

**WEST BENGAL STATE URBAN LIVELIHOOD MISSION**

**State Urban Development Agency**

**Government of West Bengal**

**ILGUS Bhavan, HC-Block, Sector-III, Salt lake City, Kolkata-700 106**

**Recruitment notice no.SUDA-308/2015/5160**

**Date: 05.08.2019**

Director, SUDA & Mission Director, West Bengal State Urban Livelihood Mission, Government of West Bengal, intends to engage 1 (One) Specialist /Expert under Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM) purely contractual basis for the State Mission Management Unit (SMMU), Department of Urban Development & Municipal Affairs, Government of West Bengal.

Eligible candidates should apply offline in the prescribed format as given in Department's Website from **5<sup>th</sup> August, 2019 to 31<sup>st</sup> August, 2019** for the mentioned position. All applications must physically reach the SUDA office either by post or by hand within **31<sup>st</sup> August, 2019 upto 5.00 pm.**

Only offline applications will be accepted. Application forms not properly filled in or incomplete application forms are liable to be cancelled.

All the qualifications must be completed on or before the last date of offline application i.e. 31<sup>st</sup> August, 2019.

**The details of the position are given below :**

Name of the Position	:	State Mission Manager-Skills & Livelihoods
Total Vacancy	:	1 (One)
Place of Posting	:	State Mission Management Unit (SMMU)
Age (as on 01.01.2019)	:	Minimum 21 years and Maximum 40 years; Selection Committee reserves the right to relax the age for deserving candidates
Remuneration	:	₹ 60,000 (₹ sixty thousand) per month
Essential Qualification	:	(1) 2 (two) years full time Post Graduate Diploma in Management/ MBA or Masters in any other relevant discipline with 3 (three) years of experience in Social Sector (Health, Education, Livelihood & Nutrition). In case of employment in any institution, certificate from the employer/ authorised representative of the employer to be submitted. (2) Proficiency in using MS- Office, MS-Excel, MS Power Point and a basic typing speed of 30 words per minutes. (3) Proficiency in Bengali and English or other local languages of West Bengal.
Process of recruitment	:	As mentioned below

### Scale of Scoring – Total 100 Marks

Particulars	Maximum Marks	Remarks
10 <sup>th</sup> (Tenth) standard	5	Proportionate Marking ( i.e % of marks obtained in the examination * 5/100)
12 <sup>th</sup> (Twelfth) standard	5	Proportionate Marking ( i.e % of marks obtained in the examination * 5/100)
Graduation	5	Proportionate Marking ( i.e % of marks obtained in the examination * 05/100)
Post Graduation	5	Proportionate Marking ( i.e % of marks obtained in the examination * 05/100)
Experience	5	Candidates completing the essential experience of 3 (three) years.
Written Test	40	On English Language, Mental Ability, Arithmetic, General Knowledge & Current Affairs
Computer Test	20	Proficiency in MS Word, MS-Excel, MS Power Point and a basic typing speed of 30 words per minute.
Interview	15	
<b>Total</b>	<b>100</b>	

**Candidates will be shortlisted for Written Test, Computer Test and Interview on the basis of academic qualification and experience to be decided by the Selection Committee.** Shortlisted candidates would first appear for a written test. **Qualifying marks for written test is 50%.** Thereafter the qualifying candidates will appear for computer test. **Qualifying marks for computer test is 50%.**

**Final Selection will be made on the basis of total marks obtained in Written Test, Computer Test and Interview.**

#### General Information for the Applicants/Candidates

1. Only offline applications will be accepted. **Application forms not properly filled in or incomplete application forms are liable to be cancelled.** If the application details submitted by the applicant differ with the original testimonials, such application shall be liable to be cancelled.
2. If proper signature and photograph are not submitted at the time of application such application shall also be liable to be cancelled.
3. The essential qualifications mentioned are the minimum and mere possession of the same does not entitle the candidate to claim selection. **All the essential qualification must be completed within the last date of application i.e. 31<sup>st</sup> August, 2019.**
4. **Short listed candidates to be called for verification on the scheduled date of the written examination.**
5. No **rounding off** marks will be granted. Proportionate marking upto 2 decimal points will be considered.

6. All applications must physically reach the SUDA office, ILGUS Bhavan, H-C Block, Sector-III, Salt Lake City, Kolkata-700106, either by post or by hand within **31<sup>st</sup> August, 2019 upto 5.00 pm.**
7. **Experience will be calculated after obtaining the required qualification for the above mentioned position, till the last date of application.**
8. The decision of the competent authorities regarding the recruitment is final.
9. The Committee reserves the right to cancel the recruitment process without assigning any reason whatsoever.

**Applicants are requested to visit website [www.wbdma.gov.in](http://www.wbdma.gov.in) and go to the link 'Employment Notice' under 'DOWNLOAD' then click on 'New appointment under NULM'.**

*SDF 5/8/19*

**Director, SUDA**

**&**

**Mission Director, West Bengal State Urban Livelihood Mission**

Application Form

Application No.  
(For Office Use Only)

SMMU/ /

PASTE (Do not Pin or Staple here). Paste recent pass port size colour photograph of size 3.5 cm X 3.5 cm. The Colour photograph should not be more than 3 months old.

Please put your signature across the photograph.

PLEASE FILL UP THE APPLICATION IN CAPITAL LETTER IN OWN HANDWRITING. (Except Signature in CAPITAL LETTER)

Recruitment Notice No.SUDA-308/2015/5160 Date : 05.08.2019

Application for the post of State Mission Manager-Skills & Livelihoods at State Mission Management Unit, West Bengal under Deendayal Antyodaya Yojana - National Urban Livelihood Mission (DAY-NULM)

1. Name (In Capital Letter) :

FIRST NAME:

MIDDLE NAME:

SURNAME:

2. Father's / Husband's Name (In Capital Letter) :

3) GENDER (TICK ✓) : MALE  / FEMALE

4) DATE OF BIRTH (DD/MM/YYYY)

5) Nationality:

6) Address :

6.1. PERMANENT ADDRESS (In Capital Letter) :

P.O :

Town / City :

District :

State :

Pin code :

**6.2. ADDRESS FOR CORRESPONDENCE (In Capital Letter) :**

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**P.O**

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**Town / City**

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**District.**

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**State.**

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**Pin Code**

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**7) Contact Details :**

**i. Mobile Number:**

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**ii. Residence :**

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**iii. E- mail id :**

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**8) Academic Qualification:**

Sl. No.	School/ Board/ University/ Institute	Degree/ Diploma	Year of passing	Duration	Percentage of marks obtained

**9) Additional Qualification (If any) :**

**10) Present Occupation (If any) :**

Name & address of Employer/ Organization	Designation	Working since

**11) Experience :**

Sl. No.	Name of the Organization	Name of the post	Experience		Whether the job is permanent/contractual	Nature of work done	Experience Certificate Enclosed (Y/N)
			Year	Month			

**12) Language Known: (PLEASE TICK ✓)**

Sl. No.	Language	WRITING	READING	SPEAKING

**13) Check List of documents: (PLEASE TICK ✓ IN THE BOX )**

Sl. No.	Documents	Y/N	No. of documents enclosed (Photocopies)
1.	Proof of age		
2.	Proof of Academic Qualification		
3.	Proof of working certificate		
4.	Copies of recent passport size photographs		
5.	No. objection from present employer		

**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 fulfill these conditions. The details mentioned in the Application are true and I shall furnish the necessary documents in original 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 engagement likely to be terminated.

**Date:**

**Place:**

**Full Signature of the Candidate**

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Received a seal envelop from Sri/ Smt. \_\_\_\_\_  
of \_\_\_\_\_ for the Post of \_\_\_\_\_  
in the SMMU, DAY-NULM, West Bengal (Content not verified).

**Date:**

**Time:**

**Receiving Assistant**

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