Applications are invited for engagement of below mentioned posts purely on contract basis under DPMU (District Project Management Unit) for Sanitation (MNB) and Hygiene issues on fulfillment of the following criteria:-

1) **Consultant SLRM:**

   **Qualification:**
   - ii) Desirable: Experience in management of SLRM project for at least 3 years in 3 districts.

   **Age:** Not more than 50 yrs as on 01.01.2019.

   **Duties:** Consultancy on SLRM management in Rural Belt as well as urban Belt of the District, Supporting Local bodies for preparation of DPR including Plan and Estimates, management and maintenance of SLRM projects.

   **Honorarium:** Rs 30000/- per month.

2) **Programme Manager:**

   **Qualification:**
   - i) Essential: Master Degree in Sociology/Economics/Rural Development/ Social work with Good Communication Skill in English, Bengali and Hindi
   - ii) Desirable: at least one year experience in management of any Govt. Programme.

   **Age:** Not more than 40 yrs as on 01.01.2019.

   **Duties:** Management of the programme in rural areas including compilation of Report return, extensive visit of Rural areas, to monitor ODF sustainability, ODF quality and ODF+ activities .

   **Honorarium:** Rs 30000/- per month.

3) **Financial Manager:**

   **Qualification:**
   - i) Essential: Master Degree in Commerce or CA/ICWA.
   - ii) Desirable: Experience in management of Govt. fund in any Govt./semi-Govt. agencies

   **Age:** Not more than 40 yrs as on 01.01.2019.

   **Duties:** Management of fund of the programme

   **Honorarium:** Rs 30000/- per month

4) **Training Managers:**

   **Qualification:**
   - i) Essential: Master Degree in Sociology/Rural Development/ Social Work with Good Communication Skill in English, Bengali and Hindi
   - ii) Desirable: Experience on imparting training programme in related field for at least one year.

   **Age:** Not more than 40 yrs as on 01.01.2019.

   **Duties:** Preparation of Module and Cascading through a dedicated team. Conducting Workshop both Office & Field Level.

   **Honorarium:** Rs. 30000/- per month
5) Data Analyst:

Qualification:  
(i) Essential: Graduate in any discipline with Post Graduate Diploma in Computer Science/IT. (Conversant in Words, Excel, and power point, Access, Basic Knowledge on SQL Server)
(ii) Desirable: Experience in working in Govt./Semi Govt. organisation as Data Analyst/Data Manager/Data Entry Operator.

Age: Not more than 40 yrs as on 01.01.2019.
Duties: Data Entry and data analysis.
Honorarium: Rs 25000/- per month

Mode of Engagement: The Engagement shall be for a period of one year purely on contract basis. The authority may renew the contract after each year. The contract may be terminated either side after serving a notice for one month.

Mode of Examination:

Mode of Examination: Engagement shall be based on Written Test/Viva-Voce. A Skill Test will be held for applicants for posts of Data Analyst.

Residential Status: Candidates should be residents of Hooghly/Howrah/Kolkata/ North 24 Pargana Districts.

GENERAL INSTRUCTIONS

Application papers in sealed envelope with filled in prescribed proforma along with two copies of recent passport size photographs, self attested copies of documents supporting academic qualifications, experience, if any, Date of Birth, Residential Status (Ration Card/EPIC/Aadhaar etc) must be submitted before 4 pm of the last date of submission of the application form, i.e., 16.09.2019 at the Box placed at the MNB Cell of Hooghly District, situated at the Old Building of Hooghly Zilla Parishad (2nd Floor) Before the final selection, the candidates have to submit the certificate in original in support of their claim –

DATE OF EXAMINATION

Date of Written Test/Viva-voce will be communicated to the candidate through e-Mail/Mob No provided by the Applicants.

GROUNDS OF REJECTION OF APPLICATION FORM

Application received through online shall be entertained. No application shall be received after 5.30 p.m. of the last date i.e. 16.09.2019
Application incomplete in any respect shall be rejected.
If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above at any date after the date of publication of this advertisement, his/her candidature shall summarily be rejected.
Any attempt of furtherance of candidature or application by communication, influence or other unfair means can lead to disqualification of candidature and rejection of application.

Sd/-
District Magistrate, Hooghly
To

The District Magistrate, Hooghly

Sub: Application for appointment to the post of ................. MNBCell (Contractual/Temporary basis) of Hooghly Zilla Parishad.

Sir/Madam,

In pursuance of your advertisement, I beg to offer myself as a candidate for engagement to the post mentioned above. My particulars are given below in the prescribed proforma -

1) Name (In Block Letters) : ..........................................
2) Father/Husband’s Name (In Block Letters) : ..........................................
3) Postal Address : ..........................................
4) Telephone Number (Mobile / Land) and e-Mail : ..........................................
5) Date of Birth : ..........................................
6) Age as on 01.01.2019 : ..........................................
7) Educational Qualification : ..........................................
8) Name & Address of erstwhile Employer : ..........................................
9) Special Working Experience if any : ..........................................

Yours faithfully,

Date:
Place:

Full Signature of the Applicant