



Institutional Strengthening of Gram Panchayats (ISGP) Project
Panchayats & Rural Development Department
Government of West Bengal

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Memo. No. 690/ISGPP/PMU-7/2016

Dated- 29.05.2017

Notification for Filling up of Vacant Post on Contract basis under Society for Training & Research on Panchayats & Rural Development (STARPARD) sanctioned and supported by 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.

1. **Training Coordinator (07 Posts)**
2. **Master Trainer (01 Post)**

B. The initial contractual engagement and the subsequent renewal (if any) shall depend absolutely on continuation of the ISGP Programme II.

C. 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, 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 may summarily be rejected.

D. The academic qualifications, competencies and work experiences mentioned in **Table (A)** are minimum as on 1st January 2017. Higher academic qualifications and richer work experiences will be given preference at the time of selection. **Upper limit of age for the post is 35 years as on 1st January 2017.**

E. 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.

- F. The candidates must be agreeable to work anywhere as per needs of the P&RD Department and must be having ability to work in a team and in Programme mode. Those unable to join immediately after selection need not apply.
- G. The application must be complete in all respects. Incomplete application will be summarily rejected.
- H. 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 **07 June 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 ISGP Programme" should be written on the envelope containing the filled in application form.
- I. Scanned application may also be sent to the e-mail id: scu.wbisgpp@gov.in
- J. Only shortlisted candidates will be called for Interview/Personality test during selection. Selection will be done on competitive basis.
- K. Decision of the competent authority 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	Major Responsibilities
(a)	(b)		(c)	(d)
	Master Trainer (State Level)	01	• Master Degree in Economics/ Anthropology/ Sociology/ Political Science • Graduation with Honours with at least 55% marks. • Sound work experience in development sector • 7 years' post qualification work experience in any rural development project at state and/or district level • Proficiency in speaking & writing English & Bengali • Sound knowledge in training methodology & designing of training and skills in preparation of training designs, modules and contents and training skills.	• To prepare annual work plan for capacity building interventions for STARPARD for institutional strengthening of GPs under the ISGP Program • To coordinate and monitor all capacity building activities for formal training under the ISGP Program • To prepare curricula and modules for formal training on institutional strengthening of GPs for the ISGP Program • To conduct training of trainers for the ISGP Program • 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 Program
1.	Training Coordinator (District level)	07	• Graduation with Honours in Social Science with at least 50% marks. • Sound work experience in development sector • 4 years' post qualification work experience in any rural development project at state and/or district level and must be having experience in capacity building and training related activities in social development sector.	• 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

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**
3. **Name of Father/Husband**.....
4. **Date of birth:**.....
5. **Age as on 01.01.2017**.....
6. **Gender:**.....
7. **Nationality:**.....
8. **Religion:**.....
9. **Caste (Gen/SC/ST/OBC).**.....
10. **Communication 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				
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					
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)

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: