

Institutional Strengthening of Gram Panchayats (ISGP) Project

Panchayats & Rural Development Department

Government of West Bengal

Millennium City IT Park, Tower - II, 3rd Floor (Unit D), DN - 62, Sector - V, Salt Lake, Kolkata-700 091

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Memo No. 466 ISGPP/20E-1/(EP)/14

Dated: 08.05.2014

Notification for Filling up of Vacant Posts on Contract basis under ISGP Project

- A.** The ISGP project of WBSRDA invites application from suitable candidates for the posts of
 - a) **Deputy Project Manager (1 post)**
 - b) **Assistant Capacity Building Manager (Financial Management & Procurement) (1 Post)**
 - c) **Assistant Monitoring & Evaluation Manager (1 Post)**purely on contract basis for implementation of the World Bank supported ISGP Project, subject to the terms and conditions mentioned in this Notification.
- B.** The initial contractual engagement and the subsequent extension (if any) 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 will be terminated automatically.
- C.** 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 **Table (A)**. The candidates who do not have the required academic qualifications, competencies and work experiences mentioned 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.
- D.** The academic qualifications, competencies and work experiences mentioned in **Table (A)** are minimum as on 1st January 2014. Higher academic qualifications and richer work experiences will be given preference at the time of selection. **Upper limit of age for the posts a), and c) is 40 years and for the post of b) is 45 years as on 1st January 2014.**
- E.** For the posts of **Deputy Project Manager, Assistant Monitoring & Evaluation Manager and Assistant Capacity Building Manager (Financial Management & Procurement)**, application will have to be made in the prescribed Application Form (attached with this notification) only. A candidate must apply for one post 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.
- F.** The candidates must be agreeable to work anywhere as per project needs and must be people-friendly and having serving attitude and capacity to work in a team and on project mode. Those unable to join immediately after selection need not apply.
- G.** The applications must be complete in all respects. Incomplete and multiple applications will be summarily rejected.

H. Each application in sealed envelope must reach Institutional Strengthening of Gram Panchayats (ISGP) Project, Panchayats & Rural Development Department, Government of West Bengal, Millennium City IT Park, Tower - II, 3rd Floor (Unit D), DN - 62, Sector – V, Salt Lake, Kolkata-700 091 within **30th May, 2014 (before 5-30 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 ISGP Project" should be written on the envelope containing the filled in application form.

I. Only shortlisted candidates will be called during selection. Selection will be done on competitive basis.

J. Decision of the competent authorities in ISGP Project shall be final in the matter of selection of eligible candidates. Canvassing in any manner shall lead to disqualification of candidature.

By order



Project Manager, ISGP Project and
Joint Secretary to the Government 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	Major Responsibilities	Consolidated Remuneration PM
(1)	(2)		(3)	(4)	(5)
a)	Deputy Project Manager (State level)	1	<ul style="list-style-type: none"> ➢ Master's degree in Economics or MBA in HR with at least 55% marks. ➢ Sound work experience in development sector ➢ 5 years' post-qualification work experience in management of any rural development project at state level or project management in corporate sector ➢ Sound knowledge about PRIs ➢ Adequate experience of handling HR issues ➢ Sound presentation & coordination skills ➢ Proficiency in IT/computer applications 	<ul style="list-style-type: none"> • To assist the Project Manager in overall management (project planning, execution, identifying gaps & tracking progress) 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, District Coordination Units etc. in effective management of the ISGP project and preparation of Annual Work Plan. • To provide support in recruitment activities, posting and transfer of ISGP project personnel • To upkeep important documents related to ISGP project • Development and implementation of HR policy • To assist in outsourcing various services required for effective management of the ISGP Project • Any other tasks to be assigned by the Project Manager for effective implementation of the ISGP project. 	Rs.37824/- (expected to be enhanced)
b)	Assistant Capacity Building Manager (Financial Management & Procurement) (State level)	1	<ul style="list-style-type: none"> ➢ Master degree in commerce with at least 50% marks or diploma in financial management with Honours graduation. ➢ Sound work experience in Financial management and procurement in Govt./ non-Govt. 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 ➢ Sound knowledge of GP procurement & accounting and audit. ➢ Sound IT skills 	<ul style="list-style-type: none"> To assist Capacity Building Manager in the following tasks: • providing support to Project manager in all activities related to capacity building initiatives on Financial Management & Procurement including GPMS under the ISGP project • coordinating and monitoring capacity building activities for institutional strengthening of GPs related to Financial Management including GPMS, Resource mobilization, Asset Management, preparation of Budget, Accounting, Audit compliance, and Procurement • assisting in preparation of annual work plan for capacity building interventions for ISGP project • designing and implementing capacity building programmes 	Rs.26,416/- (expected to be enhanced)

Table (A)

Sl. No.	Name of Post & Mode of Engagement	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Remuneration PM
(1)	(2)	(3)	(4)	(5)	
				<ul style="list-style-type: none"> related to Financial Management including GPMS and Procurement coordinating with STARPARD on module development, support to DTCs etc related to capacity building of GPs on Financial Management & Procurement including GPMS facilitating demand led capacity building support 	
c)	Assistant Monitoring & Evaluation Manager (State level)	1	<ul style="list-style-type: none"> ➢ Graduation with Honours in Economics or Statistics with at least 55% marks ➢ 3 years' work experience in database management and development of MIS at state level or in corporate sector ➢ proficiency in IT applications ➢ should have sound writing skills in English ➢ Sound knowledge about PRIs including issues related to institutional strengthening of Gram Panchayats, particularly monitoring ➢ Sound presentation & coordination skills 	<p>To assist Monitoring & Evaluation Manager in the following tasks:</p> <ul style="list-style-type: none"> providing support to the Project Manager in all activities related to monitoring and evaluation under the ISGP project developing / coordinating with agencies for development of integrated monitoring systems for the ISGP project coordinating activities related to tracking progress of ISGP project with reference to results monitoring framework facilitating horizontal performance monitoring and ensuring downward accountability – social audit and grievance redressal coordinating capacity building activities on M&E coordinating in development of the MIS for all Gram Panchayats coordinating development and maintenance of a website for the ISGP project 	Rs.26,416/- (expected to be enhanced)

APPLICATION FORM (for post 1, 2 and 3 of Table A)

(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)

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

- 1. Name of the candidate (in Capital Letters):**
- 2. Posts applied for**
- 3. Name of Father/Husband.....**
- 4. Date of birth:**
- 5. Age as on 01.01.2014.....**
- 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				

**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					
Sl. No.	Organisation/Office	Post Held	From	To	Total Period (Years & months)
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: