



Fax : (033) 2470 -1540

OFFICE OF THE COUNCILLORS

BUDGE BUDGE MUNICIPALITY

71, Mahatma Gandhi Road, Budge Budge, 24 Parganas (S), Pin-Kolkata-700137

Visit Us: www.budgebudge municipality.org

Email ID: chairmanbbm@gmail.com

Advertisement No.: **BBM/NULM/01**

Date: **11-07-2017**

Applications in the "prescribed format" are invited from the eligible candidates for purely contractual engagement of the following posts under National Urban Livelihood Mission (NULM), in Budge Budge Municipality. The criteria for the posts and the terms & conditions related with this advertisement are as follows:

SL. NO.	NAME OF THE POST	NO. OF VACANCY	QUALIFICATIONS/EXPERIENCE
1.	MANAGER-SOCIAL DEVELOPMENT & INFRASTRUCTURE	1	<p>EDUCATIONAL QUALIFICATION BACHELOR DEGREE IN SOCIAL SCIENCE PREFERABLY IN SOCIAL WORK/SOCIOLOGY/ECONOMICS/MANAGEMENT.</p> <p>EXPERIENCE: 02 to 03 years practical experience of working in Social Development work with poverty reduction programmes.</p> <p>OTHER QUALIFICATION DESIRABLE</p> <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 local languages of West Bengal. <p>Remuneration – Rs. 50,000/- per month.</p>
2.	MANAGER-SKILLS MICRO ENTERPRISES, MIS & ME.	1	<p>EDUCATIONAL QUALIFICATION BACHELOR DEGREE IN SOCIAL SCIENCE PREFERABLY IN SOCIAL WORK/SOCIOLOGY/ECONOMICS/MANAGEMENT.</p> <p>EXPERIENCE: 02 to 03 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of mis & me.</p> <p>OTHER QUALIFICATION DESIRABLE</p> <ul style="list-style-type: none">• Proficient with MS Office, strong analytical skills, experience of working with Government Institution will be given preference.• 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. <p>Remuneration – Rs. 50,000/- per month.</p>
3.	DEALING ASSISTANT CUM DATA ENTRY OPERATOR (DEO)	1	<p>EDUCATIONAL QUALIFICATION 10+2 IN ANY DISCIPLINE AND AT LEAST 6(Six) months course in Basic Computer.</p> <p>EXPERIENCE: At least 2(two) years experience in working with organization of the Govt. Society, Farm, Association in data entry and related works in relevant field. Proficiency in internet operation, e-mailing and MS Office (Word, Excel, Power Point etc.).</p> <p>Remuneration – Rs. 12,000/- per month.</p>
4.	COMMUNITY ORGANISER (CO)	3	<p>EDUCATIONAL QUALIFICATION 10+2 IN ANY DISCIPLINE.</p> <p>EXPERIENCE: 3-5 years experience in working with community on social development Proficient in MS Office (Word, Excel, PowerPoint etc,) is preferable.</p> <p>Remuneration – Rs. 10,000/- per month.</p>



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[A]. AGE LIMIT:

Age should be 18-40 years as on 01-04-2016. Upper age relaxation will be 5(five) years for SC/ST and 3(three) years for OBC.

[B]. Terms & Condition

1. Candidates should submit application for 1(one) Post only (either post of Sl.1 or 2 or 3 or 4).
2. Candidates should submit applications in the format annexed as "A" to this notification.
3. The application should be on good quality A-4 'size Bond papers (80GSM) using one side only. News Paper cutting used as an application will be rejected.
4. Candidates should ensure that the application is made on a single sheet conforming to the above specification. The candidates can also download the application form obtained from the website www.budgebudge municipality.org Candidates using printed application form obtained from any other source should ensure that it conforms to the prescribed format as they may be scanned by machine.
5. Candidates should fill up the application form in his/her own handwriting in English with blue or black ball point pen only. Smudged application may be rejected.
6. The eligible and interested candidate may submit the application as per prescribed format attached herewith within the stipulated date and time in the specified DROP BOX at Budge Budge Municipality during office hours upto 4:00 PM on any working day or by Speed-Post on or before the closing Date i.e 31st July , 2017.
7. Application form has to be submitted in a sealed envelop and it should super scribe following information on the top of the envelop in capital letters.
 - a. NAME OF THE CANDIDATE
 - b. POST APPLIED FOR
 - c. PERMANENT ADDRESS
 - d. Mobile Number
8. Selection Committee will not be responsible for any postal delay or wrong delivery of application.
9. All the posts are purely contractual for one year from the date of joining to the post.
10. No objection certificate is required for those applicants who are working presently in any organization under Govt.

[C]. ENCLOSURES TO THE APPLICATION:

Candidates should enclose photocopies of the relevant certificate as mentioned below. Original Certificates should not be enclosed.

1. Self attested photocopy of certificate as proof of the Date of Birth. Only Admit Card of Madhyamik Examination/Board's Certificate will be accepted.
2. Self Attested photocopy of Mark Sheets of Educational qualification.
3. Self Attested photocopy of Voter's Identity Card/Ration Card as proof of residence.
4. Self Attested photocopy of Computer Certificate.
5. Self Attested photocopy of Proof of Experience.



