



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.budgebudgemunicipality.org

Email ID: chairmanbbm@gmail.com

Re-Advertisement No.: BBM/NULM/02

Date: 12-10-2017

Due to non-availability of the suitable eligible candidate, in response to the previous advertisement, published on newspapers viz, BARTAMAN and THE TELEGRAPH, dated on 15th July, 2017, vide Advertisement No. BBM/NULM/01, applications in the "prescribed format" is once again 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	COMMUNITY ORGANISER (CO)	3 (Three)	EDUCATIONAL QUALIFICATION 10+2 IN ANY DISCIPLINE. EXPERIENCE: 3-5 years experience in working with community on social development Proficient in MS Office (Word, Excel, PowerPoint etc.) is preferable. Remuneration – Rs. 10,000/- per month.

[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 applications in the format annexed as "A" to this notification.
2. 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.
3. 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.budgebudgemunicipality.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.
4. 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.
5. 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 within 31-Oct-2017.
6. Application form has to be submitted in a sealed envelope and it super scribe following information on the top of envelop in capital letters.
 - a. NAME OF THE CANDIDATE
 - b. POST APPLIED FOR
 - c. PERMANENT ADDRESS
 - d. Mobile Number
7. Selection Committee will not be responsible for any postal delay or wrong delivery of application.



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[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.
6. Certificate as proof of SC/ST/ST & OBC.
7. 01(One) recent passport size (3.5 cm. x 3.25 cm.) colour photograph 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 Community Organiser will be based on Computer Test followed by Interview to be organised later on.
2. Application found incomplete / defective on scrutiny, shall be rejected without further communication to the applicant.

Sd/-
CHAIRPERSON
BUDGE-BUDGE MUNICIPALITY



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SCOPE OF WORK for 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 ()

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