

# THE KOLKATA MUNICIPAL CORPORATION

Central Municipal Office Building, 5, Surendra Nath Banerjee Road, Kolkata – 700 013

## EMPLOYMENT NOTICE

Empl Notice No. : KMC/NULM/01/2021-2022

Date : 02/08/2021

This Office invites online applications from eligible Indian citizens for strictly contractual engagement under Deendayal Antodaya Yojana – National Urban Livelihoods Mission (DAY-NULM) in the The Kolkata Municipal Corporation for the following post as detailed below :-

Sl. No.	Name of the Post	No. of Posts	Category	No. of vacancies	Qualification and Experience	Contractual Remuneration
1	Community Organiser under DAY-NULM	32	UR	07	<ul style="list-style-type: none"><li>10+2 in any discipline.</li></ul> <b>Experience</b> <ul style="list-style-type: none"><li>3-5 years of experience in working with community on social development.</li><li>Proficiency in Microsoft Office (Word, Excel, Powerpoint) is preferable.</li></ul>	<ul style="list-style-type: none"><li>Rs. 10,000/- per month (Consolidated)</li><li>Contract Period for 1 year</li></ul>
			UR (EXEMPTED CATEGORY)	05		
			UR (EX. SERVICEMAN FOR GROUP 'D')	03		
			UR (PERSONS WITH DISABILITIES – FOR BLINDNESS OR LOW VISION)	01		
			S.C.	05		
			S.C. (EXEMPTED CATEGORY)	02		
			S.C. (EX. SERVICEMAN FOR GROUP 'D')	01		
			S.T.	02		
			O.B.C.-A	02		
			O.B.C.-A (EXEMPTED CATEGORY)	01		
			O.B.C.-B	02		
			O.B.C.-B (EXEMPTED CATEGORY)	01		

### General Information:

- The appointment is contractual and strictly on temporary basis under DAY-NULM programme, which may be renewed for each additional year after satisfactory performance. The decision of the KMC authority in this regard shall be binding on the candidates. This contractual employment is not under the establishment of the Kolkata Municipal Corporation. The posts will sustain only as per the provisioning and availability of the fund under DAY-NULM programme.
- The duties and responsibilities of the above mentioned post has been attached as Annexure "A".
- Age Limit : 18 – 40 years as on 01.04.2021. Age relaxation for eligible candidates is admissible as per extant norms.
- No application fees is required. No TA/DA is admissible for appearing in interview/viva-voce test.
- The application form can be downloaded from the official website of the Kolkata Municipal Corporation website <https://www.kmcgov.in>.
- On the basis of the application, only the shortlisted candidates will be called for interview/vivavoce test.

7. The candidates who will be called for interview/viva-voce test must bring all original certificates and marksheets along with two sets of self attested photocopies. The list of documents are as follows: (i) Certificate/admit card of Madhyamik or equivalent examination for age proof. (ii) Marksheet of Madhyamik or equivalent examination (iii) Certificate and marksheet of Higher Secondary or equivalent Qualifications (iv) Certificates and marksheets of Graduation and PG (v) Certificates and marksheets of any other relevant qualification, if any (vi) Certificates of Working Experience issued by competent authority. (vii) Original interview call letter, (viii) One copy of print out of the application form (ix) Original and self attested photocopy of Photo Identity Proof viz. Passport, AADHAR card, EPIC/ Voter ID card, PAN card, Driving Licence or any other Photo Identity Card of Statutory Organization (x) Two coloured passport sized photographs identical with that of the uploaded photograph.
8. KMC reserves the right to cancel any or all application to the above mentioned post without assigning any reason thereof at any stage of the recruitment process or at any stage later on and no query will be entertained in this regard.
9. Last date of submission of application is 17<sup>th</sup> August, 2021. Application along with the relevant supporting documents should be submitted in the drop box in the Department of Social Welfare & Urban Poverty Alleviation, 1, Hogg Street, Top Floor, Kolkata - 700087.

*Amro* 31.7.2021

City Project Officer of DAY-NULM  
The Kolkata Municipal Corporation

*Amro*  
31/7/2021  
Manager  
Dept. of Social Welfare and  
Urban Poverty Alleviation  
The Kolkata Municipal Corporation

*Amro*  
31/7/21  
Chief Manager  
Dept. of Social Welfare and  
Urban Poverty Alleviation  
The Kolkata Municipal Corporation

### Annexure "A"

## **Duties and Responsibilities of Community Organiser (CO) at City Mission Management Unit (CMMU) under DAY-NULM**

1. Ensure mobilization of urban poor in her/his operational area (as fixed by ULB) directly.
2. Ensure that all urban poor families come into the field under SHG within 2 years.
3. Supervise the function of RO and guide them to form SHGs maximum as possible.
4. Constant liaison with ALF member for their proper functioning.
5. Facilitate ALF/RO in RF to SHG/their lending activity/regular meeting/ book keeping/credit linkage/entrepreneurial development.
6. Collect interested and feasible beneficiaries under SEP-I and SEP-G.
7. Arrange candidate for skill training from field level based on need and by interaction with the interested / feasible candidates.
8. Facilitate implementation of other DAY-NULM issues to City Level Manage.
9. Development of community level database on urban poor, their status and their need and support that can be provided from DAY-NULM.
10. Regular & timely implementation of SHG Bank Linkage.
11. Contact/assist survey related to DAY-NULM.
12. Support implementation of development works as per guidance of ULB.
13. Arrangement of training of erstwhile SHG/their grading & credit linkage/regular community contacting /facilitate SHG's dynamic activities.
14. Ensure regular social activity by the SHG's members guided by ALF/RO.
15. Assist City Mission Manager in all sphere of DAY-NULM implementation.
16. Any other duties as assigned by CPO/CIC NULM/Chairperson.

### Other Issues

1. CO to visit respective area for a specific purpose with a prior approval from CPO/City Mission Manager.
2. Reimbursement of transport cost to be approved by CPO. Cost will be borne from additional 40% fund of CBT.
3. CO based on need should have an access to office facilities including computer facilities available at CMMU.



## APPLICATION FORM

(Relevant attested documents for education qualification and working experience and No Objection Certificate from the employing authority need to be attached with this application form and original documents will be checked at appropriate time to be notified in due course)

To,  
City Project Officer of DAY-NULM,  
Kolkata Municipal Corporation  
5, Surendra Nath Banerjee Road,  
Kolkata – 700 013

*Please affix here  
your recently  
taken passport  
size photo duly  
signed*

1. Name of the applicant (in Capital Letters) : \_\_\_\_\_

2. Post applied for : \_\_\_\_\_

3. Father's/Husband's Name : \_\_\_\_\_

4. Sex : \_\_\_\_\_ 5. Nationality : \_\_\_\_\_ 6. Religion : \_\_\_\_\_

7. Category (SC/ST/OBC/UR) : \_\_\_\_\_

8. Date of Birth : \_\_\_\_\_

9. Age : \_\_\_\_\_ years \_\_\_\_\_ months as on 01.04.2021

10. Postal Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Email Address (Mandatory) : \_\_\_\_\_

12. Contact No. : \_\_\_\_\_

13. Educational Qualification :  
(Add More cell and pages, if required)

Name of the Examination	Year of Passing	% of Marks Obtained	Subjects	Board/University

14. Other information, if any : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Details of Relevant Working Experience :  
(Starting with the current or most recent one) (Add more cell and pages, if required).

Sl. No.	Organisation/Office Name	Post Held	From	To	Total Period (Years & Months)	Major Responsibilites/Tasks Performed

16. Current Salary in Rupees (per month) (inclusive of all components) : \_\_\_\_\_

17. Whether the present organization will release immediately : YES/NO (indicate with right mark)

Enclosure : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 : \_\_\_\_\_

Place : \_\_\_\_\_

\_\_\_\_\_  
Full Signature of the Applicant