

OFFICE OF THE COUNCILLORS OF SANTIPUR MUNICIPALITY  
(ESTD – 1853)

P.O. SANTIPUR, DISTRICT NADIA

Memo No:- 2559/12/2M3 (NULM)

Dated – 2<sup>nd</sup> September 2015

**NOTICE**

Applications are invited from the eligible applicants for filling up the following vacant posts of Santipur Municipality under National Urban Livelihoods Mission (NULM) by engagement on contractual basis. Details are mentioned below.

Sl. No.	Name of the Post	Required Educational Qualification
1.	Manager - Social Development and Infrastructure Number of post – 1(one)	<b><u>Educational Qualification:</u></b> 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. <b><u>Other Qualifications:</u></b> i. Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference. ii. Fluency of English and Bengali or local languages of West Bengal
2	Manager – Skill, Micro Enterprises, MIS & ME Number of post – 1(one)	<b><u>Educational Qualification:</u></b> 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. <b><u>Other Qualifications:</u></b> i. Proficient with MS Office, Strong Analytical Skills; Experience of working with Government Institutions will be given preference. ii. 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. iii. Fluency of English and Bengali or local languages of West Bengal.

**Other requirements-**

a) This engagement is purely **“CONTRACTUAL”**.

b) The upper age limit of the specialists/experts to be engaged will be 40 years as on 01.04.2014.

**Scope of work**

The person selected for these positions will assist the City Project Officer, CMMU in operationalizing the respective components of NULM at the city level. The position is a **purely contractual engagement**, for the 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. The incumbent will directly report to the City Project Officer, CMMU. The person should have good command on writing and speaking both English and the regional language.

Contd. to page – 2

**SI No. 01) Manager- Social Development & Infrastructure)**

- i) Ensure city adheres to the guidelines prescribed by NULM
- ii) Develop work plan for implementation of Social mobilization component for the city
- iii) Responsible for the SM&ID, USVs & SUH targets of the city with respect to community mobilization, SHGs, 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 Community Organizers (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.

**O2) Manager- Skills, Micro Enterprises, MIS & ME**

- i) Ensure that the city adhere to the EST & P guidelines prescribed by NULM
- ii) Prepare work plan for EST & 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 (UFI) and Self Employment Programme (SEP) agenda for the city.
- x) Responsible for UFI & SEP targets of the city.
- xi) Ensure the bank linkages for SHGs and its members at the city level
- xii) Facilitate access to credit for micro enterprises set up by the urban poor at the city level
- 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, compilation 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 timely submission of information to state.
- xviii) Responsible for providing need based Technical Assistance to Cos.
- xix) Adhere to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at city level.
- xx) Work closely with other Managers at the city level for successful monitoring of NULM.
- xxi) Perform any other related tasks assigned by the City Project Officer, CMMU.

**Method of Test** - Written-Test, Computer test & Interview shall take place for preparation of a panel of selected candidates.

**Admissibility for selected candidates**

*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.*

- I. Application to be submitted as per format enclosed. (ANNEXURE - 1)
  - i. Photocopies of the documents in support of Age, Educational Qualification, Other qualification will be self attested.
  - ii. Two recent passport size photographs with self attestation.
  - iii. Address with E-mail Id and contact number will have to be mentioned in the application.
  - iv. One envelope 25X11 cms with residential address and postage stamp of Rs. 5.00(five) only will have to be submitted along with the application.
  - v. If applicant is an Employee of either any Government/ Municipality or any other Organization he will have to submit "**NO OBJECTION CERTIFICATE**" from the concerned Employer.
2. Applications will have to be dropped/ submitted in **SEALED BOX**, which will be kept in the Santipur Municipality on every working days from **7<sup>th</sup> September 2015( 07.9.2015)** To **23<sup>rd</sup> September 2015( 23.9.2015)** during office hours from **11-00 A.M. to 3-30 P.M. on Saturday from 11-00 A.M. to 1-00 P.M.** Applications may also be submitted by post.



Chairman

Santipur Municipality

**Chairman**  
**Santipur Municipality**

