



OFFICE OF THE COUNCILLORS OF  
**TARAKESWAR MUNICIPALITY**  
P.O.- TARAKESWAR ✪ DIST.-HOOGHLY

S.T.D. - 03212  
276105  
PHONE : 276408  
278888  
278889  
Fax : 03212-277932

Ref. No. Adm/1c-22/320

Date 20/12/22

**NOTICE FOR ENGAGEMENT**

Applications are invited from eligible SHG members and residents of Tarakeswar Municipality to fill up the vacancy of the post of Community Service Provider (CSP) as per terms and conditions stated below:

**Main Role of CSP:** Formation of new SHG, Maintaining of SHG book keeping, All types of support to SHG . ALF meeting arrangement. Co-ordinate with the Bank for SHG Credit Linkage (C.C.), Disbursement of SEP-I, SEP-G loan etc. Any other work assigned by CLF / CMMU.

1 Name of the Post: **Community Service Provider**

2 No. of Vacancy : 01

3. Place of Posting: Candidate will have to work within Tarakeswar Municipality. Candidate may be sent to outside Tarakeswar Municipal area as per requirement.

4. Age: At least 21 years as on 01.04.2022.

5. Education Qualification: Passed Madhyamick or equivalent examination, Candidates with higher qualification are eligible to apply.

6. Candidates must be member of an SHG for at least 3 years.

7. Candidates must not have any loan defaulting record at SHG or any other Bank loan.

8. Candidates should not be engaged in any regular activities like ICDS worker, or as an ASHA activist or as a full time employee of any Govt. Organisation/ NGO/ Other Project and or any other activity. If the candidate suppress the information then, her engagement may be void by the authority at any point of time. NULM Master Trainers, Office Bearers of SHG, ALF & CLF will not eligible to apply.

9. Candidate having self motivation to render social service should be fit for the nature of the work.

10. Terms & Conditions:

\* Monthly Honorarium of the CSP will be performance based and will be maximum Rs. 3500/- per month.

\* Period of engagement – Should not be more than 1 year.

11. Candidates have to apply with following documents within 20 days of publication of this advertisement.

\* Cover letter addressed to Tarakeswar CLF

\* Bio – data with recent Photograph

\* Admit Card of Madhyamick or equivalent Examination.

\* Marksheet of Madhyamick or equivalent Examination.

\* Copy of Aadhar Card

\* Certificate from Concern SHG, Declaring noloan default against the candidate.

\* Application may bedropped to specific Box kept in Tarakeswar Municipality Main Building within 5.00pm on 9<sup>th</sup> January, 2023.

12. Selection will be based on the Marks obtained in Madhyamick or Equivalent Examination & Interview.

13. No TA/DA will be allowed to attend the Interview.

14. The interview process will be organised jointly by SUDA (SMMU), Tarakeswar Municipality (CMMU) & representative of Tarakeswar City Level Federation Parichalan Samity.

15. This advertisement is available at Website of Tarakeswar Municipality, [www.tarakeswarmunicipality.in](http://www.tarakeswarmunicipality.in)

  
Chairman

Tarakeswar Municipality &  
Chairperson  
CSP Selection Committee

**CHAIRMAN**  
**TARAKESWAR MUNICIPALITY**