Government of West Bengal
Personnel & Administrative Reforms Department
NABANNA, Howrah - 711102

No. 41/P&AR (BSK)/BSK-10/2021 **Date: 20.12.2021**

Notice on Engagement of Contractual Personnel in the Programme Management Unit, West Bengal for Bangla Sahayata Kendras (BSKs)

The State Government has set up Bangla Sahayata Kendras (BSK) throughout the State to provide Government services free of cost on an online platform www.bsk.wb.gov.in at the doorsteps of the citizens at different locations across the State.

The scope of BSKs has been expanding significantly, involving also monetary transactions through operation of e-wallet. A Programme Management Unit (PMU) has been constituted vide. Notification No. 22-BSK/BSK-10/2021 dated 30.10.2021 of the Personnel and Administrative Reforms Department (P&AR) to exercise superintendence, control, and management of BSKs under the overall supervision of the Government Officers.

Personnel & Administrative Reforms Department, Government of West Bengal now invites applications from eligible candidates for engagement on contractual basis, for various positions at the Programme Management Unit (PMU), West Bengal for Bangla Sahayata Kendras (BSKs). The posting shall be at Kolkata, West Bengal.

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

B. No. of Posts: 9

C. **Age: Maximum 55 years** as on the closing date of submission of application.

D. **Eligibility:** Indian Nationals who fulfil required qualifications are eligible to apply**.**

Officers serving in the Central and State Governments, subject to fulfilling eligibility conditions, may apply, provided they produce No-Objection Certificate from the serving departments by the time they appear for interview.

E. **Tenure**: One-year 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 grounds of unsatisfactory performance/indiscipline/misconduct etc.

F. **Last Date of application: 15.01.2022**

G. Conditions of Engagement:

(I) Chief Operating Officer (COO)

1. **Number of Posts**: 01 (One)
2. **Qualification**: Masters' Degree/MBA from a recognized University or an Institute of repute.
3. **Work place Competencies**: The Candidate is expected to have strong analytical, managerial, communication, administrative, and leadership skills. The candidate should be able to perform following functions:
    - Managing Technology with CTO
    - Managing Finance with CFO
    - Managing Departmental services through vertical heads
    - Managing field work with the help of the District Magistrates.
    - Shall remain accountable for overall functioning of the BSKs in general and PMU in particular.
4. **Experience**: Minimum 15 years of post-qualification experience in G2C service industry/Public Sector Undertakings/ Semi-Government/Statutory/Autonomous Organizations/Corporates as on the last date of the receipt of the application.

5. **Consolidated Remuneration**: Rs. 30 lakhs per annum (consolidated including all, HRA, MA, GI,CPF, fuel & drivers' salary etc.)

   Provided that the contractual Remuneration of retired employees coming from pensionable/non-pensionable service or drawing EPF pension shall be determined as per government rules.

(II) Chief Technology Officer (CTO)

1. **Number of Posts:** 01 (One)
2. **Qualification:** M. Tech from a recognized University or an Institute of repute.
3. **Work place Competencies**: The Candidate is expected to have strong technical expertise along with technical project and program management experience relevant to the post applied for.
4. **Experience:** Minimum 15 years of post-qualification experience in G2C service industry/Public Sector Undertakings/ Semi-Government/Statutory/Autonomous Organizations/Corporates as on the last date of the receipt of the application.
5. **Consolidated Remuneration**: Rs. 20 lakhs per annum (consolidated including all, HRA, MA, GI,CPF, fuel & drivers' salary etc.).

   Provided that the contractual Remuneration of retired employees coming from pensionable/non-pensionable service or drawing EPF pension shall be determined as per government rules.

(III) Chief Finance Officer (CFO)

1. **Number of Posts**: 01 (One)
2. **Qualification**: CA mandatory
3. **Work place Competencies**: Candidate is expected to be conversant with all F&A functions, Taxation, Statutory functions, Legal compliances, Companies Act, Audit, Labor Laws, and possess strong Leadership, Communication & stake holder management skills.
4. **Experience**: Minimum 15 years of post-qualification experience in G2C service industry/Public Sector Undertakings/ Semi-Government/Statutory/Autonomous Organizations/Corporates/ Experience of coordination with banks as on the last date of the receipt of the application.
5. **Consolidated Remuneration**: Rs. 20 lakhs per annum (consolidated including all,

   HRA, MA, GI, CPF, fuel & drivers' salary etc.). TA and additional cost shall be reimbursable.
   Provided that the contractual Remuneration of retired employees coming from pensionable/non-pensionable service or drawing EPF pension shall be determined as per government rules.

(IV) Senior Software Personnel

1. **Number of Posts: 2** (Two)
2. **Qualification**: MCA/ B. tech/M. Tech from a recognized University or an Institute of repute
3. **Work place Competencies**: Candidate should be conversant with .net, MSSQL server, PLSQL, JavaScript, PHP, MYSQL.
4. **Experience**: Minimum 5 years of post-qualification experience in G2C service industry/Public Sector Undertakings/ Semi-Government/Statutory/Autonomous Organizations/Corporates as on the last date of the receipt of the application
5. **Consolidated Remuneration**: Rs. 9 lakhs per annum (for each personnel)

   Provided that the contractual Remuneration of retired employees coming from pensionable/non-pensionable service or drawing EPF pension shall be determined as per government rules.

(VI) **Reconciliation Personnel**

1. **Number of Posts:** 2(Two)
2. **Qualification**: B. Com/ BBA from a recognized University or an Institute of repute
3. **Work place competencies**: Candidate should be conversant with general accounting andreconciliation of accounts.
4. **Experience**: Minimum 3 years of relevant post-qualification experience in public/ private organization as on the last date of the receipt of the application.
5. **Consolidated Remuneration**: Rs. 3 lakhs per annum.

(VII) Help-Desk Personnel

1. **Number**: 2(Two)
2. **Qualification**: Graduate from a recognized University or an Institute of repute
3. **Desirable work place competencies**: Candidate should be conversant with good communicationskills in Bengali, English and Hindi.
4. **Experience**: Minimum 3 years of relevant post-qualification experience in public/ privateorganization as on the last date of the receipt of the application.
5. **Consolidated Remuneration**: Rs. 3 lakhs per annum.

(I) Application Procedure

Eligible candidates should apply only online through the P&AR department website (www.parrecruitment.com) by the scheduled time and date mentioned in the advertisement notice. The applications with all testimonials are required to be submitted at the given website before the scheduled time and date of submission.

A. Selection criteria:

- After scrutiny of the applications and testimonials, the shortlisted candidates will be called for a Walk-in-Interview. The date, time and place of the interview and the list of eligible candidates will be notified. Verification of the documents in original shall be taken up at the time of Interview.
- Candidates must be physically fit and mentally sound. They must, if selected, be prepared to undergo such medical examination and fulfill such medical standards as the government may require.
- The criteria mentioned above, are the minimum and mere possession of the same does not entitle the candidate to claim selection.
- All conditions as mentioned in the engagement notice are absolute. No plea of ignorance in respect of any condition shall be entertained.

B. Selection Procedure:

- For the purpose of selection of manpower, a Screening-cum-Selection Committee shall be formed.
- Selection of candidates will be done through a two-stage process that involves initial screening of eligibility conditions of candidates followed by interview.
- 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 be deemed fit in the context of the requirement of the particular assignments. Decision of the Committee in this regard shall be final and binding.
- The Selection Committee will consider qualification, past experience and other relevant conditions to determine the suitability of candidates for engagement in different positions in the PMU. Shortlisting for interview does not guarantee any selection for posts.
- A candidate is allowed to apply for one post only.
- The panel prepared through the selection process will remain in force for two years.

- If at any subsequent stage or at the time of the 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 he/she is already inducted in contractual service, his/her engagement shall be terminated immediately.

- No TA/DA is admissible for interview purpose.
- The decision of the Committee is final with regard to engagement. The Committee reserves full right to cancel the selection process either in full or in part without showing any reasons whatsoever.
- At the time of Engagement, successful candidate will have to submit an AFFIDAVIT, as per Proforma at Annexure 1. However, in the event of any adverse police report, contractual engagement of such candidate shall be liable to be terminated.
- Any dispute arising with reference to this engagement is subject to jurisdiction in the Courts of Kolkata, West Bengal.

E. Termination:

The engagement to the above contractual posts may be terminated on following conditions-

- The personnel may be terminated early, before the expiration of one year, on grounds of unsatisfactory performance/indiscipline/ misconduct
- Provided that the early termination of engagement may be done on one month's prior notice, on the ground of unsatisfactory performance/indiscipline/ misconduct etc.
- The Candidate may also resign by furnishing one month's clear notice and subject to its acceptance by competent authority.

This has approval of the Finance Department vide its U.O No. Group P2/2021-2022/0209 dated 10.09.21.

Sd/-
Additional Chief Secretary
P&AR Department

No. 41 (90) /P&AR (BSK)/BSK-10/2021 **Date: 20.12.2021**

Copy forwarded for kind information and necessary action to

1)The Chief Secretary, West Bengal

2-55) The Additional Chief Secretary/ Principal Secretary/Secretary……Department

56) The Principal Secretary to the Hon'ble Chief Minister, Govt of West Bengal
57) The Secretary, Chief Minister's Office & State Nodal Officer, BSK
58-79) The District Magistrate (All), West Bengal.
80-86) The Municipal Commissioners (all)
87) The CEO, Webel Technology Ltd.
88) The Head, State e-Governance Team, P&AR Department.
89) The e-Governance Consultant
90) Office Copy

Joint Secretary to the
Government of West Bengal