



**Institutional Strengthening of Gram Panchayats (ISGP) Program-II**  
**Panchayats & Rural Development Department**  
**Government of West Bengal**

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Memo. No. 0063/ISGPP/PMU-7/2016 (Pt. 1)

Dated- 27.01.2022

**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 post 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
1	District Coordinator – District level	02

- 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, upper age limit, 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, upper age limit, competencies, age and work experiences mentioned in **Table (A)** are to be taken into account as on 1<sup>st</sup> January 2022. 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 in the state, 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 selected candidate shall have to submit written undertaking to the effect that they will be bound to serve anywhere within the State as per requirement of the programme and vacancy position.**
- H. The application must be complete in all respects. Incomplete application shall be summarily rejected.

*27/1/22*

- I. Each application in sealed cover must reach Institutional Strengthening of Gram Panchayats (ISGP) Programme II, Panchayats & Rural Development Department, Government of West Bengal, Mritika V=Bhawan 6<sup>th</sup> floor, 18/9 DD Block Sector – I, Salt Lake City, Kolkata – 700064 within **10<sup>th</sup> February 2022 (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.
- J. Scanned application may also be sent to the e-mail id: [hra.wbisgpp@gov.in](mailto:hra.wbisgpp@gov.in)
- K. Only shortlisted candidates will be called for Interview/Personality test and written test for final selection.
- L. 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

  
 Programme Director, ISGPP-II and  
 Special Secretary P&RD Department  
 Govt. of West Bengal

**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	District Coordinator	02	<p>Honours graduate and Post Graduate degree in any Social Science/ Science subject or management</p> <p>Should be proficient in English and Bengali writing and speaking and must have proficiency in power point presentations</p> <p>Must have worked in similar type of project/ programme in the P&amp;RD Department, Govt. of West Bengal for at least <u>05 (five) years</u></p> <p>Upper age limit: 45 years as on 01.01.2022</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>



## 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 - DISTRICT COORDINATOR
3. Name of Father/Husband.....
4. Date of birth:.....
5. Age as on 01.01.2022.....
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: .....