

West Bengal State Rural Development Agency

(An Agency of the Panchayats & Rural Development Department, Government of West Bengal:
Registered under Registration of Societies Act 1961, Registration No.S/IL/17726 of 2003-04)

Institutional Strengthening of Gram Panchayats Project (ISGPP) Cell

Jessop Building, 63 Netaji Subhas Road, Kolkata-700001

No.008/ISGP/2010

Dated: 08.09.2010

Notification for Engagement of Personnel in the ISGPP Cell

1. The ISGPP Cell of WBSRDA invites application from suitable candidates for the posts mentioned in **Tables (A), (B) and (C)** under the ISGPP Cell (with number of posts mentioned against each post in the tables), purely on contractual basis initially for two years for implementation of the World Bank supported ISGP Project, subject to the terms and conditions mentioned in this Notification. The tenure of contract of the personnel to be engaged for the ISGP Project may be extended for three more years subject to continuation of the ISGP Project and subject to satisfactory performance of the personnel to be engaged during the period of contract.
2. The initial engagement and the subsequent extension shall depend absolutely on continuation of the ISGP Project. In other words, in case the ISGP Project is foreclosed due to unavoidable circumstances at any time during the tenure of contract, the contractual engagement of the personnel for the ISGP Project will be terminated automatically. It is to be clearly understood that this organisation is purely for a limited number of years, being financed by the World Bank. As such, there shall be no guarantee of continuance of this contract beyond the specified time and continuance of contract in favour of anybody beyond the specified time shall not create any legal obligation on the part of the authority to absorb the personnel to be engaged in regular service or to make this contractual engagement permanent.
3. The minimum academic qualifications, competencies & work experiences required for the posts, the range of responsibilities to be discharged and the consolidated monthly remuneration are mentioned in Column (c) in the following Tables. The candidates who do not have the minimum academic qualifications, competencies and work experiences and who do not have capacities to discharge the responsibilities need not apply. Applications received from candidates not having the minimum academic qualifications, competencies & work experiences will be summarily rejected.
4. The academic qualifications, competencies and work experiences mentioned in Column (c) in the following tables are in the minimum as on 1st September 2010. Higher academic qualifications and richer work experiences will be given weightage at the time of selection. Upper limit of age for all the posts is 50 years as on 1st September 2010.
5. Application will have to be made in the prescribed Application Form only which may be downloaded from the website of the Department of Panchayats & Rural Development. No candidate shall be able to apply for more than any 2 (two) posts. In case a candidate wants to apply for two posts, one set of application will be sufficient for the purpose, provided the two posts are categorically mentioned in the Application Form.

The candidates shall not submit, along with applications, copies of any documentary evidences in support of their academic qualifications and work experiences; they will have to clearly mention these in clear terms in the Application Form. The Application Form will have to be filled up on the basis of facts which they will have to substantiate subsequently with documentary evidences, failing which their candidature will be cancelled. The candidates will be required to produce all original certificates, mark sheets etc. at appropriate time to be notified in due course.

6. The jobs require long hours each day, strong commitment, work on holidays and extensive field work in remote areas for most of the days during a month in case of the district level posts and field work for substantial part of a month in case of the state level posts.
7. The candidates must be agreeable to stay at their place of work in remote areas; zeal, people-friendly and serving attitude; and capacity to work with team spirit and on project mode. Those unable to join immediately after selection need not apply.
8. The applications must be complete in all respects. Incomplete applications will be summarily rejected.
9. Each application in sealed cover must reach The ISGPP Cell, WBSRDA, Jessop Building, 63 Netaji Subhas Road, Mezzanine Floor, Kolkata-700001 within 30th September 2010 positively.
10. Selection will be done on fair competitive basis, based on academic qualifications, written examination on issues relevant to the jobs and interview. Standard of written examination will vary according to the varying levels of the posts.
11. These details may be noted from the Notice Board of WBSRDA also.
12. Decision of the Selection Committee and authorities in WBSRDA shall be final in the matter of selection of eligible candidates. Canvassing in any form will be a serious disqualification.

By order of the authorities in WBSRDA

Project Manager, ISGP &
Ex-Officio Joint Secretary to the Government of West Bengal
Department of Panchayats & Rural Development

Table (A) : State Level Posts for ISGP Project					
Sl. No.	Name of Post & Mode of Engagement	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration Per Month (Rs.)
(a)	(b)		(c)	(d)	(e)
1.	Deputy Project Manager	1	<ul style="list-style-type: none"> • Master degree in Economics or Statistics • Sound work experience in development sector • 5 years' post-qualification work experience in management of any rural development project at state level • Adequate experience of handling HR issues • Sound presentation & coordination skills 	<ul style="list-style-type: none"> • To assist the Project Manager in all his functions related to management of the ISGP project including coordination with all departments/institutions/agencies involved in project implementation • To coordinate and communicate with all other managers, specialists, institutions, DCUs etc. in effective management of the ISGP project • To provide secretarial support in recruitment activities, posting and transfer of ISGP personnel • Development and implementation of HR policy • To upkeep important documents related to ISGP • To maintain personal records of all staff engaged by the ISGPP Cell • To assist in outsourcing various services required • To act as one of the joint signatories with the Project Manager in respect of financial transactions 	Rs.32,890/-
2.	Communication Manager	1	<ul style="list-style-type: none"> • Master degree in Mass Communication or similar discipline • Sound work experience in development sector • 5 years' post-qualification work experience in mass communication • Sound multi-media skills and skills in designing and implementing development communication including print and electronic media at state level 	<ul style="list-style-type: none"> • To assist the Project Manager in all matters related to programme communication under the ISGP project • To prepare communication strategy and action plan for effective management of ISGP • To develop printing and audio-visual communication materials for raising awareness on various issues • To provide support to other Managers in development of communication and campaign materials • To document and disseminate lessons learnt from the project management • To promote sharing of lessons learnt among all stakeholders • To coordinate activities related to implementation of satellite-based communication system • To provide research support in the field of social communication and mass education through distance education mode 	Rs.32,890/-
3.	Grant Manager	1	<ul style="list-style-type: none"> • Master degree in Economics or Statistics • Sound work experience in development sector • 5 years' post-qualification work experience in management of any rural development project at state 	<ul style="list-style-type: none"> • To assist the Project Manager in all matters related to planning for and utilization of Block Grants under the ISGP project • To coordinate activities related to maintenance and updating of database of the universe of Gram Panchayats for ISGP • To assist in applying Grant access criteria and facilitate the process of fund allocation to GPs • To manage and coordinate activities related to operation of Block Grants 	Rs.32,890/-

Table (A) : State Level Posts for ISGP Project					
Sl. No.	Name of Post & Mode of Engagement	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration Per Month (Rs.)
(a)	(b)		(c)	(d)	(e)
			<ul style="list-style-type: none"> level Sound knowledge about PRIs including issues related to institutional strengthening of GPs 	<ul style="list-style-type: none"> To coordinate activities related to quality assurance of the performance assessment process To coordinate with Finance Manager in Block Grant disbursement To monitor utilization of Block Grants To assist in managing and maintaining the grant cycle 	
4.	Capacity Building Manager	1	<ul style="list-style-type: none"> Master degree in any discipline Sound work experience in development sector 5 years' post-qualification work experience in management of any rural development project at state level Sound knowledge about PRIs including issues related to institutional strengthening of GPs Experience and skills in preparation of capacity building plans, training designs, modules and development of contents Sound experience and skills in designing capacity building plans for participatory planning Sound experience in conduct of Training of Trainers on PRIs at state level 	<ul style="list-style-type: none"> To assist the Project manager in all activities related to capacity building and integrated planning under the ISGP project To prepare annual work plan for capacity building interventions for ISGP To design and implement capacity building programmes for state level PCU, DCUs, district level Mentoring Teams and others associated with ISGP To coordinate with STARPARD on module development, support to DTCs etc. To coordinate and monitor all capacity building activities for institutional strengthening, integrated planning etc. pertaining to the selected GPs To facilitate the demand led capacity building support To develop and disseminate guidelines for planning and compliance of ESMF To coordinate and monitor activities related to compliance of ESMF by GPs To coordinate activities related to preparation and appraisal of integrated GP plans To coordinate activities related to gender issues To coordinate domestic exposure visits and related activities To coordinate with state and district level institutions including SIPRD/ETCs/CSOs/PRI/Facilitating Teams 	Rs.32,890/-
5.	M&E Manager	1	<ul style="list-style-type: none"> Master degree in Economics or Statistics Sound work experience in development sector 5 years' post-qualification work experience in 	<ul style="list-style-type: none"> To assist the Project manager in all activities related to monitoring and evaluation of the interventions under the ISGP project To develop / coordinate with agencies for development of integrated monitoring systems for the ISGP project To coordinate activities related to tracking progress of ISGP project with reference to results monitoring framework 	Rs.32,890/-

Table (A) : State Level Posts for ISGP Project

Sl. No.	Name of Post & Mode of Engagement	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration Per Month (Rs.)
(a)	(b)		(c)	(d)	(e)
			<ul style="list-style-type: none"> management of any rural development project at state level • Sound knowledge about PRIs including issues related to institutional strengthening of GPs, particularly monitoring • Experience in database management and development of MIS at state level 	<ul style="list-style-type: none"> • To facilitate horizontal performance monitoring and ensuring downward accountability – social audit and grievance redressal • To coordinate and manage all evaluation studies • To coordinate capacity building activities on M&E • To coordinate with the MIS Cell of PRDD in development of the MIS for all GPs • To coordinate designing, implementing and maintaining of a website for the ISGP project 	
6.	Assistant Finance Manager	2	<ul style="list-style-type: none"> • Graduation with Honours in Commerce • Sound work experience in development sector • 2 years' post-qualification work experience in management of any rural development project at state and/or district level • Work experience in financial management in Govt./ Non-Govt. sector • Proficiency and experience in project finance management including accounting and audit • Sound experience in conducting Training of Trainers at state level 	<ul style="list-style-type: none"> • To assist the Financial Manager in all tasks looked after by her/him 	Rs.22,970/-
7.	Assistant Procurement Manager	2	<ul style="list-style-type: none"> • Graduation with Honours in Commerce • Sound work experience in development sector • 2 years' post-qualification work experience in management of any rural development project at state 	<ul style="list-style-type: none"> • To assist the Procurement Manager in all tasks looked after by her/him 	Rs.22,970/-

Table (A) : State Level Posts for ISGP Project

Sl. No.	Name of Post & Mode of Engagement	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration Per Month (Rs.)
(a)	(b)		(c)	(d)	(e)
			<ul style="list-style-type: none"> and/or district level • Work experience and proficiency in financial management in Govt./ Non-Govt. sector • Sound experience in project procurement • Sound experience in conducting Training of Trainers at state level 		
8.	Assistant Communication Manager	1	<ul style="list-style-type: none"> • Graduation in any discipline with professional qualification (Mass Communication or similar discipline) • Sound work experience in development sector • 2 years' post-qualification work experience in management of any rural development project at state and/or district level • Sound work experience at state level in development communication • Sound multi-media skills in print and electronic media • Sound experience in conducting Training of Trainers at state level 	<ul style="list-style-type: none"> • To assist the Communication Manager in all tasks looked after by her/him 	Rs.22,970/-
9.	Assistant Grant Manager	2	<ul style="list-style-type: none"> • Graduation with Honours in Economics or Statistics or any other stream of social science • Sound work experience in development sector • 2 years' post-qualification work experience in management of any rural 	<ul style="list-style-type: none"> • To assist the Grant Manager in all tasks looked after by her/him 	Rs.22,970/-

Table (A) : State Level Posts for ISGP Project					
Sl. No.	Name of Post & Mode of Engagement	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration Per Month (Rs.)
(a)	(b)		(c)	(d)	(e)
			<ul style="list-style-type: none"> development project at state and/or district level • Sound knowledge about issues of institutional strengthening of GPs • Sound experience in conducting Training of Trainers at state level 		
10.	Assistant Capacity Building Manager (Public Infrastructure)	1	<ul style="list-style-type: none"> • BE/B.Tech degree in civil engineering with 1 year's work experience in designing & managing projects, having knack for capacity building 	<ul style="list-style-type: none"> • To assist the Capacity Building Manager in relevant tasks looked after by her/him in matters related to capacity building on rural engineering 	Rs.22,970/-
11.	Assistant Capacity Building Manager (Participatory Planning & Governance)	1	<ul style="list-style-type: none"> • Graduation with Honours in any discipline plus • Sound work experience in development sector • 2 years' post qualification work experience in management of any rural development project at state and/or district level • Sound experience in conducting Training of Trainers at state level • Other competencies similar to that of Capacity Building Manager (Sl.No.4) 	<ul style="list-style-type: none"> • To assist the Capacity Building Manager in relevant tasks looked after by her/him pertaining to capacity building of Mentoring Teams on themes related to Participatory Planning & Governance 	Rs.22,970/-
12.	Assistant Capacity Building Manager (Financial Management & Procurement)	1	<ul style="list-style-type: none"> • Graduation with Honours in Commerce plus ➤ Sound work experience in financial management in Govt./ Non-Govt. sector ➤ 2 years' post qualification work experience in management of any rural 	<ul style="list-style-type: none"> • To assist the Capacity Building Manager in relevant tasks looked after by her/him pertaining to capacity building of Mentoring Teams on themes related to Financial Management & Procurement 	Rs.22,970/-

Table (A) : State Level Posts for ISGP Project					
Sl. No.	Name of Post & Mode of Engagement	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration Per Month (Rs.)
(a)	(b)		(c)	(d)	(e)
			<ul style="list-style-type: none"> development project at state and/or district level ➤ Sound experience in conducting Training of Trainers at state level ➤ Other competencies similar to those of Assistant Finance Manager under Sl.No.6 		
13.	Assistant M&E Manager	2	<ul style="list-style-type: none"> • Graduation with Honours in Economics or Statistics or any other stream of social science • Sound work experience in development sector • 2 years' post qualification work experience in management of any rural development project at state and/or district level • Sound IT skills • Sound experience in conducting Training of Trainers at state level • Other competencies similar to that of M&E Manager (Sl.No.8) 	<ul style="list-style-type: none"> • To assist the Grant Manager in relevant tasks looked after by her/him pertaining to matters related to M&E of the ISGP Project 	Rs.22,970/-
14.	Assistant Accounts Manager	1	<ul style="list-style-type: none"> • Graduation with Honours in Commerce • Sound work experience in development sector • 2 years' post qualification work experience in financial management of any rural development project at state and/or district level • Efficiency in computerized management of project accounts at state level 	<ul style="list-style-type: none"> • Management of accounts in TALLY-based accounting system • Maintain cash book, ledger, other books of accounts & other registers • To assist the Procurement Manager in all procurement & financial management functions of the ISGPP Cell • To assist in all audit matters 	Rs.22,970/-

Table (A) : State Level Posts for ISGP Project					
Sl. No.	Name of Post & Mode of Engagement	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration Per Month (Rs.)
(a)	(b)		(c)	(d)	(e)
15.	Assistant Administrative Manager	1	<ul style="list-style-type: none"> • Graduation with Honours in Economics or Statistics or any other stream of social science • Sound work experience in development sector • 2 years' post qualification work experience in any rural development project at state and/or district level • Efficiency in coordination & monitoring of any project at state level • Efficiency in computer application • Sound experience in conducting Training of Trainers at state level 	<ul style="list-style-type: none"> • To provide secretarial support to the Project Manager in relevant administrative matters relating to the ISGPP Cell • To coordinate in relevant project administration matters relating to the ISGPP Cell • To assist other ISGP staffs in project administration functions • To assist ISGP staffs in logistic matters 	Rs.22,970/-

Table (B) : District Level Posts for ISGP Project					
Sl. No.	Name of Post	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration Per Month (Rs.)
(a)	(b)		(c)	(d)	(e)
16.	District Coordinator	9	<ul style="list-style-type: none"> • Master degree in any discipline • Sound work experience in development sector • 5 years' post-qualification work experience in management of any rural development project at district and/or state level • Sound knowledge about district and block administration • Sound experience of working with PRIs including issues of 	<ul style="list-style-type: none"> • To manage ISGP project in the district under immediate supervision of AEO of Zilla Parishad (who would work as Nodal Officer for ISGP in the district) and under overall control of the Project Manager • To prepare the district level annual work plan and budget of the ISGP project • To coordinate and be responsible for the performance of the district team and mentoring team members • To coordinate activities related to IEC • To monitor the Grant Cycle and remain accountable for achievement of the district level programme results target • To prepare and share district level progress reports • To manage operational funds, keep and prepare accounts and audit 	Rs.30120/-

Table (B) : District Level Posts for ISGP Project

Sl. No.	Name of Post	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration Per Month (Rs.)
(a)	(b)		(c)	(d)	(e)
			institutional strengthening of GPs <ul style="list-style-type: none"> • Experience Adequate experience of handling HR issues • Sound presentation & coordination skills 	<ul style="list-style-type: none"> • To act as a joint signatory for financial transactions at the district level 	
17.	Assistant District Coordinator, M&E	9	<ul style="list-style-type: none"> • Graduation with Honours in any discipline • Sound work experience in development sector • 2 years' post-qualification work experience in management of any rural development project at district and/or state level • Sound experience of coordination with district and block administration • Sound experience of working with PRIs including issues related to institutional strengthening of GPs • Other competencies similar to that of Assistant M&E Manager (Sl.No.14) 	<ul style="list-style-type: none"> • To assist District Coordinator in managing ISGP project in the district • To coordinate activities related to tracking of progress of ISGP project with reference to result monitoring framework at the district level • To facilitate horizontal performance monitoring and ensuring downward accountability – social audit and grievance redressal at the district level • To coordinate all evaluation studies at the district level • To coordinate capacity building activities on M&E at the district level • To contribute for development of website for ISGP • To act as a joint signatory for financial transactions at the district level along with the District Coordinator • To act as District Coordinator in his/her absence 	Rs.22,970/-
18.	Assistant Accounts & Administrative Coordinator	9	<ul style="list-style-type: none"> • Graduation with Honours in Commerce • Sound work experience in development sector • 2 years' post qualification work experience in financial management of any rural development project at district and/or state level • Efficiency in project administration and 	<ul style="list-style-type: none"> • Management of accounts in TALLY-based accounting system • Maintain cash book, ledger, other books of accounts & other registers • To coordinate and assist in all audit matters for expenditure at the district level • To assist in project administration functions • To assist ISGP staff in all logistic matters at the district level • To assist the District Coordinator in relevant administrative matters relating to the district level 	Rs.18410/-

Table (B) : District Level Posts for ISGP Project

Sl. No.	Name of Post	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration Per Month (Rs.)
(a)	(b)		(c)	(d)	(e)
			computerized financial management		
19.	Participatory Planning and Governance Coordinator	60	<ul style="list-style-type: none"> • Graduation with Honours in any discipline • Sound work experience in development sector • 2 years' post qualification work experience in management of any rural development project at district and/or state level • Sound experience of coordination with district and block administration • Sound practical experience of working with GPs for institutional strengthening • Profound knowledge & experience of facilitating integrated GP planning and budgeting 	<ul style="list-style-type: none"> • To report and provide support to the District Coordinator in implementation of ISGP project • To provide support to GPs in preparation of integrated plan and budget • To monitor activities related to ESMF • To provide support for mentoring and on-site support for overall institutional strengthening of GPs and implementation of ISGP • To provide support to GPs for activities related to IEC • To facilitate the communication and information flow between the GSs, GPs and DCUs • To facilitate GPs for ensuring transparency and accountability • To provide support for performance assessment and quality assurance 	Rs.22,970/-
20.	Financial Management & Procurement Coordinator	60	<ul style="list-style-type: none"> • Graduation with Honours in any discipline • Sound work experience in development sector • 2 years' post qualification work experience in any rural development project at district and/or state level • Sound experience of coordination with district and block administration • Sound experience in facilitating GP level financial management, computerized accounting, resource mobilization & procurement 	<ul style="list-style-type: none"> • To report and provide support to the District Coordinator in implementation of ISGP project • To provide mentoring and on-site support to GPs in preparation of budget, on financial management and GPMS based reporting • To provide support to GPs in following the procurement guideline • To provide support to GPs in resource mobilization & utilisation and asset management 	Rs.22,970/-

Table (B) : District Level Posts for ISGP Project					
Sl. No.	Name of Post	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration Per Month (Rs.)
(a)	(b)		(c)	(d)	(e)
			issues		
21.	Public Infrastructure Coordinator	60	<ul style="list-style-type: none"> BE/B.Tech degree in civil engineering with 1 year's work experience in designing & managing projects Eagerness to work in rural areas 	<ul style="list-style-type: none"> To report and provide support to the District Coordinator in implementation of ISGP project To provide mentoring and on-site support to GPs in preparation of projects for development of infrastructure To provide support to GPs in work supervision and quality assurance To provide support to GPs in project management and contract management 	Rs.22,970/-

Table (C) : Posts under the Society for Training & Research on Panchayats & Rural Development (STARPARD), to be Supported by ISGP Project					
Sl. No.	Name of Post	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration Per Month (Rs.)
22.	Finance & Administrative Manager (for working at state level)	1	<ul style="list-style-type: none"> Either Master degree in Economics or Statistics or Graduation with Honours in Commerce with Professional qualification (e.g. Chartered Accountant /Cost Accountant/MBA Finance) 5 years' post qualification work experience in financial administration in Govt./ Non-Govt. sector at state and/or district level Proficiency and experience in project finance management including budgeting, reporting, accounting and audit compliance 	<ul style="list-style-type: none"> To provide support to Administrative Officer in financial administration including preparation of budget, release of funds, maintenance of project accounts, To assist in procurement functions of STARPARD including preparation and updation of procurement plan, preparation of advertisement for procurement, procurement notices, RFPs, contracts, dealing with post-procurement issues etc. To coordinate activities related to management of fund flow To prepare and submit Financial Management Reports To coordinate activities related to regulatory audit and internal audit To assist in preparing and publishing annual accounts and financial progress reports 	Rs.32,890/-
23.	Policy & Governance Manager	1	<ul style="list-style-type: none"> Master degree in any discipline of social science Sound work experience in 	<ul style="list-style-type: none"> To plan for and monitor all capacity building activities related to policy governance To prepare curricula and modules and conduct training on 	Rs.32,890/-

**Table (C) : Posts under the Society for Training & Research on Panchayats & Rural Development (STARPARD),
to be Supported by ISGP Project**

Sl. No.	Name of Post	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration Per Month (Rs.)
	(for working at state level)		<ul style="list-style-type: none"> development sector • 5 years' post qualification work experience in any rural development project at state and/or district level • Sound knowledge about all three tiers of Panchayats including Acts & Rules and institutional issues • Experience and skills in preparation of capacity building plans, training designs, modules and contents for all three tiers of Panchayats • Sound experience in having coordinated research activities related to rural local governance 	<ul style="list-style-type: none"> institutional issues and change management • To coordinate activities related to Policy Issues and Legislative Issues • To translate from Bengali to English and from English to Bengali contents for capacity building including books, guidelines, etc. maintaining very good quality • To coordinate activities related to quality assurance related to governance • To conduct / coordinate research and studies on rural local governance 	
24.	Public Infrastructure Manager (for working at state level)	1	<ul style="list-style-type: none"> • BE/B.Tech degree in civil engineering or architecture • 5 years' experience of in designing & managing projects • Sound skills in training and communication in designing and management of rural infrastructure project 	<ul style="list-style-type: none"> • To monitor all capacity building activities related to engineering issues for PRIs • To prepare curricula and modules and conduct training of trainers on engineering issues for PRIs • To coordinate activities related to quality assurance related to public infrastructure managed by PRIs • To conduct / coordinate research and studies on public infrastructure 	Rs.32,890/-
25.	Master Trainer (for working at state level)	2	<ul style="list-style-type: none"> • Graduation with Honours in any discipline • Sound work experience in development sector • 2 years' post qualification work experience in any rural development project at state and/or district level 	<ul style="list-style-type: none"> • To prepare annual work plan for capacity building interventions for STARPARD for institutional strengthening of GPs under the ISGP project • To coordinate and monitor all capacity building activities for formal training under the ISGP project • To prepare curricula and modules for formal training on institutional strengthening of GPs for the ISGP project • To conduct training of trainers for the ISGP project 	Rs.22,970/-

**Table (C) : Posts under the Society for Training & Research on Panchayats & Rural Development (STARPARD),
to be Supported by ISGP Project**

Sl. No.	Name of Post	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration Per Month (Rs.)
			<ul style="list-style-type: none"> • Sound knowledge about PRIs including issues related of institutional strengthening of GPs • Sound knowledge in training methodology & designing of training and skills in preparation of training designs, modules and contents for GP level • Sound experience in conduct of Training of Trainers at state level 	<ul style="list-style-type: none"> • To translate from Bengali to English and from English to Bengali contents for capacity building including books, guidelines, etc. maintaining very good quality • To coordinate activities related to quality assurance for formal training under ISGP project 	
26.	Assistant Accounts & Administrative Manager (for working at state level)	1	<ul style="list-style-type: none"> • Graduation with Honours in any discipline • Sound work experience in development sector • 2 years' post qualification work experience in any rural development project at state and/or district level • Proficiency and experience in project administration and financial management including budgeting, reporting, accounting and audit compliance at state level 	<ul style="list-style-type: none"> • Secretarial support to the Member-Secretary of STARPARD • Logistic support to all officials of STARPARD • Routine liaison with the DTCs. • Support in office administration • Support in financial management & procurement in STARPARD 	Rs.22,970/-
27.	Assistant District Training Coordinator [for working in the office of DPRDO and District Training	18	<ul style="list-style-type: none"> • Graduation with Honours in any discipline • Sound work experience in development sector • 2 years' post qualification work experience in any rural development project at state and/or district level • Experience and skills in 	<ul style="list-style-type: none"> • To prepare detailed calendar and training schedules for training of GP functionaries at DTC • To compile data related to training, feedback and quality assurance for training of GP functionaries • To identify, engage and coordinate with experts/ trainers and institutions for training of GP functionaries • To prepare reports on formal training of GP functionaries for ISGP • To coordinate will all concerned including GPs for effective 	Rs.18410/-

Table (C) : Posts under the Society for Training & Research on Panchayats & Rural Development (STARPARD), to be Supported by ISGP Project					
Sl. No.	Name of Post	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration Per Month (Rs.)
	Centres]		coordination and management of training programmes at district level on functioning and institutional strengthening of GPs, social issues and integrated GP planning	management of the DTC <ul style="list-style-type: none"> To assist the District Training Coordinator in managing day-to-day functions of the DTC & to act as a joint signatory for financial transactions at DTC 	
28.	Training Coordinator [for working in the office of DPRDO and District Training Centres]	18	<ul style="list-style-type: none"> Same as in respect of the post under Sl.No.27 	<ul style="list-style-type: none"> To coordinate activities related to formal training of GP functionaries To conduct training programmes To monitor all capacity building activities To coordinate with experts/trainers and institutions development of curricula and modules training of GP functionaries To coordinate activities related to quality assurance To prepare reports based on the feedback of trainings and share with all concerned through DPRDO 	Rs.18410/-
Note: Any candidate having Master degree without Honours may apply for the posts requiring Graduation with Honours.					

APPLICATION FORM

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

*(Please do not attach any testimonial or paper with this form.
Relevant documents in original need to be shown at appropriate
time to be notified in due course)*

1. **Name of the candidate (in Capital Letters):**
2. **Posts applied for (maximum of two, in order of preference)**
 - A)
 - B)
3. **Name of Father/Husband**
4. **Date of birth:**
5. **Age as on 01.09.2010**
6. **Sex:**
7. **Nationality:**
8. **Religion:**
9. **Caste (Gen/SC/ST/OBC)**
10. **Postal Address:**
.....
.....**PIN**
11. **Phone Number:**
12. **E-mail address (if any):**
13. **Educational Qualification:**

<i>Name of Examination</i>	<i>Year of Passing</i>	<i>% of Marks</i>	<i>Subjects</i>	<i>Board/ University</i>
Secondary				
Higher Secondary				
Pass Graduation*				
Hons. Graduation				
PG Degree(s) (mention details)				
PG Diploma(s) (mention details)				
Others, if any				
* Honours graduates need not fill in this row				

14. 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					
2					
Major responsibilities/tasks performed					
Total experience					

15. Current Salary in Rupees (per month):.....
(Inclusive of all components)

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

17. Whether capable of undertaking extensive tour every month: Yes / No
(Indicate with ✓ mark)

I do hereby certify that all the details stated above are true and that in case any information proves false my candidature will be liable to be cancelled.

Date:

Full Signature:.....

Place: