

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
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No. 1827 –PAR(IAS) / 5C-08/21

Dated. 26/11/2021

NOTIFICATION

Subject: Engagement of Senior Consultants / Consultants in different Departments of the Government of West Bengal for better governance and promoting the all round development of the people of the State.

1. With passage of time, the welfare-oriented governance has been gradually becoming more challenging and holding out better promises because of the rapid technological advances. The paramount need for permanent bureaucracy has been and will be there to ensure continuity of policies and play the role of essential supervision and co-ordination among different stake holders in governance as well as in implementation of different people-centric projects in welfare State. But, because of the unprecedented technological advances in different areas having strong bearing on socio-economic welfare of the people, the need for specialists and experts in domain knowledge is felt no less.

2. These experts with their specialized qualification and focused concentration on specific domains are likely to enrich the governmental system in better conceptualizing the needs and aspirations of people and suggesting the means of fulfilling the same with a visionary approach. Utilising the expertise and experience of the specialists in the corporate sector would make the development-oriented administration more vibrant, responsive and future-ready.

3. Also the best practices of the corporate sector are likely to make the governmental system more result-oriented with the optimum utilization of resources. Hiring of talents from the corporate world is likely to infuse better dynamism in the working of the Government.

4. Talents from the corporate sector may be utilised in the Government sector through hiring of Senior Consultants / Consultants on a contractual basis. It appears that hiring of such Senior Consultants / Consultants with domain knowledge specific to the business of different Departments will usher in paving the path for innovative ways in addressing the needs and aspirations of people in keeping pace with time. These Senior Consultants / Consultants may advise about chalking out the strategy for responsive and value-based execution of different schemes of the Government. While the selection of the Senior Consultants / Consultants may be based on their expertise and experience, the continuation of the engagement may be based on continuous appraisal of their performance.

5. Accordingly, after consultation with different departments as regards the needs for such Senior Consultants / Consultants and the areas of their activities and the qualification required, the Governor is pleased to accord approval towards engagement of 50 (fifty) posts of Senior Consultants / Consultants in the different Departments of the Government as per details below:

A. Appointing Authority: Personnel & Administrative Reforms Department, Government of West Bengal.

B. Number of Posts: 50

C. Age: Minimum 35 years and maximum 70 years as on the closing date for submission of application

D. Eligibility : Indian Nationals with following criteria are eligible to apply

(a) Individuals working at comparable levels in Public Sector Undertakings(PSUs), Autonomous Bodies, Statutory Organizations, Universities, Recognized Research Institutes; (b) Individuals working at comparable levels in Private Sector Companies, Consultancy Organizations, International/Multinational Organizations; (c) Retired employees of Government, Public Sector Undertakings(PSUs), Autonomous Bodies, Statutory Organizations, Universities.

(Selection Committee will consider the level of qualification and past experience for determining the suitability of candidates towards appointment as Senior Consultant / Consultant as the case may be.) A candidate is allowed to apply for maximum of two posts.

Candidates must be physically fit and mentally sound. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Government may require.

Note : Officers of the Central Government and State Government, in service, are not eligible to

apply.

E. Consolidated Remuneration:

1. Contractual remuneration of Senior Consultant will be Rs 2.00 Lakh /month and that for Consultant will be Rs 1.50 Lakh / month.
2. Contractual remuneration of the retired employees coming from pensionable / non pensionable service or drawing EPF pension shall in case of Senior Consultant will be 'Last Pay minus Pension' or 'Rs. 2.00 Lakhs minus pension / assumed pension' whichever is higher.
3. Contractual remuneration of the retired employees coming from pensionable / non pensionable service or drawing EPF pension shall in case of Consultant will be 'Last Pay minus Pension' or 'Rs. 1.50 Lakhs minus pension / assumed pension' whichever is higher.
4. There will be no separate elements like DA,HRA & MA etc.
5. Vehicle for official use shall be provided.

F. Tenure: Two years subject to possible renewal based on performance review. Provided that the engaging authority shall reserve the right for early termination of engagement on one month's prior notice, on the ground of unsatisfactory performance/ indiscipline/ misconduct etc.

G. Mode of Selection: Selection of the candidates will be through Personality Test.

It may also be noted that in case the number of candidates is high , the State Government may, for the purpose of interview, shortlist the candidates on the basis of qualification, areas of specialization and experience of the candidate including nature of duties discharged, kind of exposure, awards won and such other criteria as may deem fit in the context of the requirement of the particular assignments. Decision of the authority will be final and binding in this regard.

H. The panel prepared through the selection process will remain in force for one year or as the State Government may decide.

I. A Selection Committee will be formed for the selection of the Senior Consultant / Consultants. A candidate is allowed to apply for maximum of two posts. If at any subsequent stage or at the time of Personality Test any information given by a candidate or any claim made by a candidate in his /her applications is found to be false, his/her candidature is liable to be rejected and if already inducted in contractual service, his/her engagement may be terminated immediately.

J. The Webel Technology Limited(WTL) under P&AR Department may act as the Authorized Agency for receiving of the online applications and providing technical assistance at various stages for the purpose of completion of the selection process.

K. The charge will be debitible to the appropriate head of accounts of the respective departmental budget.

L. The D.D.O. of the respective Department / Directorate / office where the Senior Consultant / Consultant is engaged, will act as the D.D.O. in this respect.

M. Decision of the Authority is final with regard to engagement of Senior Consultant / Consultant and the Authority reserves full right to cancel the selection process either in full or in part without showing any reasons.

N. At the time of Engagement, successful candidate will have to submit an AFFIDAVIT, as per enclosed Proforma at Annexure I . However in the event of any adverse police report , contractual engagement of such candidate shall be liable to be terminated .

O. Any dispute arising with reference to this engagement is subject to jurisdiction in the Courts of Kolkata, West Bengal.

P. The Minimum and desirable qualifications and other eligibility criteria as proposed after consultation with the stakeholder Departments are as below :

A. DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT

Two (UR) posts of Senior Consultant / Consultant.

ESSENTIAL QUALIFICATIONS:

(A) **EDUCATIONAL:** Master's Degree from a recognized University/ Institution preferably in Rural Development / Social Work / Management / Rural Enterprises / Company Affairs.

(B) **EXPERIENCE:** Minimum 10 Years experience in the areas of rural livelihoods such as Farm & Non-Farm livelihoods activities, Financial Inclusion, Institution Building. The incumbent should have expertise in formation of Producer Companies and in linkage for the purpose of enterprises. Experience with large programmes supported by World Bank and other International donors will be preferred.

DESIRABLE QUALIFICATIONS: Doctorate / post doctorate Degree on Rural Livelihoods and Rural Transformation from a recognized University/ Institution.

JOB DESCRIPTION: To deal with –

- i. Implementation of "Anandadhara scheme" and other schemes in the State.
- ii. Emphasis will be on:
 - a) Social Inclusion and social mobilization of rural poor women into Self Help Groups (SHGs) and their Federations
 - b) Promotion and development of livelihoods collectives including producers' organizations
 - c) Training and Capacity building activities for the mobilized groups / members on Institutional aspects, livelihoods and social issues
 - d) Financial inclusion through linkages with Banks, Insurance organizations
 - e) Supporting enhancing livelihoods in farm and non-farm sectors including facilitating convergence with departments and agencies
- iii. Administrative, Statutory and Financial matters relating to schemes/ programmes on Rural Livelihoods, with enabling and coordinating statutory compliance of entrepreneurs, enterprises and Producers' Groups
- iv. Coordination with district administration and WBSRLM for linkages with Enterprises, SRLM on one hand and market on the other.

B. DEPARTMENT OF PUBLIC HEALTH ENGINEERING

Two (UR) posts of Senior Consultant / Consultant.

ESSENTIAL QUALIFICATIONS :

(A) **EDUCATIONAL :** B.Tech/Master's Degree from a recognized University/Institute with specialization in any of the fields of environmental engineering, Water resources management, hydrology, water governance, environmental & climate policy and science.

(B) **EXPERIENCE :At least 10 years experience in any of the following:** (i) Public policy in water resources sector. (ii) Executing interdisciplinary projects/programs in water resource management. (iii) Government schemes and programs in water management.

JOB DESCRIPTION : (i) Water resources management, particularly in planning, capacity building and mass awareness; (ii) Thrust on water conservation, preservation & augmentation; (iii) Intensive programme for ground water recharge, particularly in over-exploited, critical and semi-critical areas; (iv) Greater awareness for rain water harvesting; (v) Strengthening of community based institutions to foster ground water management; (vi) Increasing water use efficiency in water use, recycling of water including waste water; (vii) Promotion of water efficient techniques and technologies; (viii) Adopting best practices to

explore possibilities of effluent recycling and reuse of water; (ix) Conducting periodic water audits which can service as a gateway for optimization of water use, identifying sources of water losses and find opportunities for water savings.

C. DEPARTMENT OF URBAN DEVELOPMENT AND MUNICIPAL AFFAIRS

1. Two (UR) posts of Senior Consultants / Consultants (Engineering & Planning)

ESSENTIAL QUALIFICATIONS :

A) EDUCATIONAL : B.E/B.Tech in Civil/Mechanical/Electrical from a Recognized University / Institute.

B) EXPERIENCE: Minimum 10 years of experience in Urban Development with special reference to water supply, sewerage treatment, waste management and wastewater reuse technologies. Having adequate expertise in planning and preparation of Detailed Project Reports (DPRs) for infrastructure projects.

DESIRABLE QUALIFICATION: (i) M.E./ M.Tech in Civil/Mechanical/Electrical Engineering from a recognized University / Institute, (ii) Master's in Business Administration (MBA) / Post Graduate Diploma in Management (PGDM) from a recognized University / Institute, (iii) Master's in Business Administration (MBA) in Infrastructure Management from a recognized University / Institute.

JOB DESCRIPTION : To deal with Government policy, Programmes and matters relating to Urban Development including : (a) analysis of Urban Scenario based on MIS driven insights, (b) Trends / patterns for decision making using data management for urban development, (c) Preparation of guidelines, manuals, SOPs etc. to support capacity building and institutional strengthening of Urban Local Bodies (ULBs), (d) Integrated Environment-friendly Project Formulation including Water Resource Management and promotion of more sustainable approaches to water and waste management, e) Improvement of delivery of water, sewerage, sanitation and hygiene services to the urban population, with a clear focus on the poorest and most marginalized families, (f) Budgeting and financial management of various projects / drafting and processing of agreements/MOUs/tender documents.

2. One (UR) post of Senior Consultant / Consultant (Project Implementation)

ESSENTIAL QUALIFICATIONS :

A) EDUCATIONAL : CA/CMA

B) EXPERIENCE: Minimum 10 years of post-qualification experience in the field of Public Procurement, Project Management & Finance, Municipal Finance & Accounting, Revenue Generation & Budgetary Reforms, Innovative Financing.

DESIRABLE QUALIFICATION : (i) Master's in Business Administration (MBA) from a recognized University/Institute (ii) Post Graduate Diploma in Management (PGDM) from IIMs.

JOB DESCRIPTION : To deal with Government policy, Programmes and matters relating to Urban Development and Municipal Finance including : (a) analysis of Urban Scenario and accordingly prepare financial planning for ULBs, (b) Evaluate ceiling for Overhead/Administrative cost vis-à-vis total Sub-Project cost based on prescribed parameters (c) Preparation of financial guidelines, manuals, SOPs etc. to support capacity building and institutional strengthening of Urban Local Bodies (ULBs), (d) Budgeting & Financial Management for various projects and processing of agreements/MOUs/tender document etc e) Monitoring and Validation of financial status of various projects of ULBs through field visit, if required (f) To explore scope of application of PPP model in different urban development projects and policy formulation accordingly g) Evaluation of financial feasibility of alternative proposals h) To explore innovative ideas for revenue generation of ULBs for sustainable development i) To analyse and study existing cost absorption in ULBs and scope of reduction of wastage and cost.

D. FINANCE DEPARTMENT

1. One (UR) post of Senior Consultant / Consultant, Tax Administration

Essential Qualification :

A. EDUCATIONAL :

Master's Degree in Commerce or Finance or Professional Qualification in Chartered Accountancy, ICWA.

B. EXPERIENCE :

10 years experience in the field of Tax Administration.

DESIRABLE QUALIFICATIONS:

- (i) Chartered Accountancy
- (ii) Chartered Financial Analyst

JOB DESCRIPTION :

Shall be responsible for policy formulation, implementation and administration of various programmes/schemes/projects etc. in the area of work assigned to him/her.

2. One (UR) post of Senior Consultant / Consultant in Public Finance

ESSENTIAL QUALIFICATION:

A. EDUCATIONAL :

Master's Degree in Economics or Commerce or Business Administration.

B. EXPERIENCE:

10 years experience in the field of Public Finance.

DESIRABLE QUALIFICATION:

Master in Public Policy.

JOB DESCRIPTION:

Shall be responsible for policy formulation, implementation and administration of various programmes/schemes/projects etc. in the area of work assigned to him/her.

E. PUBLIC WORKS DEPARTMENT

One (UR) post of Senior Consultant / Consultant.

ESSENTIAL QUALIFICATION

(A) EDUCATIONAL: B.E./B.Tech. in Civil Engineering from any recognized University/ Institute.

(B) EXPERIENCE: At least 10 years experience in design/DPR/ Project Consultancy in Roads/ Civil construction sector involving more than Rs.500 cr. each for at least 2 projects. **OR** 10 years of experience in roads sector with minimum of 4 years experience in roads research directly or coordination/association with research/academic institutes on highway sector.

DESIRABLE QUALIFICATION: Master's Degree in Civil Engineering from a recognized University/ Institute.

JOB DESCRIPTION: (i) Identification of new material and technologies for planning, designing, construction, maintenance and operation of roads/ construction works so as to accelerate the construction, and to provide the cost effective and durable facility. (ii) Use of technology to promote locally available market. (iii) Use of technology to monitoring the performance durability of the roads/ constructions. (iv) Association/ Coordination with various research and academic institutions so as to facilitate new research and development. (v) Preparation of Standards and Specification for various materials/items to be used for construction.

F. TRANSPORT DEPARTMENT

1. One (UR) post of Senior Consultant / Consultant (Transport)

ESSENTIAL QUALIFICATION:

A. **EDUCATIONAL** :M.Tech in Civil Engineering with specialization in Transportation Engineering.

B. **EXPERIENCE**: At least 10 years experience in Transport Sector policy formulation .

JOB DESCRIPTION:

- i. To deal with Government Policy, programmes and activities related to transport sector
- ii. Development of transport planning, infrastructure and logistics
- iii. Improvement of citizen centric services based on ICT and Data Analytics
- iv. Modernization of Transport Sector with environmental aspects
- v. Management and operation aspects of STUs
- vi. Resource mobilization & Road Safety Issues

2. One (UR) post of Senior Consultant / Consultant (Inland Waterways Transport)**ESSENTIAL QUALIFICATION:****A) EDUCATIONAL :**

Masters in Naval/ Marine Engineering including Naval Architecture

B) EXPERIENCE:

Minimum 10 years experience in water transport sector.

JOB DESCRIPTION:

- i. Survey, Inspection and Formulation of Policy for Boats & Vessels
- ii. Development and implementation of SOP regarding safety of passengers and crews
- iii. Modernisation of inland waterways transport
- iv. Quality assurance, safety and security of vessels & boats
- v. Coordination with IWAI (Inland Waterways Authority of India)
- vi. Design, development, installation of RIS (Research and Information System) and other maritime technology solution. Development and operation of jetties, water ports and other waterways related infrastructure.

G. ANIMAL RESOURCES DEVELOPMENT DEPARTMENT**Two (UR) posts of Senior Consultants / Consultants****ESSENTIAL QUALIFICATIONS:**

(A) **EDUCATIONAL**: Master's Degree from a recognized University/Institute on Veterinary Sciences

(B) **EXPERIENCE**: Minimum 10 years of experience in supervisory roles in Animal resources development schemes/projects

JOB DESCRIPTION: (i) coordinate, monitor and guide the Divisions (ii) Coordinate the inputs/comments on financial matters, Programme Implementation Plans (PIPs), references from other agencies and administrative matters (iii) Lead data - based analytical work including on best practices nationally and globally, developing capacities and convergent planning relevant to all programs (iv) Holistic, balanced and integrated viewpoints pertaining to the programme. (v) Any other tasks that may be assigned from time to time.

