



**Institutional Strengthening of Gram Panchayats (ISGP) Program-II  
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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Memo. No.475/ISGPP/PMU-7/2016

Dated- 06.04.2018

**Notification for Filling up of Vacant Post on Contract basis under ISGP Programme II**

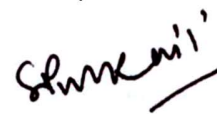
A. The ISGP Programme II under P&RD Department invites application from suitable candidates for the following posts on contract basis for implementation of the IBRD supported ISGP Programme - II, subject to the terms and conditions mentioned in this Notification.

Sl. No.	Name of the Post	No. of Vacancy	Expected monthly remuneration	Upper Age Limit (as on 01.04.2018)
1	Communication Manager – State Level	01	Rs. 48,000/-	35 Years
2	Capacity Building Manager (Trg.) (STARPARD) – State Level	01	Rs. 48,000/-	40 Years
3	Master Trainer (STARPARD) – State Level	01	Rs. 42,000/-	40 Years
4	Training Coordinator (STARPARD) – District Level	01	Rs. 30,000/-	35 Years
5	Assistant Accounts and Administrative Coordinator - District Level	01	Rs. 32,000/-	35 Years

- B. The initial contractual engagement period 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, age, competencies and work experiences need not apply. Applications received from candidates not having the minimum academic qualifications, competencies & work experiences shall summarily be rejected.
- D. The academic qualifications, competencies, age and work experiences mentioned in **Table (A)** are minimum as on 1<sup>st</sup> August 2017. Higher academic qualifications and richer work experiences will be given preference at the time of selection.

- 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 Programme mode. Those unable to join immediately after selection need not apply.
- G. **A candidate must not apply for more than one type of post.**
- H. **Application not in the prescribed format will be summarily rejected.**
- I. The application must be complete in all respects. Incomplete application shall be summarily rejected.
- J. 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 **24<sup>th</sup> April 2018 (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 ISGPProgramme” should be written on the envelope containing the filled in application form.
- K. Scanned application may also be sent to the e-mail id: [scu.wbisgpp@gov.in](mailto:scu.wbisgpp@gov.in)
- L. Only shortlisted candidates will be called for Interview/Personality test and written test for final selection.
- M. Decision of the competent authorities 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 & Remuneration	Major Responsibilities
(a)	(b)		(c)	(d)
1	<b>Communication Manager</b> (State Level)	01	<ul style="list-style-type: none"> <li>• Master degree in Mass Communication or similar discipline</li> <li>• Sound work experience in development sector</li> <li>• 5 years' post-qualification work experience in mass communication</li> <li>• Sound multi-media skills and skills in designing and implementing development communication including print and electronic media at state level</li> </ul> <p><b>Should be proficient in English and Bengali writing and speaking and must have proficiency in power point presentations</b></p>	<ul style="list-style-type: none"> <li>• To assist the Program Director in all IEC matters related to programme communication under the ISGPP II</li> <li>• To prepare communication strategy and action plan for effective management of ISGPP II</li> <li>• To develop printing and audio-visual communication materials for raising awareness on various issues</li> <li>• To provide support to other Managers in development of communication and campaign materials</li> <li>• To document and disseminate lessons learnt from the programme management</li> <li>• To promote sharing of lessons learnt among all stakeholders</li> <li>• To coordinate activities related to implementation of satellite-based communication system</li> </ul> <p>To provide research support in the field of social communication and mass education through distance education mode</p>
2	<b>Capacity Building Manager (Trg.) - (STARPAR)</b> (State Level)	01	<ul style="list-style-type: none"> <li>• Post graduate degree in any discipline with 5 years' work experience in management of rural development project and training in Government sector</li> <li>• Must have obtained 60% marks in Post-Graduation</li> <li>• Must be Honours graduate in Social Sciences with 55% marks</li> </ul> <p>Should be proficient in English and Bengali writing and speaking and must have proficiency in power point presentations</p>	<ul style="list-style-type: none"> <li>• Review and revise the training needs assessment put together by the project with adequate focus on methods, tools and the contextual setting;</li> <li>• Put together a rapid review of the existing training materials and aids used in the project with inputs from sector specialists, and identify ways to improve on them in terms of delivery.</li> <li>• Assist in the development and testing of pedagogy and suitable delivery methods that address the issue of absorption and retention for a heterogeneous participant profile.</li> <li>• Assist in the development and implement the delivery of short-term targeted trainings, with focus on delivery methods and support systems, for both elected representatives as well as employees. This will also involve developing and organizing immersions and crash courses on a regional basis and measuring the results for improvement not only of these programs but also helping STARPAR with improving their training modules and delivery methods.</li> </ul>

3	<b>Master Trainer (STARPARD)</b>  (State Level)	01	<ul style="list-style-type: none"> <li>Honours graduate in any discipline with 3 years' work experience in rural development sector in similar job.</li> <li>Must have obtained 55% marks in Honours Degree</li> </ul> <p>Should be proficient in English and Bengali writing and speaking and must have proficiency in power point presentations</p>	<ul style="list-style-type: none"> <li>Assist Capacity building manager to prepare annual work plan for capacity building of GP functionaries</li> <li>Assist to conduct training of trainers for the project</li> <li>Assist in preparation of curricula and modules for formal training on capacity building of GPs</li> <li>Assist to Coordinate activities related to quality assurance for formal training under ISGPP-II</li> </ul>
4	<b>Training Coordinator – (STARPARD)</b>  (District level)	01	<ul style="list-style-type: none"> <li>Graduation with Honours in Social Science with at least 55% marks.</li> <li>Sound work experience in development sector</li> </ul> <p>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.</p>	<ul style="list-style-type: none"> <li>To coordinate activities related to formal training of GP functionaries</li> <li>To conduct training programmes</li> <li>To monitor all capacity building activities</li> <li>To coordinate with experts/trainers and institutions development of curricula and modules training of GP functionaries</li> <li>To coordinate activities related to quality assurance</li> </ul> <p>To prepare reports based on the feedback of trainings and share with all concerned through DPRDO</p>
5	<b>Assistant Accounts &amp; Administrative Coordinator</b>  (District Level)	01	<p>Honours Graduate in Commerce with at least 55% marks</p> <p>Atleast two years' work experience in development/ pvt./ corporate sector</p>	<p>Management of accounts at the district level in TALLY-based accounting system.</p> <p>Maintain cash book, ledger, etc and to assist in project administration functions at the at the district level</p> <p>Coordinate and assists in all audit matters at district level and assist district co-ordinator in relevant admin matters.</p>

## 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 01.04.2018**.....
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					
<b>Major responsibilities/tasks performed</b>					
Sl. No.	Organisation/Office	Post Held	From	To	Total Period (Years & months)
2					
<b>Major responsibilities/tasks performed</b>					
<b>Total experience</b>					

**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: .....