



**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.2848/ISGPP/PMU-7/2016**

**Dated- 05.12.2017**

**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.

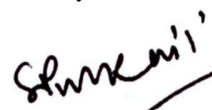
Sl. No.	Name of the Post	No. of Vacancy	Expected monthly remuneration
1	District Coordinator – for Cooch Behar District	01	Rs. 42,000/-
2	Assistant Accounts and Administrative Coordinator - District Level	01	Rs. 32,000/-
3	IT Manager – State Level	01	Rs. 55,000/-

- 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, 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. **Upper limit of age for all posts except IT Manager is 35 years and 40 years for the post of IT Manager as on 01.10.2017.**
- 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 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. The application must be complete in all respects. Incomplete application shall 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 **12<sup>th</sup> December 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](mailto:scu.wbisgpp@gov.in)
- J. Only shortlisted candidates will be called for Interview/Personality test and written test for final selection.
- K. 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	IT Manager	01	ME/ M Tech in IT/Computer Science with 5 years work experience in Development/ Pvt. / Corporate Sector	<p>1) Provide support for programming on e-office or e-governance and project MIS</p> <p>2) Coordinate within P&amp;RD Department on IT related issues including Gram Panchayat Management System, project M&amp;E, Panchayat Enterprise Suite etc.</p> <p>3) Review and put together a status report on the digital infrastructure used by the project and the PRDD</p> <p>4) Provide support for GIS based concurrent monitoring system</p> <p>5) Put together a brief Digital Data management and User policy spelling out necessary protocols for software use, data transfer, data analytics and over time prepare and impart necessary training to the SCU staff and identified DCU staff (for take up in the districts).</p> <p>6) Coordinate maintenance of the entire IT systems (computers &amp; peripherals, servers, LAN, Tele-communication system etc.) of ISGPP State Unit and District Coordination Units;</p> <p>7) To coordinate for adopting IT initiatives for planning &amp; monitoring system</p>
2	District Coordinator – Cooch Behar	01	<p>Honours graduate and Post Graduate in any Social Science subject or MBA (H.R.)</p> <p>Must have obtained at least 70% marks in 10+2 standard &amp; 55% marks in Post Graduation.</p> <p>Should be proficient in English and Bengali writing and speaking and must have proficiency in power point presentations</p> <p>Desirable- Three years' work experience in development/ pvt./ corporate sector</p>	<p>To coordinate and to remain in overall charge of the ISGP project in the district</p> <ul style="list-style-type: none"> <li>• To assist and remain under the control of the AEO of the Zilla Parishad or ADM (Panchayats)</li> <li>• To coordinate activities related to tracking of progress of ISGP project with reference to result monitoring framework at the district level</li> <li>• To prepare and monitor district level annual work plan for effective implementation of ISGP project</li> <li>• To coordinate and be responsible for the performance of the district team and mentoring team members and effectively implement districts CB plan</li> <li>• To monitor effective implementation of the initiatives on GRM, social audit, ICT based activity tracking system through mobile apps, solid and liquid waste management and arsenic free drinking water</li> <li>• To manage operational funds and place the accounts before audit for the expenditure incurred at the District Coordination Unit level.</li> </ul>

3	Assistant Accounts & Administrative Coordinator	01	Honours Graduate in Commerce  Atleast two years' work experience in development/ pvt./ corporate sector	Management of accounts at the district level in TALLY-based accounting system. Maintain cash book, ledger, etc and to assist in project administration functions at the at the district level Coordinate and assists in all audit matters at district level and assist district co-ordinator in relevant admin matters.
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## 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 01.10.2017**.....
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					
<b>Major responsibilities/tasks performed</b>					
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: .....