

West Bengal State Rural Development Agency

(An Agency of the Panchayats & Rural Development Department, Government of West Bengal:
Registered under the West Bengal Societies Registration Act, 1961, Registration No.S/IL/17726 of 2003-2004)

Institutional Strengthening of Gram Panchayats (ISGP) Project Cell

Jessop Building, 63 Netaji Subhas Road, Mezzanine Floor, Kolkata-700001

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No.84/ISGPP/20E-1/(EP)/14

Dated:28.01.2013

Notification for Engagement of Personnel on Contract Basis in the ISGPP Cell

1. The ISGPP Cell of WBSRDA invites application from suitable candidates for the following posts [details mentioned in **Table (A)**] under the ISGPP Cell purely on contract basis initially for one year for implementation of the World Bank supported ISGP Project, subject to the terms and conditions mentioned in this Notification:
 - IT System Administrator (1 Post)
 - HR Assistant (1 Post)
 - Office Assistant (1 Post)
2. The initial contractual engagement and the subsequent extension (if any) shall depend absolutely on continuation of the ISGP Project and approval of competent authority. 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.
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 **Table (A)**. 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 **Table (A)** are minimum as on 1st January 2013. Upper limit of age for all the posts is 40 years as on 1st January 2013.
5. Application will have to be made in the prescribed Application Form (attached with this notification) only. In case a candidate has the qualification and required competencies and 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 submit, along with applications, attested copies of all documentary evidences in support of their relevant 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 with documentary evidences (all in original) during the selection process, failing which their candidature will be cancelled.
6. The jobs require long hours each day and strong commitment. 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.
7. The applications must be complete in all respects. Incomplete applications will be summarily rejected.

8. Each application in sealed cover must reach The ISGPP Cell, WBSRDA, Jessop Building, 63 Netaji Subhas Road, Mezzanine Floor, Kolkata-700001 within **15th February, 2013 (by 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) in the ISGPP Cell of WBSRDA" should be written on the envelope containing the filled in application form.
9. Only shortlisted candidates will be contacted and called for interview.
10. Decision of the competent authorities in ISGPP Cell under Panchayats & Rural Development Department and WBSRDA shall be final in the matter of selection of eligible candidates. Canvassing in any manner shall lead to disqualification of candidature.

By order of the authorities in WBSRDA

Project Manager, ISGPP and OSD &
Ex-Officio Deputy Secretary
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 per month
(a)	(b)		(c)	(d)	(e)
1.	IT SYSTEM ADMINISTRATOR	1	<ul style="list-style-type: none"> • M.C.A/B.C.A with two years of Post qualification experience in similar nature of work • Proficiency in Computer Programming 	<ul style="list-style-type: none"> • Coordinating maintenance of the entire IT systems (computers & peripherals, servers, LAN, Tele-communication system etc.) of ISGPP State Unit and District Coordination Units. • Providing trouble shooting support to ISGPP Staff related to computer systems. • Maintenance of stock of IT equipment. • Providing support to Project Manager and Procurement Manager in formulation of technical specifications related to procurement of IT equipment (including hardware and software). 	Rs.22,970/-
2.	HR ASSISTANT	1	<ul style="list-style-type: none"> • Graduation with Honours in any discipline with at least 55% marks in Honours subject • Diploma in HRM/HRD • Two years of post-qualification experience in Government or corporate sector in handling similar HR issues • Proficiency in computer application (MS Office, internet applications) with good typing speed using computer 	<ul style="list-style-type: none"> • Maintaining personal files of all ISGPP Staff (both state and district units). • Keeping leave records, monthly work statements etc. of ISGPP Staff. • Provide secretarial support in selection and engagement of ISGPP staff and general typing. • Provide support to ISGP Project Manager on activities related to issuance of orders related to HR issues, issuance of experience certificates etc. 	Rs.15,000/-
3.	OFFICE ASSISTANT		<ul style="list-style-type: none"> • Honours Graduate (preferably in English); with at least 50% marks in Honours subject • Candidates with English medium/convent background would be preferred • Proficiency in shorthand and computer application (MS Office, internet applications) with good typing speed in computer. • Two years of Post qualification experience in similar jobs. 	<ul style="list-style-type: none"> • To provide secretarial support to the Project Manager ISGPP. (Taking dictations, typing letters etc.) • To provide support for office management related to receipt and issue of letters • Maintaining supplies of office stationaries, communication materials etc.by checking stock to determine inventory levels; placing and expediting orders. • Record keeping and taking minutes of the meetings if required • Management of front desk • Managing office communication as directed by the PM-ISGPP (Sending e-mails at request etc.) • Maintaining mailing list, contact details of all concerned. 	Rs.12,000/-

APPLICATION FORM

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

1. Name of the candidate (in Capital Letters):
2. Posts applied for (in order of preference)
 - A)
 - B)
3. Name of Father/Husband.....
4. Date of birth:
5. Age as on 01.01.2013.....
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)				
Relevant 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: