

# MIDNAPORE MUNICIPALITY

MIDNAPORE, PASCHIM MEDINIPUR

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Phone No: 03222-268447

## **Notification for Filling up of Vacant Posts on Contract basis under Comprehensive Capacity Building Programme, of Jawaharlal Nehru National Urban Renewal Mission(JnNURM) in Midnapore Municipality, West Bengal**

Midnapore Municipality invite application from suitable candidates for the following posts:

- 1) Team Leader/ Urban Planner**
- 2) Municipal Finance Specialist**
- 3) IT (MIS) Cum Monitoring & Evaluation Specialist**
- 4) Social Development Specialist**
- 5) Urban Infrastructure Expert.**
- 6) PPP Specialist**

The tenure of such contract will initially be for a period of one (1) year from the date of award of contract, which may be extendable subject to performance and availability of funding.

All the positions are full time positions for a period of one (1) year and they are expected to input a minimum of 240 working days in a calendar year. Working in close coordination with Midnapore Municipality, specialists are expected to adhere to the usual working days of Midnapore Municipality. The specialists may be required to come to office on Saturdays/Holidays subject to urgency or as may be required by Midnapore Municipality for any purposes pertaining to this assignment. For all the positions, those with prior experience of working and those with basic ability to communicate in Bengali, shall be preferred

1. The minimum academic qualifications, competencies & work experiences required for the posts, the range of responsibilities to be discharged and the consolidated monthly remuneration are mentioned in Table below.
2. The candidates who do not have the required academic qualifications, competencies and work experiences mentioned and who do not have capacities to discharge the responsibilities need not apply. Applications received from candidates not having the minimum academic qualifications, competencies and work experiences will be summarily rejected.
3. Upper age limit for the posts are 40 years.
4. Application has to be made in the prescribed Application Form (attached with this notification) only. A candidate must apply for one post only. Candidates

must submit self attested copies of all documentary evidences in support of their academic qualifications and work experiences and No Objection Certificate from Authority along with applications. The Application Form will have to be filled up on the basis of facts which they will have to substantiate subsequently showing the originals during the selection process, failing which their candidature will be cancelled.

5. The candidates must be agreeable to work anywhere as per needs of the Department and must be people-friendly and having serving attitude and capacity to work in a team and on project mode. Those unable to join immediately after selection need not apply.
6. The applications must be complete in all respects. Incomplete applications will be summarily rejected.
7. Each application in sealed cover must reach within **10/12/2014, (before 3-00 PM) positively.**
8. Applications reaching the above address after the stipulated date and time will not be considered for selection. ***“Application for the post of ..... (mention name of the post) under the CCBP Project ,JnnuRM ”*** should be written on the envelope containing the filled in application form.
9. Scanned application may also be sent to the e-mail id: [ccbp.midnapur@gmail.com](mailto:ccbp.midnapur@gmail.com) Mentioning ***“Application for the post of ..... (mention name of the post) under the CCBP Project ,JNNURM ”*** as a subject of the mail.
10. Only shortlisted candidates will be called during selection. Selection will be done on competitive basis.
11. Decision of the competent authorities in Project shall be final in the matter of selection of eligible candidates. Authority reserves the right to cancel all /any application without assigning any reason. Canvassing in any manner shall lead to disqualification of candidature.
12. No TA/DA will be paid to the candidates for appearing at the selection test/interview.

Sd/-  
Chairman

Midnapore Municipality

TABLE

TABLE				
Sl. No.	No Of Post	Name of Post	Qualification & Experience	Consolidated Remuneration Per Month
1	1	Team Leader/ Urban Planner	<p><b>Education:</b> Bachelor of Planning /Social Science/Architecture / Civil Engineering OR Post Graduate in Social Science Subjects having specialization / paper in Urban Development or Planning or Environment related subjects</p> <p><b>Experience:</b> 3-5 yrs. in a similar position in State level/ULB level.</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Experience in working with various urban development projects /programmes in ULBs.</li> <li>• Experience in urban reforms and capacity building programmes for ULBs</li> <li>• Fluency in English and Bengali or Local languages of West Bengal</li> </ul>	Rs.35,000/-
2	2	Municipal Finance Specialist	<p><b>Education:</b> Graduate degree in Commerce from recognized university</p> <p><b>Experience:</b> 3-5 yrs. experience to advice and train ULB staff in municipal finance, project finance, resource mobilization, public private partnerships etc.</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Skills to evaluate urban infrastructure investments, and helping city governments to examine and use a range of options for financing projects.</li> <li>• Fluency in English and Bengali or Local languages of West Bengal.</li> </ul>	Rs.35,000/-
3	3	IT (MIS) Cum Monitoring & Evaluation Specialist	<p><b>Education:</b> Bachelor degree in Engineering (Electronics / Computer Science / IT / Communications)/ MCA from recognized Institute / University.</p> <p><b>Experience:</b> At least 3-5 years' experience in monitoring and evaluating projects and programs, preferably in the State level/ULB level.</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Develop and strengthening M.E system for projects, reforms and capacity building activities at State level</li> <li>• Monitoring and evaluation and reporting to SLNA</li> <li>• Update, refine and expand the database at the city level/state level.</li> </ul> <p>Fluency in English and Bengali or Local languages of West Bengal.</p>	Rs.35,000/-

4	4	Social Development Specialist	<p><b>Education:</b> Bachelor degree in Social Sciences, with practical experience of working in the development areas, preferably in urban development.</p> <p><b>Experience:</b> Should have at least 3-5 yrs. experience in undertaking social and community development initiatives and appraisals in the municipal environment, especially in relation to urban infrastructure projects</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>• knowledge in implementing governance reforms</li> <li>• Experience in social analysis/ resettlement and rehabilitation</li> <li>• Fluency in English and Bengali</li> </ul>	Rs.35,000/-
5	5	Urban Infrastructure Expert	<p><b>Education:</b> Graduate Engineer from recognized university.</p> <p><b>Experience:</b> Have at least 3-5 yrs. experience in designing and managing municipal infrastructure projects at ULB level;</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Have a broad range of experience in urban infrastructure and a background in public health engineering, especially water supply and sanitation;</li> <li>• Be very familiar with procedures of the municipal environment.</li> <li>• Fluency in English and Bengali</li> </ul>	Rs.35,000/-
6	6	PPP Specialist	<p><b>Education:</b> Bachelor in Engineering /Masters degree in Economics/ Finance. /P.G. Diploma in Management with experience in developing and managing PPP.</p> <p><b>Other qualification :</b></p> <ul style="list-style-type: none"> <li>• Fluency in English and Bengali or Local languages of West Bengal.</li> </ul>	Rs.35,000/-

**APPLICATION FORM (To be filled up by Block Letter)**

*(Relevant attested documents for educational qualifications and work Experiences and No Objection from authority need to be attached with this application form and original documents will be checked at appropriate time to be notified in due course)*

**MIDNAPORE MUNICIPALITY**  
**P.S-Kotwali,P.O-Midnapore**  
**Dist:Paschim Midnapore**  
**PIN:721101**

*Please affix here your  
recently taken  
passport  
size photograph  
signed*

1. Name of the candidate (in Capital Letters):

2. Posts applied for:

3. Name of Father/Husband:

4. Date of birth:

5. Sex:

6. Nationality

7. Religion:

8. Caste (Gen/SC/ST/OBC):

9. Present Address:

10. Permanent Address:

11. E-mail address (Mandatory):

12. Contact No:

12. Educational Qualification:

<b>Name of Examination</b>	<b>Year of Passing</b>	<b>% of Marks</b>	<b>Subjects</b>	<b>Board/ University</b>

Others, if any				

13. Details of Relevant Work Experience (Starting with the current or most recent one) (Add more cells and pages if required)

Sl. No.	Organisation/Office	Post Held	From	To	Total Period (Years & months)
	Major responsibilities/tasks performed				
	Major responsibilities/tasks performed				
	Major responsibilities/tasks performed				
	Major responsibilities/tasks performed				
	<b>Total experience</b>				

14. Current Salary in Rupees (per month):

(Inclusive of all components)

15. Whether the present organization will release immediately (in case contractual engagement is offered) : Yes / No (Indicate with mark):

I do hereby certify that all the details stated above are true and that in case any information proves false my candidature will be liable to be cancelled.

Date:

Full Signature:.....

Place: