

NOTICE

The Women Development and Social Welfare Department, Government of West Bengal invites applications from eligible candidates for below mentioned posts at State Project Management Unit and 20 District Project Management Units to implement Kanyashree Prakalpa.

1. Name of the post: State Project Manager

Number of vacancy: 1

Location: State Project Management Unit, Kolkata

Educational Qualification and Experience:

- Master's Degree in any discipline/ MBA /BTech or equivalent from a recognized university/organisation/institution
- 5-10 years of experience of working at higher level in government, semi-government, multi-lateral, private or non-government organizations
- 5-10 years of experience of designing, supervising research and large scale surveys
- Evidence of skills of report preparation and documentation
- Knowledge of all major national flagship programmes and their implementation mechanism related to women and children
- Experience of supporting Government in monitoring outcomes of various government programmes
- Good understanding of result based management, use of log frame for programme planning implementation and monitoring
- Good skills to use computer software
- Interpersonal coordination and networking skills
- Good communication skills in English and Bengali

Salary: If recruited on Contractual basis, a consolidated monthly remuneration of Rs. 1 Lakh will be paid. For Government official on deputation, the pay will be same as his/her service rules.

Job Responsibility:

- Under the guidance and supervision of Secretary, Dept. of Child Development and Women Development & Social Welfare; undertake overall responsibility of planning, implementation and monitoring of the scheme across the state
- Co-ordinate with DPMUs and Banks to ensure effective implementation of the scheme
- Undertake need-based base-line and mid-line surveys to assess the outcome and impact of the scheme
- Liaison with other relevant Departments like School Education, Technical Education & Training, Higher Education, Health & Family Welfare, Panhayat & Rural Development, Minorities Affairs and Madrasah Education and others for co-ordination and convergence
- Report writing and documentation
- Carry out publicity campaigns
- Any other work for the effective implementation of the scheme

2. Name of the post: Deputy Project Manager

Number of vacancy: 1

Location: State Project Management Unit, Kolkata

Educational Qualification and Experience:

- Master's Degree in any discipline/ MBA /BTech or equivalent from a recognized university/organisation/institution
- 5-10 years of experience of working at higher level in government, semi-government, multi-lateral, private or non-government organizations
- 5-10 years of experience of designing, supervising research and large scale surveys
- Evidence of skills of report preparation and documentation
- Knowledge of all major national flagship programmes and their implementation mechanism related to women and children
- Experience of supporting Government in monitoring outcomes of various government programmes
- Good understanding of result based management, use of log frame for programme planning implementation and monitoring
- Good skills to use computer software
- Interpersonal coordination and networking skills
- Good communication skills in English and Bengali

Salary: If recruited on Contractual basis, a consolidated monthly remuneration of Rs. 75,000/- will be paid. For Government official on deputation, the pay will be same as his/her service rules.

Job Responsibility:

- Support State Project Manager in planning, implementation and monitoring of the scheme across the state
- Support State Project Manager in report writing and documentation

3. Name of the post: Accounts Officer

Number of vacancy: 1

Location: State Project Management Unit, Kolkata

Educational Qualification and Experience:

- Commerce Graduate with Accountancy Honours
- Certificate in Computer Applications from a reputed and recognized institute and ability to work in MS office packages. Working knowledge of spread sheet, Tally and presentation packages.
- 5-10 years of working experience in Audit and Accounts services of Central or State Government

Salary: For Government official on deputation, the pay will be same as his/her service rules

Job Responsibility: Overall responsibility of maintaining the Accounts and regularly produce financial reports to the State Project Manager

4. Name of the post: District Project Manager

Number of vacancies: 1

Location: District Project Management Unit - Kolkata

Educational Qualification and Experience:

- Master's Degree in any discipline/ MBA /BTech or equivalent from a recognized university/organisation/institution
- 5-10 years of experience of working at higher level in government, semi-government, multi-lateral private or non-government organizations
- 5-10 years of experience of designing, supervising research and large scale surveys
- Evidence of skills of report preparation and documentation
- Knowledge of all major national flagship programmes and their implementation mechanism related to women and children
- Experience of supporting Government in monitoring outcomes of various government programmes
- Good understanding of result based management, use of log frame for programme planning implementation and monitoring
- Good skills to use computer software
- Interpersonal coordination and networking skills
- Good communication skills in English and Bengali

Salary: If on Contract, a consolidated monthly remuneration of Rs. 75,000/- will be paid. For Government official on deputation, the pay will be same as his/her service rules

Job Responsibility: Overall responsibility of District Project Management Unit

5. Name of the post: Accountant

Number of vacancies: 2

Location: State Project Management Unit, Kolkata -1 and District Project Management, Kolkata - 1

Tenure of service: 3 (three) years on contract

Qualification and Experience:

- Commerce Graduate with Accountancy Honours
- Certificate in Computer Applications from a reputed and recognized institute and ability to work in MS office packages. Working knowledge of spread sheet, Tally and presentation packages.
- Minimum 3 years of working experience

Salary: A consolidated monthly remuneration of Rs. 15,000/- will be paid.

Job Responsibility: Overall responsibility of maintaining the Accounts for State and District Project Management Units, as may be the case.

6. Name of the post: Accounts-cum-Data Manager

Number of vacancies: 4

Location: State Project Management Unit, Kolkata -2 and District Project Management Units, Kolkata - 2

Tenure of service: 3 (three) years on contract

Qualification and Experience:

- Commerce Graduate
- Certificate in Computer Applications from a reputed and recognized institute and ability to work in MS office
- Minimum 1 year of working experience

Salary: A consolidated monthly remuneration of Rs. 12,000/- will be paid.

Job Responsibility: Maintenance of Accounts and database.

The applications for the above post must reach the **Office of the Secretary, Child Development Department & Women Development and Social Welfare Department**, Writers' Buildings by **31st December' 2013**.