



DARJEELING MUNICIPALITY
DARJEELING

Advertisement No. 03

Dated: 29/11/2021

WANTED

Applications are invited for the following contractual posts under DAY-NULM under Darjeeling Municipality:

Sl No.	Name of Post	No. of Posts
1	Manager : Social Development and Infrastructure	1
2	Manager : Skill Micro Enterprise, MIS & ME	1
3	Community Organizer	2
4	Accountant	1
5	DA cum DEO	1

For eligibility, i.e. Educational Qualifications, Experience, Age, Remuneration and Proficiency for each of the above post please visit website: <https://darjeeling.gov.in> and Darjeeling Municipality office Notice Board.


Executive Officer
Darjeeling Municipality,
Darjeeling



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DARJEELING

Advertisement No. 03

Dated: 29/11/2021

WANTED

Applications are invited from the eligible candidates for the following posts under DAY-NULM under Darjeeling Municipality.:

Eligibility Criteria for Manager : Social Development and Infrastructure & Manager : Skill Micro Enterprise, MIS & ME

Sl No.	Name of Post	No. of Posts	Eligibility
1	Manager : Social Development and Infrastructure	1	<p>Educational Qualification: Bachelor degree in Social Science preferably in Social work/Sociology/Economics/Management</p> <p>Experience: 2 – 3 years practical experience of working in Social Development work with poverty reduction programmes.</p> <p>Other Qualifications:</p> <ul style="list-style-type: none">➤ Proficient with MS Office, Strong Analytical Skills, Experience working with Government Institutions will be given preference.➤ Fluency of English, Nepali/Bengali or local languages of West Bengal.
2	Manager : Skill Micro Enterprise, MIS & ME	1	<p>Educational Qualification : Bachelor degree in Social Science preferably in Social work/Sociology/Economics/Management</p> <p>Experience : 2 – 3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS & ME.</p> <ul style="list-style-type: none">➤ Proficient with MS Office, Strong Analytical Skills, Experience working with Government Institutions will be given preference.➤ In addition to the above mentioned competencies, very good documentation skills and very good at preparation of report Proficient with Project Management Software, Database Management System will be given preference.➤ Fluency of English, Nepali/Bengali or local languages of West Bengal.

(a) Contractual monthly remuneration for each post will be Rs. 50,000/- (Rupees fifty thousand only) with each engagement period of maximum two years at a time along with the provision of subsequent renewal after every one year based on satisfactory performance appraisal along with enhancement.

(b) The upper age limit of the specialists/experts to be engaged in CMMU will be 40 years as on 01.04.2021.

Eligibility Criteria for Community Organizer (C.O), Accountant and Dealing Assistant cum Data Entry Operator :

Sl No.	Name of Post	No. of Posts	Eligibility
1	Community Organizer	2	<p>Educational Qualification : 10+2 in any discipline Experience : 3 -5 years of experience in working with community on social development.</p> <ul style="list-style-type: none"> ➤ Proficiency in MS Office (Word, Excel, Power Point etc.) is preferable. ➤ Age – 18 – 40 years as on 01.04.2021 ➤ Remuneration :- Rs 10,000.00/ month (all inclusive)
2	Accountant	1	<p>Educational Qualification : Bachelor degree in Commerce Experience : Atleast three year experience in working with any organization of the Govt Society, firm, association etc.</p> <ul style="list-style-type: none"> ➤ Proficiency in MS Office (Word, Excel, Power Point etc.) ➤ Age – 18 – 40 years as on 01.04.2021 ➤ Remuneration :- Rs 14,000.00/ month.
3	D.A cum Data Entry Operator	1	<p>Educational Qualification : 10+2 in any discipline and Atleast 6 month course in Basic Computer. Experience : Atleast 2 year experience in working organization of the Govt Society, firm, association in data entry and related works in relevant field.</p> <ul style="list-style-type: none"> ➤ Proficiency in internet operations, e- mailing and Ms-Office (Word, Excel, Power point etc.) ➤ Age – 18 – 40 years as on 01.04.2021 <p>Remuneration :- Rs 12,000.00/ month.</p>

- Engagement is purely contractual. Initial engagement is for one year with subsequent renewal based on performance and availability of fund.


 Executive Officer
 Darjeeling Municipality
 Darjeeling

Memo No. 28 / Estb

Dated: 29/11/2021

Copy forwarded to :-

- (1) The District Magistrate, Darjeeling
- (2) The Administrator, Darjeeling Municipality
- (3) The DIO, NIC, Darjeeling with request to publish this advertisement in the District website of Darjeeling - <https://darjeeling.gov.in>
- (4) Office Notice Board.


 Executive Officer
 Darjeeling Municipality
 Darjeeling