

West Bengal State Rural Development Agency

(An Agency of the Panchayats & Rural Development Department, Government of West Bengal:
Registered under Registration of Societies Act 1961, Registration No. S/IL/17726 of 2003-04)

e - Governance Cell

Jessop Building, 63 Netaji Subhash Road, 1st Floor, Kolkata 700001.

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No92-RD(Com)/5M-8/04 (Pt III)

Dated: 16.04.08

Notice inviting Expression of interest for engaging **Consultant** at e-Governance Cell of WBSRDA for **Common Services Centres – “Tathya Mitra” Project** under **National e-Governance Plan**.

For day to day monitoring, coordinating of CSC related activities including the G2C related activities MIS & reports & returns etc. the e-Gov. Cell of WBSRDA invites expression of interest from the eligible candidates for selection & engagement on contract basis to the following position :-

Name of Position : Consultant

Number of post : 1 (One)

Terms of Reference/Major Responsibilities:

Coordinate with Service Centre Agencies on different Business deliveries :
a) Keep track of G2C and utility services needs at the CSC end in the area of specific SCAs and follow up on Complaints on G2C service deliveries
b) Holding meetings with SCAs and other agencies for better services delivery to citizens
c) Report to Nodal Officer, State Designated Agency
d) Document all the steps relating to CSC activities
e) Any other activity as may be assigned by the authority

Competencies & Experience:

Qualification: Bachelor degree with a regular MBA degree from a reputed Management Institute.

Experience : 1 – 2 years experience in monitoring Coordinating IT related activities. He / She should be able to coordinate the activities relating to CSC project and G2C /Utility services alongwith B2C services of SCAs. The candidate must have willingness to travel at short notices, should be ready to shoulder responsibility and work as a team member. Candidate having previous knowledge in similar type of project would be preferred. Candidate must have proficiency in languages Bengali, English, Hindi etc.

Age : Not exceeding 35 years as on 01/04/2008

Consultation Fees/Compensation: Rs. 25,000/- Consolidated fees per month. Mobility Cost for official duties may be paid extra on actual basis. Higher fees may be considered for person with higher qualification and experience.

Period of Engagement: Engagement will be on contract initially for a period of 1 year renewable for another 2 (Two) years subject to satisfactory performance. The appointing authority may terminate the engagement without assigning any reason whatsoever after serving of 15 days notice.

Applications in the prescribed format given below are invited from eligible candidates by 4 pm on or before 30th April, 2008. The applications alongwith recent CV and two copies of passport size colour photographs must reach the e-Gov Cell. West Bengal State Rural Development Agency, Panchayat and Rural development Department, at Jessop Building, 1st Floor, 63, Netaji Subhas Road, Kolkata – 700001.

The selection of the candidate will be made after scrutiny of the applications and CV received and short listed candidates will be called for interview.

Any type of canvassing will be treated as disqualification for the candidate. The Decision of the WBSRDA will be final and binding to all concerned.

**A format for the expression of interest for the post of Consultant
in CSC project in West Bengal**

A. Basic Information

1. Name of the Candidate :
2. Father's/Husband's name :
3. Permanent Address
With Telephone No. :
4. Permanent Address
With Telephone No. :
5. E-mail Address :
6. Date of Birth :
7. Nationality :
8. Sex :
9. Marital status :

Affix recent attested passport size photograph here

B. Educational Qualification :

Sl. No	Examination	Board/ University	Subjects	Aggregate %

C. Technical skills, if any :

D. Experience :

E. Experience in CSC or in similar projects :

Date :

Place :

Signature of the Candidate