



TEL: 2334- 9540
FAX: 2358-4235

BIDHANNAGAR MUNICIPAL CORPORATION
POURA BHAWAN FD-415A, Sector-III, SALT LAKE, KOLKATA -700106

Memo No: BMC/CMS/2016/523

Date: 25.2.2016

EMPLOYMENT NOTICE

This office invites applications from eligible candidates for engagement as detailed below under National Urban Livelihood Mission (NULM) under Bidhannagar Municipal Corporation on contractual basis:-

SL NO	Name of the Post	Qualification
1	Manager- Social development and Infrastructure	Bachelor Degree in Social Science preferably in Social Work/Sociology/Economics/Management
2	Manager- Skills & Livelihood	Bachelor Degree in Social Science preferably in Social Work/Sociology/Economics/Management
3	Manager- Financial Inclusion & Micro Enterprise	Bachelor Degree in Social Science preferably in Social Work/Sociology/Economics/Management
4	Manager-MIS ME	Bachelor Degree in Computer Science
5	Accountant	Bachelor Degree in Commerce. Proficiency in MS-Office
6	Dealing Assistant cum Data Entry Operator	10+2 in any discipline and at least 6 months course in Basic Computer
7	Multi Tasking Helper	Madhyamik Passed

Terms and Conditions:

1. The upper age limit for the post to be engaged will be 40 yrs as on 01.04.2015
2. Applications should be addressed to the Commissioner, Bidhannagar Municipal Corporation, Sector- III, FD-415A, Kolkata- 7000106.
3. Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority along with 2 copies of recent colour photographs. They shall be required to bring the original certificates at the time of interview
4. The duration of appointment is initially for one year may be extended for another year upon satisfactory performance.
5. Applications can be submitted at 3rd Floor, KUSP Cell, Bidhannagar Municipal Corporation latest by 3.00 p.m 8th March,2016
6. The authority reserves the right to accept/reject any application without assigning any reason thereof. No legal claim shall be admissible against any application or engagement.
7. Those who have earlier applied need not apply again
8. Further details are available on the Notice Board and in the Website of Bidhannagar Municipal Corporation


Finance Officer
Bidhannagar Municipal Corporation

Fax no: 2358-4236
Telephone no: 2334-9540
(PBX):2334-2492

BIDHANNAGAR MUNICIPAL CORPORATION
POURA BHAVAN, FD-415A, KOLKATA-700106
EMPLOYMENT NOTICE

NO: BMC/GS/2016/523

Date: 25.2.2016

Applications in plain white paper are invited from eligible candidates for engagement as detailed below under Bidhannagar Municipal Corporation on contractual basis.

SL NO	Name of the Post	Qualification	Experience	Competencies	No. of Post
1	Manager- Social development and Infrastructure	Bachelor Degree in Social Science preferably in Social Work/Sociology/Economics/Management	2-3 years practical experience of working in Social Development work with poverty reduction programmes	Proficient with MS Office, Strong Analytical Skills; experience of working with Government Institutions will be given preference. Fluency of English and Bengali or local Language of West Bengal.	1
2	Manager- Skills &Livelihood	Bachelor Degree in Social Science preferably in Social Work/Sociology/Economics/Management	2-3 years practical experience of working in implementation of skill training and placement programmes.	Proficient with MS Office, Strong Analytical Skills; experience of working with Government Institutions will be given preference. Fluency of English and Bengali or local Language of West Bengal.	1
3	Manager- Financial Inclusion &Micro Enterprise	Bachelor Degree in Social Science preferably in Social Work/Sociology/Economics/Management	2-3 years practical experience of working of skill training and in implementation placement programmes/ Credit linkage, Social Security and/or Micro enterprise promotion in poverty reduction programs/financial institutions.	Proficient with MS Office, Strong Analytical Skills; experience of working with Government Institutions will be given preference. Fluency of English and Bengali or local Language of West Bengal.	1
4	Manager-MIS ME	Bachelor Degree in Computer Science	2-3 years practical experience of working in designing and implementation MIS&ME, preferably poverty reduction project.	In addition to the above mentioned competencies, very good documentation skills and very good at preparation of report. Proficient with Project management software, Database Management System; Website Development and Management will be given preference. Fluency of English and Bengali or local Language	1

5	Accountant	Bachelor Degree in Commerce	2-3 years practical experience of working with any organization of Govt. society, firm, association etc	Proficiency in MS-Office(Word, Excel, Power point etc)	1
6	Dealing Assistant cum Data Entry Operator	10+2 in any discipline and at least 6 months course in Basic Computer	2years practical experience of working with any organization of Govt. society, firm, association in data entry and related works in relevant field.	Proficiency in Internet operations, emailing and MSOffice.(Word, Excel,PowerPoint).	2
7	Multi Tasking Helper	Madhyamik of equivalent exam Pass	2-3 years practical experience of working with any organization of Govt. society, firm, association etc		1

Terms and Conditions:

1. The upper age limit for all the posts to be engaged will be not more than 40 years as on 01.04.2015
2. Applications should be addressed to the Commissioner, Bidhannagar Municipal Corporation, Sector- III FD-415A, Kolkata- 7000106.
3. Candidates must furnish the self attested photo copies of all testimonials and certificates issued by the competent authority along with 2 copies of recent colour photographs.
4. The duration of appointment is initially for one year may be extended for another year upon satisfactory performance.
5. Application can be submitted at 3rd Floor of KUSP Cell, Bidhannagar Municipal Corporation latest by 3:00pm, 8th March, 2016.


 23/12/16
 Finance Officer
 Bidhannagar Municipal Corporation

6.1 (Present Address (IN CAPITAL LETTER))

6.2 Permanent Address (IN CAPITAL LETTER)

7. Contact number:

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8) Academic Qualification:

Sl. No.	School/Board/Univ./Inst.	Exam Passed	Year of Passing	Total Marks	Marks obtained	Percentage

9) Computer Knowledge:

10) Experience:

Sl. No.	Name of the employer	Name of the Post	Date of joining	Date of leaving	Whether the job is temporary or permanent	Type of Work Done

11) Additional Qualification (If any):

Declaration: I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfil these conditions. The details mentioned in the Application are true and I shall furnish the necessary certificates whenever required.

If any information/details found to be incorrect/false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my services may be terminated.

Date:

Place:

Signature of the Candidate