

Anandadhara

West Bengal State Rural Livelihoods Mission (WBSRLM)

(A Society under the Panchayats & Rural Development Department, Govt. of West Bengal)

No.4164/WBSRLM/Estt/4E-269/2016

Date: 17.11.2016

WBSRLM requires Professionals on contract basis for various posts under Special Convergence Project in South 24 Parganas District. ONLINE application ONLY. All Details available on website www.wbprd.gov.in. DEADLINE: 5.30 pm on 05/12/2016.

**Sd/-
SMD & CEO, WBSRLM**

No. 4164/WBSRLM/Estt/4E-269/2016

Date: 17.11.2016

Notification for Engagement on contract basis of Professionals for various posts under Special Convergence Project in South 24 Parganas of WBSRLM

West Bengal State Rural Livelihoods Mission, a registered Society under Panchayats & Rural Development Department intends to select on contract basis for engagement of professionals / experts for the above mentioned posts. Initial engagement shall be for six months and thereafter may be renewed further on the basis of satisfactory performance, duration of project and as per rule of WBSRLM.

How to apply :

Interested candidates will submit their application online in the PRESCRIBED format provided in the websites www.wbprd.gov.in.

Candidates are advised to read the instructions carefully before submitting online application. Application can be submitted online with effect from 21st November, 2016. The last date for submission of completed application is up to 5:30 pm on 5th December, 2016. It is informed that extensive field visits will be required in case of selection. Details of the posts are in Annexure-I.

Important Notes:

1. Eligibility criteria for the different posts are given in Annexure. The applicants should note the criterion carefully so that only those candidates who are eligible may apply for the same.
2. Selection will be based on combined performance in written test, Group Discussion, Computer test and personal interview.
3. Candidates are requested to clearly fill in the application form and ensure that personal email address and contact telephone details have been given therein. This is required for quick and timely communication. The Authority will not be responsible for not receiving communications by the applicants at the event of their submitting incorrect contact details.
4. The filled in application must be submitted ONLINE only. Incomplete applications will be liable to be rejected. Any application that is not sent ONLINE will be discarded by this office. No application will be entertained after last date and time as mentioned or if sent through any others system.
5. Any candidate found to be canvassing in any form will result in outright disqualification.
6. Conditions for rejection of application are mentioned below. Candidates are requested to go through them carefully.

Criteria for rejection of Application

1. If application is submitted through any mode other than online.
2. If application doesn't bear any of the following:
 - a. photograph of the candidate
 - b. name of the post applied for
 - c. date of birth
 - d. address for communication
 - e. signature of the candidate
 - f. If the applicant does not possess minimum criterion of educational qualification and experience.
 - g. If application is received after last date as mentioned in the advertisement.

7. The candidature of the applicant is liable to be rejected if any other valid reason for rejection of the application is found at any subsequent point of time.
8. Admit card can be downloaded from the same website after short listing of the candidates.
9. The list of shortlisted candidates will be uploaded on the website. Applicants are requested to start visiting the said website after last date for receiving application. Shortlisted candidates will be informed about further selection process through e-mail.
10. Proficiency in computers and command on MS Office is essential for the selection.
11. No TA/DA will be paid for appearing in selection process.
12. Any discrepancy observed during verification of testimonials will lead to direct disqualification in any point of time and suitable action as per law.
13. WBSRLM reserves the right to cancel the recruitment process without assigning any reasons thereof.

Sd/-

State Mission Director & Chief Executive Officer
West Bengal State Rural Livelihoods Mission

Annexure-I

Terms of Reference for Different Posts for Special Convergence Project under WBSRLM

Background

West Bengal State Rural Livelihood Mission is the nodal agency for implementing the Deen Dayal Antyodaya Yojana – National Rural Livelihood Mission (DAY-NRLM) in West Bengal. In West Bengal, DAY-NRLM is implemented in the name of AANANDADHARA and aiming to reduce the poverty from rural areas with systematic initiatives in mission mode. The intervention includes, social mobilization of rural women into SHGs, building their institutions as SHGs, Upa-Sangha and Sangha, linking the institutions with banks for getting credit to find livelihoods, disbursement of community fund through micro-credit plan, enhancing livelihood generation by supporting the SHG members and converging with different line departments and local governments for their rights, entitlement and services that is entitled to them. WBSRLM works in mission mode through its mission offices set up at State, District and Blocks.

For initiating more visible change in rural poverty reduction programme, NRLM has initiated special project and dedicated funds for convergence. The purpose of these initiatives are building the capacities of rural women and their institutions for accessing different rights, entitlements and services while working with Panchayati Raj Institutions and line departments. Ministry of Rural Development has approved convergence special project in 4 blocks of South 24-Parganas district of West Bengal. These 4 Blocks are Joynagar II, Basanti, Gosaba and Namkhana. **The duration of the project is until December 2017.** WBSRLM has already started the implementation and currently seeking professionals who can facilitate, guide, mentor and manage the project at State, District and Block Level. Terms of Reference for these posts are as bellows.

SI No	Name of Post	No. of Posts	Remuneration	Eligibility	Major Responsibilities
1	Consultant – Insurance (State Level)	1	Rs.60,000/- per month	The candidate should be a Graduate / Post Graduate Degree in any discipline. At least 10 years of relevant experiences of working in the development arena for Graduates and 7 years for Post Graduate is required. Preference would be given to those having experience of working in government sector or reputed institutions etc. S/he should have profound knowledge about various insurance schemes and other social security schemes and ability to work in a team. The person should be well versed in MS office and internet.	1. Report to CEO, WBSRLM or as designated by the CEO and provide support in implementation of this special project; 2. Facilitate and coordinate planning, implementation and monitoring processes of the project, specially in social security sector; 3. Planning and execution of training and capacity building across the community institutions, and other stakeholders for implementation of the programme; 4. Provide support in preparing a robust monitoring and learning system for improving the efficacy of programme delivery and meeting the time lines; 5. Documentation of best practices, learning and approach towards solving bottlenecks and help DMMU/SMMU in disseminating the experiences and learning to other districts, preparing reports as per need; 6. Coordination of the programme implementation as per approved plan and liaisoning with concerned stakeholders; 7. Perform any other related tasks consistent with the level of the post and/ or assigned by the CEO, WBSRLM.
2	Technical Consultant – Marketing & Sales (District level)	2	Rs.35,000/- per month	The candidate should be a Graduate / Post Graduate Degree in Agriculture/Rural Marketing or Business Administration or in any other allied discipline. He / she should have 5 years experience of working in marketing, specially marketing of farm-based products. Preference would be given to those having experience of working in reputed organisations or in marketing farms. S/he should have good communication skill and	1. Report to PD, DRDC and provide support in implementation of this special project; 2. Facilitate and coordinate planning, implementation and monitoring processes of the project through entry point activities, baseline preparation, livelihoods planning, convergence of programmes, resources, organizations and promotion of transparency and accountability; 3. Training and capacity building across the community institutions, line department functionaries and other stakeholders for implementation of the programme, specially in the field of livelihoods

Sl No	Name of Post	No. of Posts	Remuneration	Eligibility	Major Responsibilities
				also ability to work in a team. The person should be well versed in MS office. S/he should have own conveyance and agreeable to travel extensively.	and marketing; 4. Providing support to community institutions in value-chain analysis and establishing market linkage; 5. Provide support in preparing a robust monitoring and learning system for improving the efficacy of programme delivery and meeting the time lines; 6. Documentation of best practices, learnings and approach towards solving bottlenecks and help DMMU/SMMU in disseminating the experiences and learning to other districts; 7. Coordination of the programme implementation at District and Block levels; 8. Perform any other related tasks consistent with the level of the post and/ or assigned by the PD, DRDC and SMMU officer in-charge for implementing the convergence project.
3	Documentation Assistant	1	Rs.20,000/- per month	The candidate should be a Graduate Degree holder in any discipline. He / she should have at least 3 years experience of project documentation for print media and / or A-V media. Preference would be given to those having experience of documentation, preparation of report/cases for reputed institutions or programme /NGO etc. Preference will be given to candidates having knowledge of different development programmes. The person should have ability to work in a team, good communication and facilitation skill and travel in rural areas. The person should be well versed in MS office and preparation of documents in English and Bengali.	1. Report to PD, DRDC and provide support in implementation of this special project; 2. Helping the DMMU and BMMU in process documentation of the entire process of the programme and its components; 3. Training and capacity building across the community institutions and other stakeholders in documenting the case studies and learnings; 4. Documentation of best practices, learnings and approach towards solving bottlenecks and help DMMU/SMMU in disseminating the experiences and learning to other districts; 5. Perform any other related tasks consistent with the level of the post and/ or assigned by the PD, DRDC and SMMU officer in-charge for implementing the convergence project.

SI No	Name of Post	No. of Posts	Remuneration	Eligibility	Major Responsibilities
4	Block Project Executive (Insurance)	4	Rs.18,000/- per month	The candidate should be a Graduate in any disciplines. He / she should have 1-2 years of relevant work experience. Preference would be given to those having experience of working with Government programme/ reputed institutions/ development project/ NGOs etc. The person should be well versed in MS office.	1. Report to BDO through BPM/Block Level Coordinator and provide support in implementation of this special project; 2. Facilitate and coordinate planning, implementation and monitoring processes of the project through entry point activities, baseline preparation, participatory planning, convergence of programmes, resources, PRIs and line departments, strengthening the SHGs and its Institutions and promotion of transparency and accountability; 3. Coordinate training and capacity building across the community institutions and other stakeholders for implementation of the programme; 4. Coordinate with community and Insurance companies in claim settlement; 5. Documentation of best practices, learning and approach towards solving bottlenecks and help DMMU/SMMU in disseminating the experiences and learning to other districts; 6. Perform any other related tasks consistent with the level of the post and/ or assigned by the PD, DRDC and SMMU officer in-charge for implementing the convergence project.

Sd/-

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