

# 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.087/ISGP/2010

Dated: 17.01.2011

### Notification for Filling up of Certain Vacant Posts on Contract 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 contract 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 **31<sup>st</sup> January 2011** 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

<b>Table (A) : State Level Posts for ISGP Project</b>					
Sl. No.	Name of Post & Mode of Engagement	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration PM
(a)	(b)		(c)	(d)	(e)
1.	<b>Assistant Capacity Building Manager (Financial Management &amp; Procurement)</b>  (for working at state level)	1	<ul style="list-style-type: none"> <li>• Graduation with Honours in Commerce plus</li> <li>➤ Sound work experience in financial management in Govt./ Non-Govt. sector</li> <li>➤ 2 years' post qualification work experience in management of any rural development project at state and/or district level</li> <li>➤ Proficiency and experience in computerized financial management including accounting and audit</li> <li>➤ Sound experience in conducting Training of Trainers at state level</li> </ul>	<ul style="list-style-type: none"> <li>• To assist the Capacity Building Manager in relevant tasks looked after by her/him pertaining to capacity building of members of District Coordination Units and Mentoring Teams on themes related to Financial Management &amp; Procurement in respect of Gram Panchayats</li> </ul>	<b>Rs.22,970/-</b>

<b>Table (B) : District Level Posts for ISGP Project</b>					
Sl. No.	Name of Post	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration PM
(a)	(b)		(c)	(d)	(e)
2.	<b>Public Infrastructure Coordinator</b>  (for working at district and sub-district level only)	50 (Approx)	<ul style="list-style-type: none"> <li>• BE/B.Tech degree in civil engineering with 1 year's work experience in designing &amp; managing projects or in similar works</li> <li>• Eagerness to work in rural areas</li> </ul>	<ul style="list-style-type: none"> <li>• To provide support to District Coordinators in implementation of ISGP Project</li> <li>• To provide mentoring and on-site support to Gram panchayats in preparation of projects for development of infrastructure that require expertise in civil engineering</li> <li>• To provide support to GPs in work supervision and quality assurance</li> <li>• To provide support to GPs in project management and contract management</li> </ul>	<b>Rs.22,970/-</b>

<b>Table (C) : Posts under the Society for Training &amp; Research on Panchayats &amp; Rural Development (STARPARD), to be Supported by ISGP Project</b>					
Sl. No.	Name of Post	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration PM
(a)	(b)		(c)	(d)	(e)
3.	<b>Public Infrastructure Manager</b>  (for working at state level)	1	<ul style="list-style-type: none"> <li>• BE/B.Tech degree in civil engineering with 5 years' work experience in designing &amp; managing projects or in similar works</li> <li>• Sound skills in training and</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor all capacity building activities related to engineering issues for PRIs</li> <li>• To prepare curricula and modules and conduct training of trainers on</li> </ul>	<b>Rs.32,890/-</b>

<b>Table (C) : Posts under the Society for Training &amp; Research on Panchayats &amp; Rural Development (STARPARD), to be Supported by ISGP Project</b>					
<b>Sl. No.</b>	<b>Name of Post</b>	<b>No. of Posts</b>	<b>Minimum Qualifications, Competencies &amp; Work Experience</b>	<b>Major Responsibilities</b>	<b>Consolidated Remuneration PM</b>
<b>(a)</b>	<b>(b)</b>		<b>(c)</b>	<b>(d)</b>	<b>(e)</b>
			communication in designing and management of rural infrastructure projects	engineering issues for PRIs <ul style="list-style-type: none"> <li>• To coordinate activities related to quality assurance related to public infrastructure managed by PRIs</li> <li>• To conduct / coordinate research and studies on public infrastructure</li> <li>• To coordinate activities related to development of training infrastructure state-wide</li> </ul>	
<b>4.</b>	<b>Assistant Accounts &amp; Administrative Manager</b>  <b>(for working at state level)</b>	<b>1</b>	<ul style="list-style-type: none"> <li>• Graduation with Honours in any discipline</li> <li>• Sound work experience in development sector</li> <li>• 2 years' post qualification work experience in any rural development project at state and/or district level</li> <li>• Proficiency and experience in project administration and computerized financial management including budgeting, reporting, accounting and audit compliance at state level</li> </ul>	<ul style="list-style-type: none"> <li>• Secretarial and logistic support for effective functioning of STARPARD</li> <li>• Support in office administration and financial management including accounts keeping &amp; procurement in STARPARD</li> <li>• Liaison with District Training Centres and other training institutions, mainly on issues related to financial administration of STARPARD and its subsidiaries</li> </ul>	<b>Rs.22,970/-</b>
<b>Note: Any candidate having Master degree without Honours may apply for the posts requiring Graduation with Honours.</b>					

## 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: .....