual basis at Bankura Municipality, Bankura.

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To  
Chairman  
Bankura Municipality  
Bankura.

Affix Passport sized  
recent colour  
photograph duly  
Signed by the  
Candidate

Post applied for : \_\_\_\_\_

1. Name of Candidate (in Block Letters) : \_\_\_\_\_

2. Father's/ Husband Name : \_\_\_\_\_

3. Date of Birth (dd/mm/yyyy) : \_\_\_\_\_

4. Age (as on 01/04/2017) : \_\_\_\_\_ 5. Sex (M/F) : \_\_\_\_\_

6. Category (SC/ST/OBC/GEN/PH) : \_\_\_\_\_ 7. Nationality: \_\_\_\_\_

8. Address

Present Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Mobile No. : \_\_\_\_\_ 10. Email ID : \_\_\_\_\_

11. Academic Qualification

Sl. No.	Name of Examination	Board /University Name	Year of Passing	Total Marks	Marks Obtained	% of Marks	Division

**12. Experience :**

Sl. No.	Name of the Organisation	Name of the Post	Experience		Whether the Job is Permanent/ Contractual	Nature of Work Done	Experience Certificate Enclosed- Y/N
			Year	Month			

**13. Computer Qualification :**

Name of Computer Course	Institution Name	Course Duration	Year of Passing	Marks Obtained	% of Marks / Grade

**14. Language Known:**

Language	Reading	Writing	Speaking

15. Extra Qualification relevant to this job (if any) : \_\_\_\_\_  
 \_\_\_\_\_

**Declaration:**

I do hereby declare that the particulars mentioned above are true to the best of my knowledge and belief that if any of the above particulars are found incorrect or false at any stage my candidature will be cancelled by the selection committee without any further reference to me.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_

Full Signature of the Candidate