H. DEPARTMENT OF POWER

One (UR) post of Senior Consultant / Consultant equivalent to be termed 'ECONOMIC ADVISOR'

ESSENTIAL QUALIFICATIONS:

- (A) **EDUCATIONAL** : Master's degree or equivalent on Economics, Finance or Business Administration.
- (B) **EXPERIENCE**: Ten years experience in the Power Sector with focus on Policy Design, Strategy and Planning, Financial and Economic Analysis, Renewable and Clean Energy economics

DESIRABLE QUALIFICATION: Specialised experience in energy related topics

JOB DESCRIPTION: To formulate strategies and government policies, schemes, programmes to improve operational and financial performance of electricity generation, transmission and distribution of government utilities

I. FOOD PROCESSING INDUSTRIES AND HORTICULTURE DEPARTMENT**1. One (UR) post of Senior Consultant / Consultant, Food Processing Industries****ESSENTIAL QUALIFICATIONS-**

(A) **EDUCATIONAL**: B.E. /B. Tech in Food Technology / Food Engineering / Agricultural Engineering / Chemical Engineering, Or Bachelor's Degree in Biotechnology / Dairy / Fisheries / Animal Husbandry, from any recognised University / accredited institution.

(B) **EXPERIENCE**: At least 10 (ten) years experience in the Food Processing industry / sector, in the business policy level.

DESIRABLE QUALIFICATION: MBA, from accredited institution.

JOB DESCRIPTION: Assisting in policy formulation for attracting entrepreneurs in the food processing sector, evaluation of current policies, leading studies in new technologies in the sector, implementation of cold chain technologies.

2. One (UR) post of Senior Consultant / Consultant Horticulture:**Essential Qualifications-**

(A) **EDUCATIONAL**: B.Sc. in Agriculture / Horticulture and M.Sc. Horticulture

(B) **EXPERIENCE**: At least 10 (ten) years experience in horticulture or agriculture extension work / agri-business / running tissue culture laboratory, in a senior managerial position.

DESIRABLE QUALIFICATION: Bachelor's degree / equivalent in Rural Management

JOB DESCRIPTION: Leading extensions efforts in the horticulture, popularisation of protected cultivation, micro irrigation, tissue culture and area expansion of perennial and non perennial plantations.

J. DEPARTMENT OF INDUSTRY COMMERCE & ENTERPRISES

One (UR) post of Senior Consultant / Consultant

ESSENTIAL QUALIFICATION:

(A) **EDUCATIONAL**: Master's degree in Business Administration or Economics or Foreign Trade or Commerce or Business Economics from a reputed university or Institute.

(B) **EXPERIENCE**: Minimum 10 years experience in any of the field of Policy Making, Economics, Industry Promotion, Logistics, Business Consultancy & Project Management, Supply Chain Management and related strategy development implementation.

JOB DESCRIPTION:(i) Identifying ways to encourage private sector participation
(ii) Analyzing prevailing infrastructures, overall costs of services / operations and

determining the most cost-effective and efficient means of Project Management, industrial projects (iii) Collating, arranging and analysis of data, (iv) developing coordinated and integrated inter modal logistics interventions including for infrastructure creation and paperless on-line digital monitoring / management, (v) Monitoring and working towards harmonizing industrial operations. (vi) working with different stakeholders. (vii) Analysis of existing industrial policies, gap identification (viii) studying of upcoming business opportunities development of papers, regular Industrial sector analysis & Inputs for effective project management and preparing documents for various transitional project.

K. DEPARTMENT OF IRRIGATION & WATERWAYS

One (UR) post of Senior Consultant / Consultant.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL:

B.E./B.Tech. in Civil Engineering from any recognized University/ Institute.

(B) EXPERIENCE:

At least 10 Years experience in designing/preparation of DPRs in embankment of river / coastal/ estuarine protection sector involving more than Rs.50 Cr. each for at least 2 projects.

OR 10 Years of experience in water resources/irrigation sector with minimum of 4 years experience in research directly or coordination/association with research/academic institutes on irrigation/ river/coastal/estuarine protection sectors.

DESIRABLE QUALIFICATIONS:

Ph. D. (Engg.)/Master's Degree in Water Resources & Hydraulic Engineering from a recognized University/ Institute.

JOB DESCRIPTION:

(i) Identification of new material and technologies for investigation, mathematical modelling, planning, designing, construction, maintenance and operation existing embankments / new construction works so as to accelerate the Irrigation project work and to provide the cost effective and durable facility.

(ii) Use of technology to promote locally available market.

(iii) Use of modern technology such as GIS software, etc. to monitoring the performance durability of the constructions.

(iv) Association/ Coordination with various research and academic institutions so as to facilitate new research and development.

(v) Preparation of Standards and Specification for various materials/items to be used for civil construction.

