

# TAMRALIPTA MUNICIPALITY

TAMLUK: PURBA MEDINIPUR

## EMPLOYMENT NOTICE

Notification No: 1176

Date: - 28/10/14

**Six specialists as categorized below with eligibility criterion will be engaged on contract in the City RPMC of Tamralipta Municipality under CCBP, JnNURM.**

- Application in plain paper with complete Bio-Data mentioning the contact no. along with two self attested recent passport size coloured photographs (One pasted on the front page of application and one extra) and all self attested copies of testimonials should reach this office **addressing The Chairman, Tamralipta Municipality, Tamluk, P.O & P.S- Tamluk, Dist.- Purba Medinipur, 721636** through ordinary post / drop box in the office complex during working hours except holidays and Sundays. Candidates are requested to view the **website www.tamlukmunicipality.org** & **OFFICE NOTICE** board for further details.
- Candidates may also submit application directly in the “Drop Box” kept in the Municipal Office during office hour on working day.
- Eligible candidate may apply for one post only.
- “Application to the Post of .....” Should be marked on the top of the envelope.
- The **upper age limit** for all the posts is **40 years** as on 1/1/2014
- **Last date of submission** of application is **12/11/2014( Wedness Day)**
- **Contractual Monthly Remuneration:** Rs. 35,000/-

### TIME – FRAME

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.

Details of 6 Specialists required in City RPMC

Sl. No.	Name of Post	Qualification & Experience
1	Team Leader /Urban Planner (one)	<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 <b>Experience:</b> 3-5 yrs. in a similar position in State level/ULB level. <b>Other Qualifications:</b> <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>
2	Procurement Specialist(one)	<b>Education:</b> Engineering degree with experience in

		<p>procurement and project preparation and management.</p> <p><b>Experience:</b> Should have at least 3-5 years experience in managing procurement on infrastructure projects, preferably urban infrastructure.</p> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Skills to assist ULBs in ensuring that standard documentation and detailed operating procedures for procurement, contract management etc. Specifically: detailing specifications, compiling terms of reference, packaging bidding material, defining evaluation criteria, preparing standard forms of contract, designing payment certificates.</li> <li>• Fluency in English and Bengali or Local languages of West Bengal</li> </ul>
3	Social Development Specialist(one)	<p><b>Education:</b> Bachelors 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>
4	Urban Infrastructure Expert(one)	<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>
5	Municipal Finance Specialist(one)	<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>
6	Solid Waste Management Specialist(one)	<p><b>Education:</b> Bachelor Degree in Environmental engineering/Public Health Engineering/P.G. Diploma in Environment Management/Science with experience in Municipal Waste Management.</p> <p><b>Experience:</b> Should have at least 2-5 yrs. experience for solid waste management in urban areas.</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> <li>• Prior experiences as municipal engineer will be added advantage.</li> </ul>

All the 6 positions are full time positions for a period of one (1) year (may be extended annually after reviewing performance of the Specialists) and expected to input a minimum of 240 working days in a calendar year. Working in close coordination with the Tamralipta Municipality, Specialists are expected to adhere to the usual working days of Tamralipta Municipality. The Specialists may be required to come to office on Saturdays/holidays subject to urgency or as may be required by Tamralipta Municipality for any purposes.

**Chairperson  
Tamralipta Municipality**

Memo.No1176/1(3)

Dated **28.10.2014**

A copy forwarded for information & for display to the notice board of his/hers office

1. The District Informatics Officer, NIC, Tamluk, Purba Medinipur for NIC Website.
2. The Director, SUDA, ILGUS Bhavan, Salt Lake, KOI-106.
3. The District Magistrate, Purba Medinipur

**Sd/-**

**Chairperson  
Tamralipta Municipality**