

**STATE PROJECT IMPLEMENTATION UNIT  
NATIONAL CYCLONE RISK MITIGATION PROJECT PHASE – II, WEST BENGAL  
DEPARTMENT OF DISASTER MANAGEMENT, GOVERNMENT OF WEST BENGAL  
Tran Bhawan, 5th Floor, 87 A, S. N. Banerjee Road, Kolkata – 700 014  
Ph. No.: 033-22497358/033-22143526, Fax: 033-2479 5820 Email: wbdmncrmp2@gmail.com**

**Advt No: WB/DMD/NCRMP/05/2014-15**

**Date: 30/01/2015**

1. The Government of India has applied for financing in the amount of US\$ 270 million equivalent from the World Bank towards the cost of National Cyclone Risk Mitigation Project Phase - II (NCRMP – II) and it intends to apply the proceeds to payments for goods, works, related services and consulting services under this Project. 2. The Government of West Bengal is also recipient of the credit and the West Bengal State Project Implementation Unit, Department of Disaster Management, Government of West Bengal will implement the relevant component of the Project in West Bengal. 3. State Project Implementation Unit, Department of Disaster Management, Government of West Bengal is inviting applications for the positions given in the table below. 4. The project period is around five years and the staff for this project will be selected based on contract / co-terminus with the project. However, the continuation will be subject to review. 5. Increment of salary during this period will be completely based on involvement in the project, performance and output.

Sl. No.	Designation	No. of Posts	Salary in Rs. / Month
1	Social Development Specialist	01 (One)	₹ 25,000.00
2	Environment Specialist	01 (One)	₹ 25,000.00
3	GIS Specialist	01 (One)	₹ 30,000.00
4	MIS Specialist	01 (One)	₹ 25,000.00
5	IT Manager	01 (One)	₹ 70,000.00
6	Architect	01 (One)	₹ 40,000.00
7	Architectural Assistant	01 (One)	₹ 30,000.00
8	Account Assistant	01 (One)	₹ 15,000.00
9	Finance Assistant	01 (One)	₹ 15,000.00
10	Office Assistant	02 (Two)	₹ 15,000.00
11	Data Entry Operator	06 (Six)	₹ 10,000.00
12	Data Entry Operator with Auto CAD Specialization	02 (Two)	₹ 15,000.00
13	Helper	10 (Ten)	₹ 08,000.00

**General Conditions:** 1. Details on Qualification and Scope and Nature of work for the Posts mentioned above will be available on the website [wbdmd.gov.in](http://wbdmd.gov.in). 2. In all cases, experience in any World Bank Assisted / International Agency funded project / Project preparation cell will be preferred. 3. Candidates applying for more than one post should submit separate applications. 4. Persons working in Government / Public Sector Undertakings / Autonomous Organizations should submit their application through proper channel. 5. Candidates will have to produce the proof of details furnished in their applications, in original, as and when required. 6. Applications received after due date, unsigned applications, applications without mentioning the post for which applied, applications not followed by the copy through proper channel (wherever applicable) and applications incomplete in any respect, will not be considered. 7. Only Indian Nationals need apply. 8. Canvassing in any form will be a disqualification. 9. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the fact, his / her candidature will be summarily rejected or his / her employment terminated. 10. The applications must be sent in neatly hand written or typed out A4 size paper. 11. Interested qualified persons may send applications to the above mentioned address within 20/02/2015 upto 17:30 hrs. Contact Person: Sri Rahul Nath, Procurement Officer, SPIU. Mobile No. 9434688779.

**Project Director, SPIU, NCRMP-II,  
Disaster Management Department, Govt. of West Bengal**

**DETAILS ON QUALIFICATION , SCOPE AND NATURE OF WORK  
FOR THE POSTS**

**AGAINST ADVERTISEMENT NO. WB/DMD/NCRMP/05/2014-15  
DATED 30-01-2015**

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**DETAILS ON QUALIFICATION , SCOPE AND NATURE OF WORK FOR THE POSTS AGAINST  
ADVERTISEMENT NO. WB/DMD/NCRMP/05/2014-15 DATED 30-01-2015.**

Sl. No	Package Number	Designation	Educational Qualification	Experience and Qualities	Duty / Responsibility
1	Pkg NCRMP II/WB/CONS IC/18	Social Development Specialist	1 <sup>st</sup> Class M. A. / M. Sc in Sociology	Min. 10 years experience (in case of Ph. D. degree, the experience will be relaxed to five years) after completion of M. Sc. Degree, with proven skills in writing articles, reports / research papers preparation and social auditing of coastal communities and experience in analysis of social institution functions and mechanism.	Evaluation of reports and proposals; input to NCRMP-II plan preparation on coastal social institutions, socio-environmental analysis, demography, socio-economic development and social mobilization in project areas; sociology data collection and storage; environmental and social impacts and auditing; co-ordination for NCRMP – II Project implementation; Any other project related works assigned by the Project Director.
2	Pkg NCRMP II/WB/CONS IC/15	Environment Specialist	A Master's Degree in Environment/Natural Resources or related areas.	Min. 10 years experience (in case of Ph. D. degree, the experience will be relaxed to five years) after completion of M. Sc. Degree. Good and demonstrated understanding of the environmental safeguard policies of agencies like World Bank and Asian Development Bank is a prerequisite for this position. The person shall have hands on experience in projects funded by the World Bank and/or other multilateral agencies in India and the State (preferably). Must possess good writing, reporting and communication skills.	The primary scope of work of the Environmental Specialist is to help the State Project Implementation Unit in preparing and implementing the approved Environmental and Social Management Framework (ESMF). Any other project related works assigned by the Project Director.

Sl. No	Package Number	Designation	Educational Qualification	Experience and Qualities	Duty / Responsibility
3	Pkg NCRMP II/WB/CONS IC/12	GIS Specialist	BE/B.Tech in Computer Science/IT/Electronics or Post Graduate Qualification in IT/Computer Science with minimum six years experience as per next column OR Masters degree in Geo-Informatics with minimum four years experience as per next column OR Bachelor's degree in Geo-Informatics with minimum six years experience as per next column	Experience preferably in GIS related projects funded by the World Bank and/or other multilateral agencies in India and the State in Environment / Disaster Management	Prepare site wise map of each mouza of completed, ongoing and proposed MPCS. Link village information and inputs with maps and conduct analytical thematic map and analysis as required by the senior officers. Analyze remote sensing satellite data and carry out change detection based on baseline data. Give active support to SPMU, NCRMP-II, West Bengal for its day to day work. Demarcate position of MPCS, Villages, GPs covered under NCRMP-II
4	Pkg NCRMP II/WB/CONS IC/13	MIS Specialist	Master's Degree in Computer Science/ Applications/Programming/Information Technology OR related field	At least 5 years of experience in MIS Development, and management specific to construction projects preferably funded by the World Bank and/or other multilateral agencies in India and the State.	Oversee delivery of responsibilities of IT Specialists for effective deployment and functioning of the MIS; Coordinate with all the agencies for timely input of data into the MIS, generating the necessary progress and information tracking reports, as may be required. Synthesize the information and derive trends / critical areas of concern and highlight to the Management Based on experiences of using the MIS, suggest strategies for improving the system as approved by the SPIU.
5	Pkg NCRMP II/WB/CONS IC/14	IT Manager	Regular degree in Computer Science (B. Tech/M. Tech. / MCA from a recognized institution) with at least first class or equivalent grade with 05 Years experience and familiar with contemporary databases, open source technologies, modern application development languages and script languages such as Java, ASP, Dot Net, HTML,	. 05 years experience (in case of Ph. D. degree, the experience will be relaxed to 03 years) and Should be fully conversant with all communication technologies and networking of techniques for networking of networks through gateways / routers that are needed for state-of-the-art communication network with failsafe character. Expertise in implementation of communication network would be desirable. Should have thorough knowledge on the selection and specification of the hardwares and softwares creation of data fusion centre involving data	Understanding reporting system of SPIU as also of the Disaster Management department. Analyzing IT problems and network requirements and responsible for delivering new tools on ICT as and when required, facilitating the proper functioning of the SPIU and the department. Develop timeframes and cost plans for acquisition of the required hardware, software and telecommunication services in consultation with the procurement cell; advise the budgetary implications of current and future training needs;

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			DHTML, PHP etc.	<p>storage, application server, map server, web server, Geo processing server etc and security of the data bank (through firewalls / proxy servers) for generating value added information like vulnerability analysis, risk assessment, decision support system on GIS Platform. Expertise in generation of vector data and raster data (at proper scale and contour intervals) collected through satellite as well as airborne imageries, overlaying census/field data and various natural/ manmade hazard profiles on GIS platform to arrive at appropriate decisions would be essential.</p>	<p>provide technical advice and expertise in procurement of IT Goods and services including conducting needs assessments and upgrading, preparing technical specifications, evaluation criteria and selection for SPIU. For effective and timely roll out of the MIS in the SPIU coordinate with the Technical / Engineering Section and Financial Section of the SPIU.</p> <p>Assist in the organizing of training programmes, workshop etc. for various stakeholders in the field of IT and help capacity building, of the personnel within the SPIU, in basic IT competencies.</p> <p>To ensure that the IT systems at SPIU function properly and the reports generate necessary information to evaluate against the set monitoring indicators. Assist users to use applications and software packages and their features provide day-to-day oversight to the data entry operators entering hospital level data into the system at the SPIU and conduct random checks on an agreed number of data sheets to ensure that data is being accurately entered into the system. Maintain database archives by installing /acquiring data sets and documentation. Use spot checks as a mechanism to identify possible data anomalies that need more in-depth investigation, and follow-up to ensure data accuracy. Discuss the data set with the SPIU to identify the types of analysis that are possible with the available data and arrive at a menu of possible/desirable types of analytical tables that would be of use to the SPIU in decision-making and policy development. Install, configure and modify applications, network, databases and other systems and act as a liaison between information systems resources and the user staff.</p>

