



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 City, Kolkata – 700 091,
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No. 897/ISGPP/20E-1/(EP)/14

Dated: 04.08.2014

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

A. The ISGP Project invites application from suitable candidates for the post of : **Financial Management & Procurement Coordinator (1 post)** for District Coordination Unit of the Project under P&RD Department.

The post is purely contractual and the engagement will be done initially up to 31.12.2014 and then for one more year subject to the terms and conditions mentioned in this Notification.

B. The initial contractual engagement and the subsequent renewal (if any) shall depend absolutely on continuation of the ISGP Project. In other words, in case the ISGP Project is foreclosed before normal closure date of 31.12.2015 , the contractual engagement will stand 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 30th June 2014. 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 2014.**

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 people-friendly and having serving attitude and capacity to work in a team and on project mode. Those unable to join on scheduled date 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) 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 City, Kolkata - 700091 within **14th August 2014 (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 Project" 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 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



Joint Secretary to the Government of West Bengal
Panchayats & Rural Development Department and
Project Manager, ISGP Project

Table (A)

Sl. No.	Name of Post & Mode of Engagement	No. of Posts	Minimum Qualifications, Competencies & Work Experience	Major Responsibilities	Consolidated Monthly Remuneration
(a)	(b)		(c)	(d)	(e)
1.	Financial Management & Procurement Coordinator	01	<ul style="list-style-type: none"> • Honours graduation in Commerce with 55% marks • Sound work experience in development sector • 2 years' post qualification work experience in any rural development project at district and/or state level is preferable 	<ul style="list-style-type: none"> • To report and provide support to the District Coordinator in implementation of ISGP project • To provide mentoring and on-site support to GPs in preparation of budget, on financial management and GPMS based reporting • To provide support to GPs in following the procurement guideline • To provide support to GPs in resource mobilization & utilisation and asset management 	<ul style="list-style-type: none"> • Rs.26,416/- (expected to be enhanced)

APPLICATION FORM

(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 (in order of preference)**
- 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. 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				
Hons. Graduation (mention details)				
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)

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: