

**BONGAON MUNICIPALITY  
EMPLOYMENT NOTICE**

**Advertisement No.- BM/ 2355  
Closing Date- 14.09.2020**

**Dated- 03.09.2020**



Applications are invited from bonafide Indian Citizen for the following Posts under Manager – Skills Micro Enterprises, MIS and ME under DAY-NULM at CMMU of Bongaon Municipality.

Sl. No.	Name of the Post	No. of Post
1.	Manager – Skills Micro Enterprises, MIS and ME	01 ( Unreserved)
2.	Community Organiser	02 ( Unreserved)

For further details please visit our Website at [www.bongaonmunicipality.org](http://www.bongaonmunicipality.org) / Office Notice Board.

**Essential Qualification:**

**1. Name of the Post - Manager-Skills Micro Enterprises, MIS and ME -**

Bachelor degree in Social Science preferably in Social Work/Sociology/Economics/ Management from any College or University recognised by the Govt.

Experience: 2-3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS and ME.

Preference will be given to the candidates who have - Proficiency with MS Office, Strong Analytical Skills , Experience of working with Government Institutions, fluency of English and Bengali . In addition to the above mentioned competencies, very good documentation skills and very good at preparation of reports, proficiency with Project Management Software and Database Management System.

**2. For category of Posts of Community Organiser**

Minimum qualification is 10 + 2 in any discipline.

Experience - 3-5 years of experience in working with community on social development. Proficiency in Ms-Office ( Word, Excel, Power point, etc.) is preferable. Age 18-40 years as on 01.04.2020.

Contractual monthly remuneration for each post will be Rs. 50,000/- ( Rupees Fifty thousand only ) for the post of **Manager-Skills Micro Enterprises, MIS and ME** and Rs. 10000/- ( Rupees Ten thousand only) for the post of **Community Organizer** each 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. The upper age limit will be 40 years as on 01.04.2020. The candidates, who are presently working in any organization under Government of West Bengal, may apply for the said posts provided they have to submit NOC from the concerned authority.

**Contd.....**

*Chairperson*  
Board of Administrators  
Bongaon Municipality



### How to apply :-

Applications must be submitted in the format (available on the Municipal Website [www.bongaonmunicipality.org](http://www.bongaonmunicipality.org)) directly or by post or through e-mail ( [chairmanbm@gmail.com](mailto:chairmanbm@gmail.com)) during the period from 11 p.m.to 5 p.m. on office hours. Any application should not be allowed after 14.09.2020 at 5 p.m. All envelopes shall be super scribed stating Name of Post and Name & Address of Applicant.

### Documents to be attached with the application

- i) Two copies of recent passport size photograph- one to be pasted on the application and one additional to be enclosed.
- ii) Self attested copies of certificates and work statements showing age ( Madhyamik pass certificate issued by concerned Board ) and educational qualification ( issued by concerned Board & University ).  
All original certificates will be checked at the time of interview.
- iii) Date of Birth will be reckoned as on 01.04.2020
- iv) Two self addressed envelope (4"x9") should be enclosed with the application.

**Please see application format in next page.....**

*Chairperson*  
Board of Administrators  
Bongaon Municipality

## APPLICATION FORMAT

**POST APPLIED FOR Manager – Skills Micro Enterprises, MIS and ME / Community Organizer  
under DAY-NULM at CMMU of Bongaon Municipality**

Advertisement No.- BM/ 2355  
Closing Date- 14.09.2020 at 5 p.m.

Dated- 05.09.2020

To  
The Chairman  
Bongaon Municipality  
Bongaon, North 24 Parganas  
Pin – 743235

Sir,

I beg to apply for the post of .....in your office and  
to submit the following particulars as per prescribed format:-

1. Full Name( in block letter) .....
2. Name of the Father / Husband .....
3. Date of Birth (according to Christian era):.....
4. Age as on 01.04.2020 .....
5. Sex (Male / Female) .....
6. Nationality .....
7. Religion .....
8. ....
9. a) Address (Permanent) with Mob: No. ....
10. ....
- b) Address (Present) .....

Contd.....

### 11. Educational Qualification

Name of Examination	Year of Passing	Subject	Marks Obtained	Percentage (%)	Division/Class	Name of the Board/ University

12. Experience and other Proficiency (Please specify with copy of supporting documents) :
13. Whether the candidate is presently working in any organization under Government of West Bengal (Please specify with copy of supporting documents) :

### Declaration

I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature for the above recruitment is liable to be cancelled forthwith.

Yours faithfully

Full signature of the candidate

Contd.....

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- iii) Age will be reckoned as on 01.04.2020
- iv) Two self addressed envelope (4"x9") should be enclosed with the application.

**\*\*Last date for receiving application is 14.09.2020 at 5 p.m. Application received after the closing date will not be entertained.**