L. DEPARTMENT OF LABOUR

1. One (UR) post of Senior Consultant / Consultant for Employment Directorate

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: Master's Degree in Management/ Law/ Social Welfare /Social Work

(B) EXPERIENCE: At least 10 years experience in Govt. Department or Private Company, in charge in Human Resources Management, Specialising in job creation, up-gradation of skills, training, placement, re-skilling and re-deployment

DESIRABLE QUALIFICATION: Master's Degree in Business Administration

JOB DESCRIPTION:

(a) Identification of young persons entering the job Marketing in various areas – some skilled, semi-skilled and skilled personnel

(b) Management records and potential employees

- (c) Identification of job opportunities and enlisting of Firms
- (d) Training of re-deployment of excess labour
- (e) Skilling and re-skilling of labourers / workmen

2. One (UR) post of Senior Consultant / Consultant for Labour Department.
ESSENTIAL QUALIFICATIONS

- (A) **EDUCATIONAL:** Post Graduate Degree in Human Resource Management (HRM) or Post Graduate Diploma in Social Welfare or Social Work
- (B) **EXPERIENCE:** At least 10 years experience in any Government Department or mid-size Private Company in Human Resource Management and welfare related activities
- (C) **DESIRABLE QUALIFICATION:** Degree in Law
- (D) **JOB DESCRIPTION:** Framing Policy for welfare of organized / unorganized labour, Implementation of welfare schemes of the Government, Training and upgrading skills or workers. Compliance of various statutory laws.

M. DEPARTMENT OF INFORMATION TECHNOLOGY & ELECTRONICS

1. One (UR) post of Senior Consultant / Consultant (TECHNICAL) – I (DATA CENTRE & NETWORKS - CRITICAL INFORMATION INFRASTRUCTURE)

ESSENTIAL QUALIFICATIONS:

- A) **Educational:** B.E. / B. Tech in Computer Science and/or Electronics and/or Electronics & Telecommunication Engineering.
- B) **EXPERIENCE:**
 - a. At least ten years experience in working on critical information infrastructure;
 - b. At least five years experience in managing critical information infrastructure

DESIRABLE QUALIFICATION: Post-Graduation or Post Graduation Diploma in Business Management

DESIRABLE EXPERIENCE:

- 1. At least fifteen years experience in working on critical information infrastructure;
- 2. At least ten years experience in managing critical information infrastructure

JOB DESCRIPTION:

- 1. Leading West Bengal State Wide Area Network (WBSWAN) and West Bengal State Data Centre (WB-SDC) on behalf of the IT&E Dept.;
- 2. Advising on future expansion of these critical information infrastructures based upon increased requirement in the State Government.

2. One (UR) post of Senior Consultant / Consultant (TECHNICAL) – II (CYBER SECURITY)

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL:

- 1. B.E. / B. Tech. in Computer Science and/or Electronics and/or Electronics & Telecommunications and/or Information Technology Engineering OR M.Sc. in similar disciplines.
- 2. CISSP/CISM/CISA or any certification of similar nature only in the fields of Cyber

Security.

(B) EXPERIENCE:

1. At least ten years experience in working on cyber security;
2. At least five years experience in managing security of a public or private organisation of repute.

DESIRABLE QUALIFICATION: Post-Graduation in Computer Science and/or Electronics and/or Electronics & Telecommunications and/or Information Technology Engineering OR Post-Graduation degree or Post Graduation Diploma in Business Management

DESIRABLE EXPERIENCE:

1. At least fifteen years experience in working on cyber security;
2. At least ten years experience in managing security of a public or private organisation of repute.

JOB DESCRIPTION:

1. Leading Cyber Security Centre of Excellence, West Bengal on behalf of the IT&E Dept.;
2. Advising on future course of cyber security threat landscape, formulating cyber security posture of the State Government and guiding into its implementation.

3. One (UR) post of Senior Consultant / Consultant (TECHNICAL) – III (ELECTRONICS WASTE MANAGEMENT)

ESSENTIAL QUALIFICATIONS:

A) EDUCATIONAL

1. B.E. / B. Tech in any discipline.

B) EXPERIENCE:

1. At least ten years experience in working on electronics /communication /information technology industry;
2. At least three to five years experience in working on electronic waste management.

DESIRABLE QUALIFICATION: M.E. / M. Tech in any discipline OR Post-Graduation degree or Post Graduation Diploma in Business Management

DESIRABLE EXPERIENCE:

1. Hands-on experience in managing electronic waste recycling project(s).

JOB DESCRIPTION:

1. Leading Electronic Waste Disposal vertical of West Bengal on behalf of the IT&E Dept.;
2. Advising on future course of electronic waste generation, inventorisation of State's e-Waste and formulating State's posture toward e-Waste disposal in the coming decade(s).

N. DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS

i) One (UR) post of Senior Consultant / Consultant, e- Governance:

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: (i) Master's Degree in Computer Science or B.E./B.Tech in Computer Science/Information Technology from a recognized University /Institute. (ii) Master's in Business Administration (MBA) / Post Graduate Diploma in Management (PGDM) from a recognized University /Institute.

(B) EXPERIENCE: (i) Minimum 10 years work experiences in the area of Information Technology with at least Five years experience in Design & Development of IT projects,

with expertise in any of the following:- (a) Consulting (ICT/e-Governance initiatives).(b) Managing projects involving emerging technologies. (c) Development of e-Governance models.

DESIRABLE QUALIFICATIONS: Master's in Business Administration (MBA) / Post Graduate Diploma in Management (PGDM) with specialization in Information Technology/Business Analytics from a recognized University / Institute.

JOB DESCRIPTION: To deal with – (i) Data preparation and Management, Development of Application software for MoSPI, Data Documentation, Archiving and Dissemination.(ii) Development of Advanced Analytics dashboard and GIS based web enabled online query.(iii) Monitoring work undertaken by the Department.(iv) Overall Project Management including planning, directing and coordinating the overall programmes.

ii) 12(UR) Posts of Senior Consultants / Consultants, Public Administration

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: Master's Degree

(B) EXPERIENCE: At least 10 years experience in any of the following: (i) Public administration (ii) Public policy formulation, (iii) Rural Development

DESIRABLE QUALIFICATION: MBA in Public Administration / Public Finance from a recognized institute

JOB DESCRIPTION: (i) Preparation of monitoring plan for public policies (ii) Coordination with all stakeholders (iii) capacity building of all stakeholders (iv) To participate in conceptualization and implementation of Government Policies, programmes and activities, (v) Lab to field idea dissemination

O. DEPARTMENT OF TECHNICAL EDUCATION AND TRAINING & SKILL DEVELOPMENT

1. One (UR) post of Senior Consultant / Consultant for establishing Industry connect and placement linkages

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: Bachelor's Degree in Engineering in any discipline from a recognized University/Institute and Master's degree or equivalent in Business Administration from any recognized University/Institute.

(B) EXPERIENCE: At least 10 years experience in relevant fields out of which Minimum three years experience should be in handling Human Resources in Corporates/ handling placement of technical resources at shop floor level or service executive level in any training or placement agency or both combined.

DESIRABLE EXPERIENCE: (i) Experience in areas of entrepreneurship development training; (ii) Experience in mass implementation of learning development initiatives, developing skill building initiatives for mass/grass root level impact; and (iii) Experience in creation and management of IT tools/ planning and development of e-learning platform.

JOB DESCRIPTION:

(1) Establish Industry connect and placement linkages by connecting with Industry and Service Sector organisations nationally and Engage with organisations working in the field of entrepreneurship to plan initiatives that arrange self-employment opportunities to the trainees (2) Facilitation of Curriculum design as per industry requirements (3) Innovation in entrepreneurship programmes mainly targeted at skilled, unskilled and informal system workers and carry out its implementation in partnership with other stakeholders. (4) Continuous review of innovations in the field of learning & development, learning methodologies, technological advancements in the field. (5) To plan, implement and roll out impactful initiatives/schemes and IT solutions on skilling and training.

2. **One (UR) post of Senior Consultant / Consultant for facilitating International Placement of the skilled human resources of the State.**

ESSENTIAL QUALIFICATIONS:

(A) **EDUCATIONAL:** Master's degree in any discipline from a recognized University/Institute.

(B) **EXPERIENCE:** At least 10 years experience in any field out of which Minimum three years experience should be in handling international placements in any placement agency/Human Resources in Corporates/ experience in handling international migration support centres/ handling international placements of technical resources at shop floor level or services executive level in any placement agency.

DESIRABLE EXPERIENCE: (i) Experience of working abroad (ii) Experience in creation and management of IT tools/ planning.

JOB DESCRIPTION: (1) Establish Employer connect and international placement linkages (2) Facilitation of migration of skilled human resources to overseas entities; providing support system (linguistic training/community connect etc) for the migrants to settle abroad (3) To plan, implement and roll out impactful initiatives/schemes and IT solutions on skilling and placement.

P. DEPARTMENT OF WATER RESOURCES INVESTIGATION & DEVELOPMENT

1. **One (UR) post of Senior Consultant / Consultant (Technical)**

ESSENTIAL QUALIFICATIONS:

(A) **EDUCATIONAL:** Bachelor Degree in Civil/ Agricultural Engineering with Master's Degree from a recognized University/ Institute with specialization in any of the fields of water resources management & conservation, hydrology, Remote Sensing/ GIS. Ph.D in the relevant field will be preferred.

(B) **EXPERIENCE:** At least 10 Years post qualification experience in handling Remote Sensing & GIS applications in the field of Water Resources & Agriculture and possess capacity to provide sufficient inputs for evaluation study in Minor Irrigation/ Water Resources and Agricultural Sector having additional knowledge in any of the following: (i) Executing interdisciplinary projects/programs in water resource management. (ii) Government schemes and programs in water management

JOB DESCRIPTION: (i) Intensive application of Remote Sensing/ GIS in the field of Water Resources/ Minor Irrigation/ Agriculture; (ii) Evaluation of Minor Irrigation Structures; (iii) Intensive programme for ground water recharge, particularly in over-exploited, critical and semi-critical areas; (iv) Increasing water use efficiency in water use; (v) Promotion of water efficient techniques and technologies; (vi) Water resources management, particularly in planning, capacity building and mass awareness; (vii) Thrust on water conservation, preservation & augmentation.

2. **One(UR) post of Senior Consultant / Consultant (Development)**

ESSENTIAL QUALIFICATIONS:

(A) **EDUCATIONAL-** Post Graduate in Agricultural Engineering/Masters in Social Work (MSW)/ M.Sc in Agriculture or any other relevant field. MBA will be advantage. Must be independent in basic computer skills.

(B) **EXPERIENCE-** Minimum 10 years work experience including Minimum 5 years of leadership role in minor irrigation related projects/programs particularly with Govt Organization-Projects/multi sectorial development agencies/ NGOs/ Consulting firms/ in participatory approach. Experience of working in irrigation development projects preferably in water sector with external agencies like World Bank or ADB etc. is preferred.

DESIRABLE EXPERIENCE- 1. Public policy in Water resources sector, 2. Execution of multiple projects/programs together, 3. Knowledge of water resources & agriculture related government programs/projects/schemes

JOB DESCRIPTION:

- Coordinating effective planning, implementation & review of Minor irrigation schemes of the department with engineering team.
- Coordinating conceptualization & implementation of Participatory Irrigation Management (PIM) concept in the state.
- Grounding of WUA concept in the department includes development of WUA system, guidelines, training, exposure and necessary handholding arrangement after handover of Schemes.
- Development of guidelines, systems and procedures for effective implementation of development interventions including Social, Institutional and convergence issues like agriculture, horticulture, fisheries etc.
- Development of guidelines, systems and procedures for the implementation arrangement through District teams, NGOs and cadre of WUAs etc.
- Coordinating convergence of WUAs with line departments, financial institutions and private companies etc and establishing market linkages
- Development of annual action plan, monitoring and progress reporting mechanism (MIS) and facilitate convergence with GIS.
- Developing & Grounding of NGOs involvement in strengthening WUAs as village level.
- Performance monitoring mechanism for annual grading of WUA
- Developing system for Social audit, proactive disclosure and maintain transparency
- Introduction & promotion of innovating appropriate technologies & practices
- Implementation of Mobile based agriculture advisory services for all the WUA members
- Developing and implementing inter & intra District learning and sharing mechanism
- Guiding and lead facilitating the networking of WUAs to form higher level institutions – Farmer Producer organizations for convergence and ensuring sustainability of MI Schemes.
- Intensive training programs for Trainers, WUA functionaries and WUA members.
- Assist Department in developing implementation of social resettlement plan and environmental mitigation plan in collaboration with social and environmental experts.

Q. DISASTER MANAGEMENT and CIVIL DEFENCE DEPARTMENT

One (UR) post of Senior Consultant / Consultant

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: Master's Degree in Business Administration/ Management/ Social Welfare/ Geography/ Geology/ Environmental Science from a recognized University / Institute

(B) EXPERIENCE: At least 10 years experience in any of the following: (i) Public policy in disaster management. (ii) Emergency operations (iii) Armed Forces/ CPMF

JOB DESCRIPTION: (i) Preparation of Disaster Management plan (ii) Coordination with all stakeholders for Disaster management (iii) capacity building of all stakeholders (iv) Disaster Mitigation and Emergency response

R. DEPARTMENT OF WOMEN & CHILD DEVELOPMENT AND SOCIAL WELFARE

1. One (UR) post of Senior Consultant / Consultant (Social Protection)

ESSENTIAL QUALIFICATION:

(A) EDUCATIONAL: Master's Degree from a recognised University in Economics or Social Welfare.

(B) EXPERIENCE: Minimum 10 years experience in the development sector, social science, research, analysis and application of social protection.

DESIRABLE QUALIFICATION : Doctorate degree from a Recognised University / Institution in Economics or Social Welfare.

JOB DESCRIPTION: To deal with implementation of different Schemes of the State Government; consulting on policy priorities in social protection; building linkages with related sectors; support social protection analysis and research; identify and engage with best international social protection practices and communication strategies.

2. One (UR) post of Senior Consultant / Consultant (Nutrition)

ESSENTIAL QUALIFICATION:

(A) EDUCATIONAL: Master's Degree in Nutrition or Public Health with specialisation in Nutrition.

(B) EXPERIENCE: A minimum of 10 years of relevant professional experience in Nutrition / Public Health planning, management, policy research in India.

DESIRABLE QUALIFICATION : Doctorate degree in Nutrition or Public Health.

JOB DESCRIPTION: To deal with implementation of different schemes of the State Government; analysis into policy and implementation of maternal and child nutrition; identify key challenges / research gaps; develop strategies for new approaches to address malnutrition and anaemia; support in data based decision making reviews and appraisals; engage with allied sectors; monitoring and evaluation of the State's nutrition programmes.

S. DEPARTMENT OF FISHERIES

One (UR) post of Senior Consultant / Consultant

ESSENTIAL QUALIFICATION:

(A) EDUCATIONAL: Bachelor's Degree in Biotechnology/ Fisheries from a recognized University/ Institution.

(B) EXPERIENCE: 10 years experience in Fisheries or allied sectors

DESIRABLE QUALIFICATION: Masters in Biotechnology/ Fisheries

JOB DESCRIPTION: To deal with Government Policy, programmes and activities relating to Fishing activities, pisciculture, preservation, value addition, processing, introduction of new and cost effective technologies.

T. DEPARTMENT OF SCHOOL EDUCATION

One (UR) post of Senior Consultant / Consultant.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: Master's Degree or B.E./ B.Tech from a recognized University/Institute in the field of Education Technology, Information and Communication Technology(ICT), Computer science.

(B) EXPERIENCE: Minimum 10 years experience in any of the field of:- i) Education technology/ICT in education.(ii) Experience in education policy issues,. (iii) Experience in strategic planning, project management, implementation and monitoring in Education Sector.

DESIRABLE QUALIFICATION: Post Graduate/Doctorate Degree (Ph.D) from a recognized University/Institute in the above subjects

JOB DESCRIPTION: i) Guiding and monitoring of education system. (ii) Guide, monitor, supervise, facilitate and ensure the development of high quality e-content (for students and teachers) (iii) Coordination for Teaching learning e-content to be developed (iv) Conceive, Design, Guide, coordinate, monitor and IT based solutions for child wise tracking for Foundational Literacy and Numeracy and other grades. (v) Provide direction research based understanding of latest development in Education Technology globally. (vi) Organize, coordinate and facilitate workshops, manage and monitor project budgets, resource allocation, prepare project monitoring reports, maintain continuous communication with partners, develop project communication materials, briefs and manage project external evaluations, etc. (vii) Any other tasks that may be assigned from time to time.

U. DEPARTMENT OF HIGHER EDUCATION

One (UR) post of Senior Consultant / Consultant.

ESSENTIAL QUALIFICATIONS:

- (A) **EDUCATIONAL:** Master's Degree or B.E./ B.Tech from a recognized University/Institute in the field of Education Technology, Information and Communication Technology (ICT), Computer science.
- (B) **EXPERIENCE:** Minimum 10 years experience in any of the field of:- i) Education technology/ICT in education. (ii) Experience in education policy issues,. (iii) Experience in strategic planning, project management, implementation and monitoring in Education Sector.

DESIRABLE QUALIFICATION: Post Graduate/Doctorate Degree (Ph.D) from a recognized University/Institute in the above subjects

JOB DESCRIPTION: (i). To provide policy support in conceptualization, design, development and implementation of educational e-content, courses and projects/digital platforms that impart teaching and learning using ICT in online education. (ii). To adopt best practices, emerging technologies and identify potential in education technology for better teaching/learning outcome. (iii) To collaborate effectively with institutions/organizations implementing projects. (iv) Provide direction, research based understanding of latest development in education technology, (v) Any other tasks that may be assigned from time to time.

V. DEPARTMENT OF INFORMATION AND CULTURAL AFFAIRS

One (UR) post of Senior Consultant / Consultant (Media Management)

ESSENTIAL QUALIFICATIONS:

- (A) **EDUCATIONAL:** Master's Degree from a recognized University/Institute in the field of journalism, media, content writing, Business Administration in Media Management or minimum 02(two) year PG Diploma in above fields.
- (B) **EXPERIENCE:** 10 years of experience in the field of media management / content writing.

DESIRABLE QUALIFICATION: Doctorate Degree in the related discipline mentioned above

JOB DESCRIPTION: (i) A communication specialist who develops and coordinates development of targeted content for various media platforms. (ii) Preparation of communication plans and their implementation for various disseminations required by the department. (iii) Writing, proofreading and editing all media content, implement and manage media campaigns and deliver public relations and communications plans. (iv) Conducting in-depth research on industry related topics in order to develop original content. (v) Developing content for blogs, articles, product descriptions, social media and website. (vi) Conducting keyword research and using SEO – best practices to increase traffic to the web site. (vii) Identifying needs and recommending new content to address gaps in the current content. (viii) Any other tasks that may be assigned from time to time.

W. DEPARTMENT OF TOURISM

1. One(UR) Post of SENIOR CONSULTANT / CONSULTANT (PROJECTS)

ESSENTIAL QUALIFICATIONS:

- (A) **EDUCATIONAL:** Bachelor of Engineering/Bachelor of Technology from a recognized University/Institute in the field of Mechanical/Civil OR Bachelor of Architecture from a recognized University/Institute.
- (B) **EXPERIENCE:** 10 years in the field of tourism/hospitality related industry including amusement parks, ropeways/funicular/cable cars related industries, river-based tourism infrastructure like Cruise vessels or architecture/design projects.

JOB DESCRIPTION: (i) Monitoring and Supervision of technical projects in tourism sector in the state, (ii) Framing policies and projects in development of tourism infrastructure, (iii) Analyze tourism project formulation in the private sector with a view to properly align the goals of the state government in terms of various incentives and policies, (iv) Keep the department updated about new projects and schemes in the tourism sector in other states and countries in order to aid in medium term planning.

2. One(UR) post of SENIOR CONSULTANT / CONSULTANT (POLICY) :

ESSENTIAL QUALIFICATIONS:

- (A) **EDUCATIONAL:** Master's degree in Hospitality and Hotel Management from a recognized University/Institute OR Master of Business Administration from a recognized University/Institute in the field of Marketing/HR/Hospitality Management/Tourism.
- (B) **EXPERIENCE:** 10 years in the field of management of star category hotels/restaurants or in companies working in the field of tourism and hospitality.

JOB DESCRIPTION: (i) Policy formulation in development of tourism sector in the state including realignment of policy design to fit the tourism potential of the state into the overall framework of schemes and projects, (ii) Dovetailing the policy framework to fit the tourism schemes with private sector and India Tourism perspectives, (iii) Coordination with all stakeholders and development of infrastructure, (iv) coordinating tourism promotion activities.

O. This is issued with the concurrence of Finance Department vide their UO NO: Group P1/2021-2022/0259 dated 01/11/2021 r/w UO NO: Group P1/2021-2022/0299 dated 18/11/2021

P. All concerned are being informed accordingly.




(B.P.Gopalika)
Additional Chief Secretary to the
Government of West Bengal

No. 1827 /1(8)-PAR(IAS) / 5C-08/21

Dated. 26/11/21

Copy forwarded for information and necessary action:

1. The Additional Chief Secretary /Principal Secretary/Secretary,
..... Department ;
2. The Principal Secretary to the Chief Minister, West Bengal;
3. The Principal Accountant General [A&E], W. B. / Accountant General (Audit-I), West Bengal;
4. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I/II/III, Kolkata.
5. The O.S.D. to Chief Secretary & Under Secretary, Home and Hill Affairs Department;
6. The Registrar & D.D.O., Department
of.....;
7. IT Cell of this Department for uploading it in the Website.
8.


(Trinanjan Chakraborty)

OSD & Ex-officio Additional Secretary
to the Government of West Bengal