



MAHESHTALA MUNICIPALITY

(OFFICE OF THE BOARD OF COUNCILLORS)
MAHESHTALA: SOUTH 24 PARGANAS

PH- 2490-1651, 3389 FAX- 2490-9296, Email-maheshtalamunicipality@gmail.com

Notice of Vacancy

Maheshtala Municipality will recruit one Project Manager on contractual basis with the provision of subsequent renewal after every one year based on satisfactory performance appraisal of its City Livelihood Centre under West Bengal State Urban Livelihood Mission. Walk in interview will be held on 21st. September 2020 at Municipality. Reporting time is 10 AM. Please fill up the attached format and submit with all self attested testimonials on the day of walk in interview.

Sl.	Position	Qualification /Experience	Job description	Contract Period
1	Project Manager (1 Post)	Must be post graduate preferably with commerce background.MBA would be given preference. Can speak :- English / Hindi / Bengali fluently Experience :- Must be having one year experience in project management preferably in govt. sector.	# Overall management of the project # Leading the project team to achieve target # Develop a detailed project plan to implement, monitor and track progress # Managing project deliverables in line with the project plan # Manage project budget & resource allocation # Documentation & report writing	1 year, may be renewed on the basis of performance

Terms and conditions are noted below :-

- The upper age limit of the candidates will be 40 years as on 01 / 01 / 2020
- Contractual monthly remuneration for project manager will be Rs. 10,000/- only
- Candidates must furnish self-attested photocopies of all testimonials and certificates issued by the competent authority along with the application
- Candidates should enclose self-attested photocopy of the age proof certificate with the application
- Self-attested recent passport size photo to be pasted on the Application Form
- Last time for reporting is 12 noon on the Walk in interview on 21st. September 2020
- The contractual engagement shall not entitle any right of permanent / temporary absorption in the service of Maheshtala Municipality after the contractual terms expire.



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APPLICATION FORM FOR WALK-IN-INTERVIEW FOR THE POST OF PROJECT MANAGER

Application No.

FOR OFFICE USE ONLY

To
The Chairperson
Board of Administrators
Maheshtala Municipality
Maheshtala
Kolkata – 700141

Passport size
photograph to be
pasted with full
Signature

Sir,

I hereby submit my application for the post of Project Manager at City Livelihood Centre, Maheshtala Municipality under WBSULM.

1) Name (in Capital Letter) :-

2) father's / Husband's Name (in Capital Letter) :-

3) Gender :-
 Male Tick Female Tick

4) Date of Birth :-

D	D	M	M	Y	Y	Y	Y
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5) Nationality :-

6) Address :-
6/1 Address for Correspondence (In Capital Letter)
.....
.....

Town / City State, Pin

6/2 Permanent Address (In Capital Letter)
.....
.....

Town / City State, Pin

7) Contact Details :-

a) Mobile No..... b) Residence Phone No C) E-mail

8) Academic Qualification :-

Sl .	School / Board / University / Institute	Degree / Diploma	Year of Passing	Duration	Percentage of marks obtained

9) Additional Qualification (If any)

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10) Present Occupation (If any)

a) Designation :-

b) Name of the Employer / Organization :-

11) Experience :-

SL	Name of the Organization	Name of the Post	Experience		Whether the Job is permanent / contractual	Nature of work done	Experience certificate Enclosed Yes / No
			Year	Month			

12) Language Known :-

Language	Reading	Writing	Speaking

13) Check list of documents (Put Tick mark in the Box)

Sl	Documents	Y / N	No of documents enclosed (Self attested Photocopies)
1			
2			
3			
4			
5			
6			

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 appointment, my engagement shall be liable to be terminated and appropriate legal action shall be taken against me.

Date :-

Place :-

Full Signature of the Candidate