Sl. No	Package Number	Designation	Educational Qualification	Experience and Qualities	Duty / Responsibility
6	Pkg NCRMP II/WB/CONS IC/16	Architect	A degree in Architecture from a recognized University or equivalent qualification in terms of section 14 of the Architects Act, 1972; and the candidate shall be registered with the Council of Architecture in terms of the Architects Act, 1972;	3 (three) years experience in Architecture in a reputed Architect's Office or with the Architectural Department of Government or Semi Government Organisation;	Architectural design of building projects Documentation of building projects Management of building projects Management of professional practice
7	Pkg NCRMP II/WB/CONS IC/17	Architectural Assistant	A degree in Architecture from a recognized University or equivalent qualification in terms of section 14 of the Architects Act, 1972; and the candidate shall be registered with the Council of Architecture in terms of the Architects Act, 1972;	2 (six) years experience in Architecture in a reputed Architect's Office or with the Architectural Department of Government or Semi Government Organisation;	To assist the Architect in I. Architectural design of building projects II. Documentation of building projects III. Management of building projects IV. Management of professional practice
8	Pkg NCRMP II/WB/CONS IC/22	Account Assistant	B.Com (Honours) in Accountancy	Minimum 5 years experience after completion of Bachelors degree, proficient in computer, familiar to MS-Office and Tally software for accounting, Experience in maintaining and controlling of accounts, E-payments, TDS experience in audit firm is desirable.	Assist SPIU in budget plan, expenditure recording, accounting of the project, Coordinate with internal auditors and statutory auditors as an insider from SPIU, assist SPIU for official works etc. Any other project related works assigned by the Project Director.
9	Pkg NCRMP II/WB/CONS IC/19	Financial Assistant	B.Com Honours in Accountancy	Minimum 5 years experience after completion of Bachelors degree, proficient in computer, familiar to MS-Office and Tally software for financial accounting, Experience in maintaining and controlling of accounts, E-payments, TDS, experience in handling of procurement matters in any agency / institution, experience in audit firm is desirable	Assist SPIU in budget plan, expenditure recording related with procurement, Coordinate with Finance and Procurement consultant as an insider from SPIU, assist SPIU for official works etc. Any other project related works assigned by the Project Director.
10	Pkg NCRMP II/WB/CONS IC/23	Office Assistant	Bachelors degree in Science / Commerce discipline	Minimum 2 years experience with knowledge of file processing, proficiency, in computer, familiar to MS Office software etc.	Secretarial Service, data entry, handling of files, field work in coastal areas, assisting SPIU team in data collection and different kind of survey. Any other project related works assigned by the Project Director.

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11	Pkg NCRMP II/WB/CONS IC/20	Data Entry Operator	Bachelor's Degree in any discipline with knowledge of MS-Office, Power Point presentation, Bengali computer typing etc.	At least 1 year on hand experience in related fields	Entry of data on progress of field level works of NCRMP-II and online submission of the same to the SPIU. Preparation of official reports, returns, scanning and sending through e-mail and any other project related works assigned by the Project Director.
12	Pkg NCRMP II/WB/CONS IC/21	Data Entry Operator with Auto CAD specialization	Bachelor's Degree in any discipline with knowledge of MS-Office, Power Point presentation, Bengali computer typing and knowledge of Auto-CAD etc.	At least 1 year on hand experience in related fields	To assist the Engineers and any other project related works assigned by the Project Director
13	Pkg NCRMP II/WB/CONS IC/24	Helper	VIII Standard Passed	Driving License is desirable	Perform general office administrative duties including photocopying, distribute faxes received to staff members, distribute office correspondences from reception to every staff members and carry out any other task assigned.

**The Project Director**

**State Project Implementation Unit**

**National Cyclone Risk Mitigation Project Phase – II**

**Tran Bhawan, 5<sup>th</sup> Floor, 87 A, S. N. Banerjee Road**

**Kolkata – 700 014**

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**Project Director**