

**NO.SMC/EU/2015-28**

**Dated:-27-04-2016**

Shimla Municipal Corporation is executing a capacity building project in sanitation sector with associate partners CDD (Consortium for DEWATS Dissemination) Society and BORDA (Bremen Overseas Research and Development Association) being funded by the European Union. The following posts are to be filled on contract till completion of the project.

<b>S. No.</b>	<b>Name of Posts</b>	<b>No. of Posts</b>	<b>Eligibility Criteria</b>
1	<b>Accounts Officer</b>	01	<ul style="list-style-type: none"><li>• At least a B. Com./ M. Com or equivalent. Preferred with atleast 5 years experience in accounting including 2 years in a senior position preferably Govt. sector.</li><li>• Proficient in the use of computers and accounting software</li><li>• Conversant with FCRA, state and central legislation on Income Tax, Society Registration etc.</li><li>• Candidate having working experience with Urban Local Bodies and/or European Union shall be given preference.</li></ul>
2	<b>Social Coordinator</b>	01	<ul style="list-style-type: none"><li>• A postgraduate degree in social work/MBE/social science or equivalent with atleast 2 years experience in community mobilization and coordination with NGO's in the sanitation sector and must be proficient in the use of computers.</li><li>• Candidate having working experience with Urban Local Bodies and/or European Union shall be given preference.</li></ul>
3	<b>Administrative and Logistics Officer</b>	01	<ul style="list-style-type: none"><li>• A postgraduate degree in management with atleast 3 years experience in office management/project administration and must be proficient in the use of computers.</li></ul>

The number of posts may increase or decrease. The interested candidates can mail their CV along with a cover letter and certificates of qualification and experience to 'mcs\_shimla@yahoo.com'. Please mention 'EU Project – Job Application' in the subject line. Alternatively, you could post or personally deliver your application to- The Commissioner, Municipal Corporation of Shimla, Shimla-171001. The last date of receiving application is 10.05.2016. Only shortlisted candidate would be contacted and list will be uploaded on Shimla MC website [www.shimlamc.gov.in](http://www.shimlamc.gov.in). The expected date of joining is 20<sup>th</sup> May, 2016.

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Commissioner,  
Municipal Corporation Shimla.