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6. Certificate as proof of SC/ST/ST & OBC.
7. 02(two) recent passport size (3.5 cm. x 3.25 cm.) colour photographs 1(one) is to be pasted on the application form.

[D]. TO WHOM TO APPLY:

1. The filled in application along with the required documents should be addressed:-
To
The Chairperson,
Budge Budge Municipality
P.O. & P.S.: Budge-Budge,
Dist.: South 24-Parganas,
Pin: 700 137,
West Bengal.

[E]. MODE OF SELECTION

1. The selection of Manager, Social development and Infrastructure and Manager Skills Micro Enterprises, MIS & ME, will be strictly based on result in PowerPoint Presentation on a given topic followed by interview.
2. The selection of Dealing Assistant cum Data Entry Operator and Community Organiser will be based on Computer Test followed by Interview.
3. Detail programme indicating date, time, venue of test of PowerPoint presentation (for the post of Manager) and computer test (for the post of DEO and CO) will be published in the official website of Budge Budge Municipality, i.e. www.BudgeBudgeMunicipality.org
4. Application found incomplete / defective on scrutiny, shall be rejected without further communication to the applicant.


(PHULU DEY) 11.07.17
CHAIRPERSON
BUDGE-BUDGE MUNICIPALITY
B



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SCOPE OF WORK

01. Social Development & Infrastructure

- i. Ensure that city adheres to the guidelines prescribed by NULM.
- ii. Develop work plan for implementation of social mobilization component for the city.
- iii. Responsible for SM & ID, USVs & SUH targets of the city with respect to community mobilization, SHG's, Federations, Revolving Fund, CLCs, Vendor development plan, vendor Markets development and Shelters for Urban homeless etc.
- iv. Ensure the SHGs, ALF and CLF structures are established in the city.
- v. Responsible for providing need based Technical Assistance to Organization' (Cos).
- 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 component.
- viii. Work closely with other Managers at the city level for successful implementation of NULM.
- ix. Perform any other related tasks assigned by the City Project Officer, CMMU.

02. MANAGER – Skills, Micro Enterprises, MIS & ME.

- i. Ensure that city adhere to EST & P guidelines prescribed in NULM
- ii. Prepare work plan for EXT & P agenda for the city
- iii. Responsible for the EST & P targets of the city
- iv. Ensure Identification of Skill Training Providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved.
- 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 (US) and Self Employment Programme (SEP) agenda for the city
- x. Responsible for UFT & SEP targets of the city
- xi. Ensure the bank linkages for SHGs and its members at the city level
- xii. Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM.
- xiii. Arranging for appropriate linkages with relevant agencies/departments and integrate 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, complaint 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 providing need based Technical Assistance to Cos
- xviii. Adhere to all monitoring and reporting systems like baseline study. MPRs, Process documents etc. at City level.
- xix. Work closely with other Managers at the City level for successful monitoring of NULM
- xx. Perform any other related tasks assigned by the City Project Officer, CMMU.



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03. DEALING ASSISTANT CUM DATA ENTRY OPERATOR KEY RESPONSIBILITIES

- i. Assisting the CPC and other Expert and personnel of the CMMU
- ii. 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 state
- iii. Preparation & sending MPR regularly
- iv. Responsible for internet operation e-mails etc.
- v. Responsible for timely submission of information to state
- vi. Responsible for providing need based Technical Assistance to Cos
- vii. Adhering to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at city level
- viii. Working closely with other Managers at the city level for successful monitoring of NULM
- ix. Creation of database on vulnerability and action plan for their upliftment under guidance of CPO and support from APO & CO.

04. 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 Manager.
- 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.



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Name of the post applied for:.....

1. Name of the Candidate:
(In Block Letter)

2. Son/Daughter/Wife of:

3. Fill Address:

a) Present Address: Town/ Village:

P.O. : P.S. :

Dist. : Pin :

b) Permanent: Town/ Village:

P.O. : P.S. :

Dist. : Pin :

4. Date of Birth: Age as on 01.04.2016: (Y) (M) (D)

5. Category: General SC ST

6. Telephone No./Mobile No. : 7. E-mail ID: (if any)

8. Educational Qualification:

Sl. No.	Examination Passed	Year of Passing	Board/ Council/ University	Total Marks obtained	Division/Class	% of Marks
1						
2						
3						
4						

9. Computer Literacy:

Sl No.	Degree/ Course	Year of Passing	Name of Institution	Affiliation Under	Marks Obtained	Division/ Class	% of marks
1							
2							
3							

10. Working Experience :

Sl. No.	Name of Organisation	Position held	Period of working from.....to.....	Total period of working experience	Nature of work
1					
2					
3					

11. Enclosures: (a) Voter's Card (EPIC) () (b) Ration Card () (c) Admit Card / Certificate of Madhyamik or its equivalent ()
(d) Mark sheet of Madhyamik or its equivalent () (e) Mark sheet of Higher Secondary or its equivalent ()
(f) Mark sheet of Graduation () (g) Mark sheet of Master's Degree () (h) Computer Certificate ()
(i) Proof of Experience () (j) Caste Certificate () (k) N.O.C () (l) One extra photo copy & two envelopes ()

hereby declare that the entire documents and all information submitted in this application are true and best of my knowledge.

understand that if any of the information is found wrong, my application will stand cancelled and criminal action will be taken against me.

Date:

Place:

.....
Signature Of the Candidate