



**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
Ph. no.: +91 33 2367-1461/ 8724, Fax: + 91 33 2367- 2594
e-mail: scu.wbisgpp@gov.in, Website: www.wbisgpp.gov.in

Memo. No.203/ISGPP/PMU-7/2016

Dated- 09.02.2018

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
1	Communication Manager – State Level	01	Rs. 48,000/-
2	Assistant Capacity Building Manager (Public Infrastructure) – State Level	01	Rs. 42,000/-

- 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 01.01.2018. Higher academic qualifications and richer work experiences will be given preference at the time of selection. **Upper limit of age for all posts is 35 years as on 01.01.2018.**
- 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 **20th February 2018 (before 5-00 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 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	Communication Manager	01	<ul style="list-style-type: none"> • Master degree in Mass Communication or similar discipline • Sound work experience in development sector • 5 years' post-qualification work experience in mass communication • Sound multi-media skills and skills in designing and implementing development communication including print and electronic media at state level <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"> • To assist the Program Director in all matters related to programme communication under the ISGPP II • To prepare communication strategy and action plan for effective management of ISGPP II • To develop printing and audio-visual communication materials for raising awareness on various issues • To provide support to other Managers in development of communication and campaign materials • To document and disseminate lessons learnt from the programme management • To promote sharing of lessons learnt among all stakeholders • To coordinate activities related to implementation of satellite-based communication system • To provide research support in the field of social communication and mass education through distance education mode
2	Assistant Capacity Building Manager (Public Infrastructure)	01	<ul style="list-style-type: none"> • BE/B.Tech degree in civil engineering with 1 year's work experience in designing & managing projects, having knack for capacity building 	To assist the Capacity Building Manager (Engineering) in relevant tasks looked after by her/him in matters related to capacity building on rural engineering

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 1).....**
3. **Name of Father/Husband.....**
4. **Date of birth:.....**
5. **Age as on 01.01.2018.....**
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					
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: