**Memo. No. 1188/ISGPP/PMU-7/2016 Dated- 22.08.2017**

**Notification for Filling up of Vacant Post on Contract basis under ISGP Programme II**

**A.** The ISGP Programme II under P&RD Department invites application from suitable candidates for the following posts on contract basis for implementation of the IBRD supported ISGP Programme - II, subject to the terms and conditions mentioned in this Notification.

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| --- | --- | --- | --- |
| **Sl. No.** | **Name of the Post** | **No. of Vacancy** | **Expected monthly remuneration** |
| **1** | **Social Development Manager – State Level** | **01** | **Rs. 48,000/-** |
| **2** | **IT Manager – State Level**  | **01** | **Rs. 55,000/-** |
| **3** | **Capacity Building Manager (Engineering)** **– State Level** | **01** | **Rs. 48,000/-** |
| **4** | **Assistant Social Development Manager****– State Level** | **01** | **Rs. 42,000/-** |
| **5** | **District Coordinator – District Level** | **09** | **Rs. 42,000/-** |
| **6** | **Assistant District Coordinator – District Level** | **09** | **Rs. 37,000/-** |
| **7** | **Assistant Accounts and Administrative Coordinator - District Level** | **04** | **Rs. 32,000/-** |
| **8** | **Assistant Capacity Building Manager (Trg.)** **- State Level** | **01** | **Rs. 42,000/-** |
| **9** | **Capacity Building Manager (Trg.) (STARPARD) – State Level** | **01** | **Rs. 48,000/-** |
| **10** | **Master Trainer (STARPARD) – State Level** | **01** | **Rs. 42,000/-** |
| **11** | **Master Trainer (IT & MIS) [STARPARD]** **– State Level**  | **01** | **Rs. 42,000/-** |

1. The initial contractual engagement and the subsequent renewal (if any) shall depend absolutely on continuation of the ISGP Programme II.
2. The minimum academic qualifications, competencies & work experiences required for the post, the range of responsibilities to be discharged are mentioned in **Table (A)**. The candidates who do not have the required academic qualifications, age, competencies and work experiences need not apply. Applications received from candidates not having the minimum academic qualifications, competencies & work experiences shall summarily be rejected.
3. The academic qualifications, competencies, age and work experiences mentioned in **Table (A)** are minimum as on 1st August 2017. Higher academic qualifications and richer work experiences will be given preference at the time of selection. **Upper limit of age for all posts except IT Manager is 35 years and 40 years for the post of IT Manager as on 01.08.2017**.
4. Application has to be made in the prescribed Application Form (attached with this notification) only. Candidates must submit, along with applications, attested copies of all documentary evidences in support of their academic qualifications and work experiences. The Application Form will have to be filled up on the basis of facts which they will have to substantiate subsequently showing the originals during the selection process, failing which their candidature will be cancelled.
5. The candidates must be agreeable to work anywhere as per needs of the P&RD Department and must be people-friendly and having serving attitude and capacity to work in a team and on Programme mode. Those unable to join immediately after selection need not apply.
6. **A candidate must not apply for more than two types of posts**.
7. The application must be complete in all respects. Incomplete application shall be summarily rejected.
8. Each application in sealed cover must reach Institutional Strengthening of Gram Panchayats (ISGP) Programme, Panchayats & Rural Development Department, Government of West Bengal, Millennium City IT Park, Tower - II, 3rd Floor (Unit D), DN - 62, Sector – V, Salt Lake City, Kolkata – 700091 within **31st August 2017 (before 4-00 PM)**positively. Applications reaching the above address after the stipulated date and time will not be considered for selection. “Application for the post of …………………………………………(mention name of the post) under the ISGPProgramme” should be written on the envelope containing the filled in application form.
9. Scanned application may also be sent to the e-mail id: scu.wbisgpp@gov.in
10. Only shortlisted candidates will be called for Interview/Personality test and written test for final selection.
11. Decision of the competent authorities in ISGP Programme shall be final in the matter of selection of eligible candidates. Canvassing in any manner shall lead to disqualification of candidature.

By order

 

 (S. Purkait)

Programme Director, ISGPP-II and

 Special Secretary to the Govt. of West Bengal

Panchayats & Rural Development Department

| **Table - A** |
| --- |
| **Sl. No.** | **Name of Post &****Mode of Engagement** | **No. of Posts**  | **Minimum Qualifications,****Competencies, Work Experience & Remuneration** | **Major Responsibilities** |
| **(a)** | **(b)** |  | **(c)** | **(d)** |
| **1** | **Social Development Manager** | **01** | **Post graduate in Sociology/Anthropology with 3 years’ work experience in development sector****Must have obtained 60% marks in Post-Graduation Degree****Should be proficient in English and Bengali writing and speaking and must have proficiency in power point presentations** | **1) To Strengthen GP action plans to address social inclusion, gender issues, equity etc.****2) To Develop and testing of social development initiatives, Viz, Social Audit, Grievance Redress management leading to social accountability and transparency issues.****3) To provide inputs to the development and testing of pedagogy and suitable delivery methods seek to accelerate training delivery, learning and making an impact on practice in the areas of social development****4) To redesign and improvise the Vulnerable Group Development Index and provide leadership in taking forward the same for a more inclusive GP Planning process, with adequate emphasis on monitoring and tracking of results;****5) To develop and disseminate guidelines for planning and compliance of ESMF and VGDI protocol** |
| **2** | **IT Manager** | **01** | **ME/ M Tech in IT/Computer Science with 5 years work experience in Development/ Pvt. / Corporate Sector** | **1) Provide support for programming on e-office or e-governance and project MIS****2) Coordinate within P&RD Department on IT related issues including Gram Panchayat Management System, project M&E, Panchayat Enterprise Suite etc.****3) Review and put together a status report on the digital infrastructure used by the project and the PRDD****4) Provide support for GIS based concurrent monitoring system****5) Put together a brief Digital Data management and User policy spelling out necessary protocols for software use, data transfer, data analytics and over time prepare and impart necessary training to the SCU staff and identified DCU staff (for take up in the districts).****6) Coordinate maintenance of the entire IT systems (computers & peripherals, servers, LAN, Tele-communication system etc.) of ISGPP State Unit and District Coordination Units;****7) To coordinate for adopting IT initiatives for planning & monitoring system** |
| **3** | **Capacity Building Manager (Engineering)** | **01** | **BE/ BTech(Civil) and MTech/ ME with 5years work experience in development sector** | **1) To assist Program Director in all activities of capacity building related to public infrastructure and engineering under the ISGPP-II and PRDD****2) To prepare designing and implement capacity building programmes related to public infrastructure and engineering for state unit of ISGPP-II, District Coordination Units, district level Mentoring Teams and others associated with ISGPP-II** **3) To coordinate and monitor capacity building activities related to public infrastructure and engineering for institutional strengthening, pertaining to Gram Panchayats at the state level****4) To facilitating demand led capacity building support for GP employees** **5) To co-ordinate with Capacity Building Manager in developing and disseminating guidelines for planning and compliance of Environmental safeguard issues** **5) To coordinate and monitor activities related to compliance of Environmental safeguard issues by GPs in rural engineering and infrastructure** |
| **4** | **Assistant Social Development Manager** | **01** | **Honours graduate in any Social Science subject except Social Works and Geography****Must have obtained at least 55% marks in Honours Degree****Should be proficient in English and Bengali writing and speaking and must have proficiency in power point presentations** | **Assist the S.D. Manager to review the current components and sets of activities that are being taken up by GPs using the PB Grants, towards identification of areas that could benefit, and strengthen action plans to address inclusion, gender, equity and other social development dimensions that are in line with Project objectives and Government policy;****• Assist in the development and testing of social development initiatives in the grant-based activities through discussions with the mentors, GP functionaries and citizen;****• Assist in the review of the progress with the implementation of the Vulnerable Group Development Framework and provide leadership in taking forward the same for a more inclusive GP Planning process, with adequate emphasis on monitoring and tracking of results;****• Assist in the Preparation of annual work plan for Social Development interventions for ISGP;****• Provide inputs to the development and testing of pedagogy and suitable delivery methods seek to accelerate training delivery, learning and making an impact on practice in the areas of social development;****• Provide support for ESMF****• Provide support for state wide roll out of grievance redress management system** |
| **5** | **District Coordinator** | **09** | **Honours graduate and Post Graduate in any Social Science subject or MBA (H.R.)****Must have obtained at least 70% marks in 10+2 standard & 55% marks in Post Graduation.****Should be proficient in English and Bengali writing and speaking and must have proficiency in power point presentations****Desirable-** **Three years' work experience in development/ pvt./ corporate sector** | **To coordinate and to remain in overall charge of the ISGP project in the district****• To assist and remain under the control of the AEO of the Zilla Parishad or ADM (Panchayats)****• To coordinate activities related to tracking of progress of ISGP project with reference to result monitoring framework at the district level****• To prepare and monitor district level annual work plan for effective implementation of ISGP project****• To coordinate and be responsible for the performance of the district team and mentoring team members and effectively implement districts CB plan****• To monitor effective implementation of the initiatives on GRM, social audit, ICT based activity tracking system through mobile apps, solid and liquid waste management and arsenic free drinking water****• To manage operational funds and place the accounts before audit for the expenditure incurred at the District Coordination Unit level.** |
| **6** | **Assistant District Coordinator** | **09** | **Honours graduate degree in Statistics/ Social Science subject except Social Work.** **Must have obtained at least 50% marks in Honours Degree** **Must be proficient in English and Bengali speaking and writing, power point presentations and data analytics/report compilation and generation****Desirable- two years' work experience in development/ pvt./ corporate sector** | **1) To assist the District Coordinator in managing GP support activities.****2) To facilitate performance monitoring of GP support activities and coordinate all evaluation works / studies at district level.** **3) Analyse and prepare timely project progress report for the district****4) To act as a district coordinator in his/her absence** |
| **7** | **Assistant Accounts & Administrative Coordinator** | **04** | **Honours Graduate in Commerce** **Atleast two years' work experience in development/ pvt./ corporate sector** | **Management of accounts at the district level in TALLY-based accounting system.** **Maintain cash book, ledger, etc and to assist in project administration functions at the at the district level****Coordinate and assists in all audit matters at district level and assist district co-ordinator in relevant admin matters.** |
| **8** | **Assistant Capacity Building Manager (Trg.)** | **01** | **Honours graduate in any social science subject with 2 years work experience in development/ Pvt./ Corporate sector****Must have obtained at least 55% marks in Honours Degree** | **• Assist the Capacity Building Manager in all activities related to training and implementation for GP functionaries under the ISGPP-II ;** **• Assist in the Preparation of annual work plan for training interventions for ISGPP-II;****• Assist in the design and implementation of training programmes for state level, district level Mentoring Teams and others associated with ISGPP-II****• Assist in the coordination with STARPARD on module development, support to DTCs etc.****• Assist in the coordination and monitoring of all training activities for institutional strengthening, integrated planning etc. pertaining to GPs****• Assist in the facilitation of the demand led training support** |
| **9** | **Capacity Building Manager (Trg.) (STARPARD)** | **01** | **Post graduate degree in any discipline with 5 years' work experience in management of rural development project and training****Must have obtained 55% marks in Post Graduation****Must be Honours graduate in Social Sciences****Should be proficient in English and Bengali writing and speaking and must have proficiency in power point presentations** | **• Review and revise the training needs assessment put together by the project with adequate focus on methods, tools and the contextual setting;****• Put together a rapid review of the existing training materials and aids used in the project with inputs from sector specialists, and identify ways to improve on them in terms of delivery.** **• Assist in the development and testing of pedagogy and suitable delivery methods that address the issue of absorption and retention for a heterogeneous participant profile.** **• Assist in the development and implement the delivery of short-term targeted trainings, with focus on delivery methods and support systems, for both elected representatives as well as employees. This will also involve developing and organizing immersions and crash courses on a regional basis and measuring the results for improvement not only of these programs but also helping STARPARD with improving their training modules and delivery methods.** |
| **10** | **Master Trainer (STARPARD)** | **01** | **Honours graduate in any discipline with 3 years' work experience in rural development sector in similar job.****Must have obtained 55% marks in Honours Degree****Should be proficient in English and Bengali writing and speaking and must have proficiency in power point presentations** | **• Assist Capacity building manager to prepare annual work plan for capacity building of GP functionaries****• Assist to conduct training of trainers for the project****• Assist in preparation of curricula and modules for formal training on capacity building of GPs****• Assist to Coordinate activities related to quality assurance for formal training under ISGPP-II** |
| **11** | **Master Trainer (IT & MIS)****[STARPARD]** | **01** |  **MCA with CGPA score of at least 07 or B Tech/BE in IT/Computer Science** | **• To update and maintain training and trainees related database** **• To update MIS on training and generate report for use of programme management****• To adopt IT related initiatives for better record maintaining on formal training by the STARPARD**  |

APPLICATION FORM

**Please affix here your recently taken passport size photograph signed by you**

*(Relevant attested documents for educational qualifications and work*

*experiences need to be attached with this application form and original*

*documents will be checked at appropriate time to be notified in due course)*

1. **Name of the candidate (in Capital Letters): …………………………………….. ………**
2. **Post applied for 1)………………………………………**

 **2)……………………………………….**

1. **Name of Father/Husband**…………………………………………………………………..
2. **Date of birth**:………………………………………
3. **Age as on 01.08.2017**………………………………………………………………………..
4. **Gender:…………………………………………………**
5. **Nationality:**…………………………………………………………………
6. **Religion:**…………………………………………………………………………………….
7. **Caste (Gen/SC/ST/OBC)**……………………………………………………………………
8. **Communication Address:** ……………………………………………………………………….........

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 …………………………………………………………..**PIN** ……..…................................

1. **Phone Number**: ….. .………………………………………………………..
2. **E-mail address(if any):** ……………………………………………………..
3. **Educational Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Name of Examination*** | ***Year of Passing*** | ***% of Marks***  | ***Subjects*** | ***Board/******University*** |
| **Secondary**  |  |  |  |  |
| **Higher Secondary** |  |  |  |  |
| **Graduation** |  |  |  |  |
| **PG Degree(s)** **(mention details)** |  |  |  |  |
| **PG Diploma(s)** **(mention details)** |  |  |  |  |
| **Others, if any** |  |  |  |  |

1. **Details of Relevant Work Experience (Starting with the current or most recent one)**

**(Add more cells and pages if required)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Organisation/Office** | **Post Held** | **From** | **To** | **Total Period****(Years & months)** |
| 1 |  |  |  |  |  |
| **Major responsibilities/tasks performed** |
| **Sl.****No.** | **Organisation/Office** | **Post Held** | **From** | **To** | **Total Period****(Years & months)** |
| 2 |  |  |  |  |  |
| **Major responsibilities/tasks performed** |
| **Total experience** |  |

1. **Current Salary in Rupees (per month)**:………………………………………………….

**(Inclusive of all components)**

1. **Whether the present organisation will release immediately (in case contractual engagement is offered) :**Yes / No (Indicate with ✔mark)

I do hereby certify that all the details stated above are true and that in case any information is found to be false and or misleading, my candidature will be liable to rejection.

Date: ……………………… Full Signature:…………………………………………

Place: ……………………...