

Government of Assam
ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY
DAY-NULM (ASSAM)

Phone No.: 0361-2261436 E-mail: nulmassam@gmail.com Website: www.nulmassam.in

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ADVERTISEMENT FOR INVITING APPLICATIONS FOR FILLING UP VACANT POSTS

Applications are invited from eligible Indian citizens for contractual engagement under Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM) implemented by Assam State Urban Livelihoods Mission Society (ASULMS) for the following position at Towns/Urban Local Bodies level:

Sl. No.	Name of Post	No. of Vacancies	Age Limit	Qualification/ Eligibility	Monthly Remuneration (in Rs.)
1.	Community Organiser	73	23 - 35 years	<u>Academic Qualification:</u> Minimum Qualification: Intermediate (10+2) in any discipline <u>Work Experience:</u> i. Minimum 2 years of experience in working with community on social development. ii. Previous work experience in Govt. sector (preferable).	12,000/-

General Terms & Conditions and Important Instructions:

Candidates are requested to read the terms & conditions and instructions mentioned under very carefully before applying:

1. This engagement will be purely on temporary and contractual basis only.
2. Initially this engagement may be for a period of 11 months or as decided by State Mission Director; based on performance and requirement of the Mission, contract may further be extended.
3. Apart from the monthly remuneration, employees are also entitled to fixed monthly allowances as per HR policy manual of ASULMS.
4. Candidates who are willing to apply must submit their application in the **Application Format available in the website www.nulmassam.in**. The job description and job specification of the post are also available in the said website. **Application in any other format will be rejected.**
5. 1 (One) copy of self attested recent passport size photograph must be pasted in the job application form in the space provided and 2 (two) other such self attested passport size photographs must be stapled in the topmost part of the form in such a way that the staple pins are outside the face or body.
6. Candidates must submit photocopies of their self attested relevant testimonials such as **a) proof of age (admit card of matriculation exam, etc.), b) proof of educational qualifications (Mark Sheets and Pass Certificates), c) work experience certificates, d) caste certificate (if any), and other relevant testimonials and documents (with self attestation)** along with the application form.

7. The shortlisted candidates may have to appear for a written test/computer test/group discussion, etc. for which no TA/DA shall be paid by any office under ASULMS or DAY-NULM.
8. Incomplete applications shall be rejected without any information and only shortlisted candidates shall be called for next phase of selection procedure(s).
9. Mere fulfilment of minimum qualifications will not vest any right on a candidate for being called for the selection process.
10. To reduce the number of candidates for written examination, screening of applications will be carried out based on the percentage of marks obtained in the H.S.L.C. (10th) and / or H.S. (12th).
11. Candidates are requested to super scribe the words 'APPLICATION FOR THE POST OF _____' on top of the envelope containing i) application form, ii) Curriculum Vitae (CV) and iii) self attested relevant testimonials while sending the application form. A self addressed envelope of 9" x 4" size affixing postal stamp of Rs.5/- must be enclosed inside the sealed envelope.
12. **Candidates will forward application properly sealed in an envelope to any 1 (one) of the 24 nos. of City Mission Management Unit (CMMU) located in the District Headquarter Town/City (the complete list of 24 nos. of these offices with postal address is detailed in Annexure- I). If a candidate forwards his/her application to more than one CMMU, then his/ her application and/or candidature will be rejected at any point of time during or after the selection process.**
13. A candidate must also mention the preferred place(s) of posting in the Application Form (in order of preference only) within the District(s) included under that CMMU where the application is forwarded, as per the list in Annexure-I. *For example, if a candidate forwards his/her application to the City Mission Management Unit (CMMU) office of Nagaon district, then he/ she should mention his/her place(s) of posting in order of preference for all the towns/Urban Local Body offices located within the districts of Nagaon and Hojai only. Again, suppose if a candidate forwards his/her application to the City Mission Management Unit (CMMU) office of Udalguri, then he/she should mention his/her place(s) of posting in order of preference for all the towns/Urban Local Body offices located within the districts of Udalguri and Baksa.*
A candidate must mention their preferred place of posting as per the no. of towns/ULBs included under the CMMU where applied. Thus, for some CMMUs number of towns and hence preferred place of posting may be just 1 (one) and for some the number of towns and hence preferred place of posting may be 7 (seven). Candidates are requested to refer to the complete list of CMMU offices and the districts mapped to these CMMUs for specifying the place(s) of posting as per Annexure- I. **If a candidate does not mention his/her preferred place(s) of posting, his/ her application/candidature will be rejected.**
14. Application can be forwarded either through Ordinary Post/ Registered/Speed Post or submitted by hand in the drop box. No application will be accepted by any staff or official of ASULMS or Urban Local Body by hand. Application should be addressed to the City Project Officer of the respective City Mission Management Unit where applied. **The complete postal address of the CMMU offices are available in Annexure- I.** Application by any other mode will not be accepted.
15. Last date for receipt of application is 21 days from the 1st day of publication of the advertisement in newspapers i.e. 6th February 2018.
16. The crucial date for determining the age shall be the closing date for receipt of application.

17. Candidates working in any Central Govt./ State Govt. departments, schemes, agencies, Missions, etc. must furnish "No Objection Certificate" from their employer/Office at the time of the selection test/interview or else their candidature will be cancelled.
18. Applications will also be treated as cancelled under the following conditions:
 - a. False or insufficient documents/testimonials in support of required eligibility or incomplete information in the application form. Candidates must ensure that no compulsory/mandatory field in the application form is left blank or wrongly filled application, not filled correctly is liable to be rejected and the onus of such rejection would be on the candidates;
 - b. Any other person appearing in the test in place of applicant;
 - c. Two or more applications filled for the same post by applicant;
 - d. Any other influence from outside or use of wrong procedure for acceptance of the application; and last but not the least
 - e. Any other non-compliance to terms and conditions or non-fulfilment of eligibility criteria, etc.
19. The recruitment process can be cancelled/suspended/terminated by the competent authority due to any administrative or other reason(s) and without stating any reason thereof.
20. Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.
21. The venue and date of selection test(s) will be intimated to the candidates whose application and particulars are found correct through admit card.
22. Candidates not in receipt of admit card should presume that their application was incomplete/not meeting the minimum requirements in terms of experience, age, qualification, etc. or not found eligible. No correspondence in this regard will be entertained. Further, Assam State Urban Livelihoods Mission Society will not be responsible for any postal delay.
23. Only candidates in possession of admit card will be allowed to appear for the selection test(s).
24. Candidates are required to bring original documents/certificates at the time of selection test(s) for verification; failing which they shall not be allowed to appear for the test(s). Candidates are also required to bring PAN card or any valid ID and/or address proof for the purpose of preventing impersonation at the time of selection test(s).
25. Any dispute related to the recruitment and selection process will be settled within the jurisdiction of respective courts of districts concerned.
26. In case of any query/confusion related only to the address of forwarding applications, a candidate should refer to the website www.nulmassam.in, for postal address of the City Mission Management Unit (CMMU).

Annexure-I

Sl. No.	Candidates forwarding/ submitting applications to	District	Place(s) of Posting	Application should be addressed to	Postal Address for forwarding applications
1	CMMU Kajalgaon	Chirang	Bijni Town Committee	The City Project Officer	City Mission Management Unit, O/o Kajalgaon Town Committee P.O.- Chapaguri, District- Chirang (B.T.C.), Assam, PIN- 783380
			Basugaon Town Committee		
2	CMMU Golaghat	Golaghat	Dergaon Municipal Board	The City Project Officer	City Mission Management Unit, Golaghat Municipal Board Market Complex, Second Floor (Above Indian Bank), Opposite Golaghat Police Station, P.O.- Golaghat, Assam, PIN- 785621
			Bokakhat Town Committee		
			Sarupathar Town Committee		
			Barpathar Town Committee		
3	CMMU Jorhat	Jorhat	Moriani Town Committee	The City Project Officer	City Mission Management Unit, O/o Jorhat Municipal Board, Unnayan Super Market, 3rd Floor, Opposite to Town & Country Planning Office, P.O.- Jorhat, District- Jorhat Assam, PIN- 785001
			Titabar Town Committee		
			Teok Town Committee		
4	CMMU Goalpara	Goalpara	Lakhipur Town Committee	The City Project Officer	City Mission Management Unit, O/o Goalpara Municipal Board, Kachari Road, Near Treasury Office, District- Goalpara, Assam, PIN- 783101
5	CMMU Dibrugarh	Dibrugarh	Naharkatia Town Committee	The City Project Officer	City Mission Management Unit, O/o Dibrugarh Municipal Board, Graham Bazar, District- Dibrugarh, Assam, PIN- 786001
			Namrup Town Committee		
			Chabua Town Committee		
6	CMMU Hailakandi	Hailakandi	Lala Town Committee	The City Project Officer	City Mission Management Unit, O/o Hailakandi Municipal Board, Ekadash Sahid Sarani, Ward No-9, P.O. & District- Hailakandi, Assam, PIN- 788151
7	CMMU Karimganj	Karimganj	Badarpur Town Committee	The City Project Officer	City Mission Management Unit, O/o Karimganj Municipal Board, Main Road, P.O. & District- Karimganj, Assam, PIN- 788710
8	CMMU Nalbari	Nalbari	Tihu Town Committee	The City Project Officer	City Mission Management Unit, O/o Nalbari Municipal Board, District- Nalbari, Assam, PIN-781335
9	CMMU Bongaigaon	Bongaigaon	Abhayapuri Town Committee	The City Project Officer	City Mission Management Unit, Above Pathak Book Stall, Boro Bazaar, Chilaray Market (1st Floor), P.O. & District- Bongaigaon, Assam, PIN- 783380
10	CMMU	Nagaon &	Dhing Municipal Board	The City Project	City Mission Management Unit,

	Nagaon	Hojai	Kampur Town Committee Raha Town Committee Hojai Municipal Board Lanka Municipal Board Lumding Municipal Board Doboka Town Committee	Officer	O/o Nagaon Municipal Board, Near Court Campus, District- Nagaon, Assam, PIN- 782001
11	CMMU Udalguri	Udalguri & Baksa	Tangla Town Committee Goreswar Town Committee	The City Project Officer	City Mission Management Unit, O/o Udalguri Town Committee, Ward No.- 03, P.O. & P.S. & District- Udalguri (BTAD), Assam, PIN- 784509
12	CMMU Dhemaji	Dhemaji	Silapathar Town Committee	The City Project Officer	City Mission Management Unit, Near Dhemaji Supermarket, Weekly Market Road, Ward No.- 1, P.O. & District- Dhemaji, Assam, PIN- 787057
13	CMMU Dhubri	Dhubri	Gauripur Town Committee Bilasipara Town Committee Chapar Town Committee Sapatgram Town Committee Golokganj Town Committee	The City Project Officer	City Mission Management Unit, O/o Dhubri Municipal Board, Ward No.- 1, G.T.B. Road, District- Dhubri, Assam, PIN- 783301
14	CMMU Silchar	Cachar	Lakhipur Municipal Board Sonai Town Committee	The City Project Officer	City Mission Management Unit, O/o Silchar Municipal Board, P.O. - Silchar, District- Cachar, Assam, PIN- 788001
15	CMMU Haflong	Dima Hasao	Umrangshu Town Committee Mahur Town Committee Maibong Town Committee	The City Project Officer	City Mission Management Unit, O/o Haflong Town Committee, P.O. & P.S.- Haflong, District- Dima Hasao, Assam, PIN- 788819
16	CMMU Diphu	Karbi Anglong and West Karbi Anglong	Dokmoka Town Committee Bokajan Town Committee Bokolia Town Committee Howaraghat Town Committee Langhin Town Committee Hamren Town Committee Donkamokam Town Committee	The City Project Officer	City Mission Management Unit, O/o Diphu Town Committee, P.O. & P. S.- Diphu, District- Karbi Anglong, Assam, PIN- 782460
17	CMMU Sivasagar	Sivasagar & Charaideo	Nazira Municipal Board Amguri Municipal Board Simaluguri Town Committee Demow Town Committee Sonari Municipal Board Moran Town Committee	The City Project Officer	City Mission Management Unit, Near Siva DouL, Old Municipal Board Office, Sivasagar, District- Sivasagar, Assam, PIN- 785640
18	CMMU Tinsukia	Tinsukia	Doom Dooma Town Committee	The City Project Officer	City Mission Management Unit, O/o Tinsukia Municipal Board,

			Makum Town Committee		G.N.B. Road, District- Tinsukia, Assam, PIN- 786125
			Digboi Town Committee		
			Margherita Town Committee		
			Chapakhowa Town Committee		
19	CMMU Mangaldai	Darrang	Kharupetia Town Committee	The City Project Officer	City Mission Management Unit, O/o Mangaldai Municipal Board, Mangaldai, District- Darrang, Assam, PIN- 784125
20	CMMU Tezpur	Sonitpur & Biswanath	Dhekiajuli Municipal Board	The City Project Officer	City Mission Management Unit, Urban Training Centre Building (under Tezpur Municipal Board), Near Bhupen Hazarika Kalabhumi, Behind DRDA Office, Tezpur, District- Sonitpur, Assam, PIN- 784001
			Rangapara Town Committee		
			Biswanath Chariali Municipal Board		
			Gohpur Town Committee		
21	CMMU North Lakhimpur	Lakhimpur	Bihpuria Municipal Board	The City Project Officer	City Mission Management Unit, Water Supply Treatment Plant, Quarter No.-01, Near Tyag Kshetra, Opp. O/o Jt. Director of Health, North Lakhimpur, District- Lakhimpur, Assam, PIN- 787001
			Dhakuakhana Town Committee		
			Narayanpur Town Committee		
22	CMMU Kokrajhar	Kokrajhar	Gossaigaon Town Committee	The City Project Officer	City Mission Management Unit, O/o Kokrajhar Municipal Board, District- Kokrajhar (BTC), Assam, PIN- 783370
23	CMMU Barpeta	Barpeta	Barpeta Road Municipal Board	The City Project Officer	City Mission Management Unit, O/o Barpeta Municipal Board, Court Road, Barpeta, District- Barpeta, Assam, PIN- 781301
			Pathsala Town Committee		
			Howly Town Committee		
			Sarthebari Town Committee		
			Sorbhog Town Committee		
			Patacharkuchi Town Committee		
24	CMMU Guwahati (G.M.C.)	Kamrup (M) & Kamrup	North Guwahati Town Committee	The City Project Officer	City Mission Management Unit, O/o Guwahati Municipal Corporation (1st Floor), Near Zoom Studio, S.S. Road, Lakhtokia, Guwahati, District- Kamrup (M), Assam, PIN- 781001
			Palashbari Municipal Board		
			Rangia Municipal Board		

N.B.: 1) CMMU- City Mission Management Unit;

2) Candidates are to mention all the places of posting **under a CMMU**, where applied, in the application form in order of preference.

3) Posting of selected candidates as per merit list will be based on their preferred place of posting mentioned in the application form.

Sd/-

State Mission Director,
ASULMS (DAY-NULM, Assam),
Assam, Guwahati-06

Job Analysis for the post of Community Organiser

Job Description	
Job Title:	Community Organiser
Job Location	City Mission Management Unit
Level/Grade	Field Staff (FS)
Job Type	Full Time Contractual
Reporting to	City Project Officer for non-DHQ CMMU and City Project Manager for DHQ CMMU.
Job Duties & Responsibilities	<ol style="list-style-type: none"> i. Ensure that the social mobilisation of urban poor in his or her operational area – directly or through Resource Organisations (ROs). ii. Facilitate community in forming into groups/federations. iii. Facilitate implementation of various programmes/aspects related to DAY-NULM in his/her operational area. iv. Develop community level comprehensive database on infrastructure, assets and social aspects, update the database periodically. v. Support and strengthen SHGs and their federations including the SHGs of disabled persons in accessing convergent services. vi. Promote SHG bank linkage. vii. Establish liaison with government departments for convergence. viii. Assist in surveys related to DAY-NULM. ix. Support implementation of development works like community contracts, O & M of community assets, etc. x. Document the working of good practices. xi. Organize and attend community level meetings trainings, as per the need. xii. Submit periodic reports as necessary. xiii. Perform any other related tasks assigned by Reporting Authority / Supervisor.
Job Specification	
Academic Qualification	Minimum Qualification: Intermediate (10+2) in any discipline.
Experience	<ol style="list-style-type: none"> i. Minimum 2 years of experience in working with community on social development. ii. Previous work experience in Govt. sector (preferable).
Skills & Competence	<ol style="list-style-type: none"> i. Have practical knowledge of computer systems, including internet navigation and various Microsoft Office applications. ii. Good Communication skills in Hindi, English, Assamese and other Local languages. iii. Possess good communications skills. iv. Be able to work under pressure and attend to any ad hoc functions as may be required. v. Be a team player. vi. Have good leadership and management skills. vii. Be self driven and able to work within tight deadlines.
Other Requirements	<ol style="list-style-type: none"> i. Age – 23 years to 35 years ii. Languages known – Assamese (Proficiency to Read-Write-Speak), English (Proficiency to Read-Write-Speak) and Hindi (Proficiency to Speak).

Classification of Posts

Level / Grade	Job Title / Designation
Top Management (TM)	SMD / AMD
Senior Management (SM)	SPM / F&AO
Middle Management (MM)	CPM
Junior Management (JM)	Project Assistant / Project Executive
Support Staff (SS)	MIS Executive / Accounts Manager / Accountant / Computer Operator / Multi – Tasking Official
Field Staff (FS)	Community Organiser
Grade IV (GIV)	Office Assistant / Cleaner