

Government of West Bengal
Department of Technical Education, Training & Skill Development,
Establishment Branch, Karigari Bhawan,
B/7, Action Area – III, New Town, Rajarhat, Kolkata – 700 160

No. 930 –TET(Estt.)/2E-07/2016

Dated, Kolkata, the 23rd August, 2018

NOTIFICATION

Paschim Banga Society for Skill Development (PBSSD) has obtained concurrence from the competent authority for creation of the following permanent posts who would operate from the Headquarter level:

- i. Project Director, PBSSD –Officer of the rank of Joint Secretary, IAS Cadre with a pay band of INR 15,600 - 39,100 and grade pay of INR 6,600 of level 11 or above.
- ii. Director (Finance), PBSSD – Officer with Pay Band 4B INR 28,000 – 52,000 & Grade Pay INR 7,600/-
- iii. Dy. Director (Finance), PBSSD – Officer with Pay Band 4A INR 15,600 – 42,000 & Grade Pay INR 6,600/-

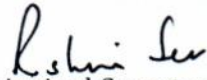
PBSSD has also obtained concurrence from competent authority for engaging contractual resources at the State, District, Sub-Divisional & Block level. The number of resources and their consolidated monthly remuneration is as per the following:

- i. 2 State Project Managers – INR 1,00,000/- per month.
- ii. 3 State Project Managers (SRLM) – INR 60,000/- per month
- iii. 23 District Project Manager – INR 25,000/- per month
- iv. 23 Project Assistant cum DEO (District) – INR 11,000/- per month
- v. 45 Sub-Divisional Project Manager (excluding sadar sub-division)– 20,000/- per month
- vi. 66 Project Assistant cum DEO (Sub Division) – INR 11,000/- per month
- vii. 342 Block & co-terminus Municipal level staff – INR 12,000/- per month
- viii. 4 Software Support personnel for Headquarter – INR 20,000/- per month
- ix. 3 Resource Persons for PBSSD establishment – INR 30,000/-, INR 25,000/-, INR 22,000/- as the case may be.

In view of the above, PBSSD has developed an Organisational Structure as annexed in **Annexure I**. In addition, the recruitment rules of all the district level contractual resources has been **annexed in Annexure II**.

This order issues with the approval of the Finance Department vide U.O. No, Group P2/2018-2019/0376 dated 26/07/2018 and subsequent approval of the Cabinet during its meeting held on 13th August 2018 and the Cabinet decision vide Cabinet Sectt. U/O CAB(D) –1079 dated 14/08/2018.

By order of the Governor


Principal Secretary to the
Government of West Bengal

No. 930 /1(3)-TET(Estt.)/2E-07/2016

Dated, Kolkata, the 23rd August, 2018

Copy forwarded for kind information to:-

- 1) The Chief Secretary, Government of West Bengal
- 2) The Additional Chief Secretary, Finance Department, Government of West Bengal with a request to depute Director(Finance) and Dy .Director (Finance), PBSSD from the WBA& AS cadre.
- 3) The Principal Secretary, PAR and e Governance Department, Government of West Bengal with a request to depute Project Director, PBSSD from the IAS cadre of the rank of Joint Secretary.
- 4) The PS to Hon'ble MIC, Technical Education ,Training and Skill Development.



Principal Secretary to the
Government of West Bengal

Dated, Kolkata, the 23rd August, 2018

No. 930 /2(27)-TET(Estt.)/2E-07/2016

Copy forwarded for kind information to:-

1. The Principal Accountant General (A&E), W.B., Treasury Buildings, Kolkata-1.
2. The Principal Accountant General (Audit), W.B., Treasury Buildings, Kolkata-1.
3. The Additional Chief Secretary, Deptt. of Micro, Small & Medium Scale Enterprises & Textile.
4. The Additional Chief Secretary, Deptt. of Information Technology & Electronics.
5. The Additional Chief Secretary, Deptt. of Higher Education.
6. The Additional Chief Secretary, Planning ,Statistics & Programme Monitoring Department.
7. The Principal Secretary, Deptt. of Minority Affairs & Madrasah Education.
8. The Principal Secretary, Deptt. of Sports & Youth Affairs.
9. The Principal Secretary, Deptt. of Backward Classes Welfare.
10. The Principal Secretary, Labour Department.
11. The Principal Secretary, Deptt. of Home and Hill Affairs , Nabanna, Howrah.
12. The Principal Secretary, Deptt. of Municipal Affairs and Urban Development, Salt Lake.
13. The Principal Secretary, Deptt. of Commerce & Industry,Commerce and Enterprise.
14. The Principal Secretary, Deptt. of Panchayat & Rural Development.
15. The Secretary, Department of School Education.
16. The Secretary, Deptt. of Agriculture, Nabanna, Howrah.
17. SPD & CEO, West Bengal State Rural Livelihood Mission.
18. The CAO, West Bengal State Council of Technical & Vocational Education and Skill Development, Karigari Bhawan, New Town, Kolkata-160.
19. The Director-in-Charge, Directorate of Technical Education & Training, West Bengal.
20. The Director of Vocational Education & Training, West Bengal.
21. The Director of Industrial Training, West Bengal.
22. The State Project Director, PBSSD.
23. The Joint Secretary, Finance Department, Gr.P2 , Government of West Bengal, Nabanna, Howrah.
24. The Financial Advisor, TET&SD Deptt.
25. The Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, Salt Lake, Kolkata-106.
26. The Sr.P.A . to the Pr. Secretary, Technical Education, Training & Skill Development Department
27. Guard file.


23/8/18

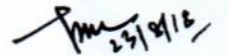
Joint Secretary to the
Government of West Bengal

No. 930/4(22)-TET(Estt.)/2E-07/2016

Dated, Kolkata, the 23rd August, 2018

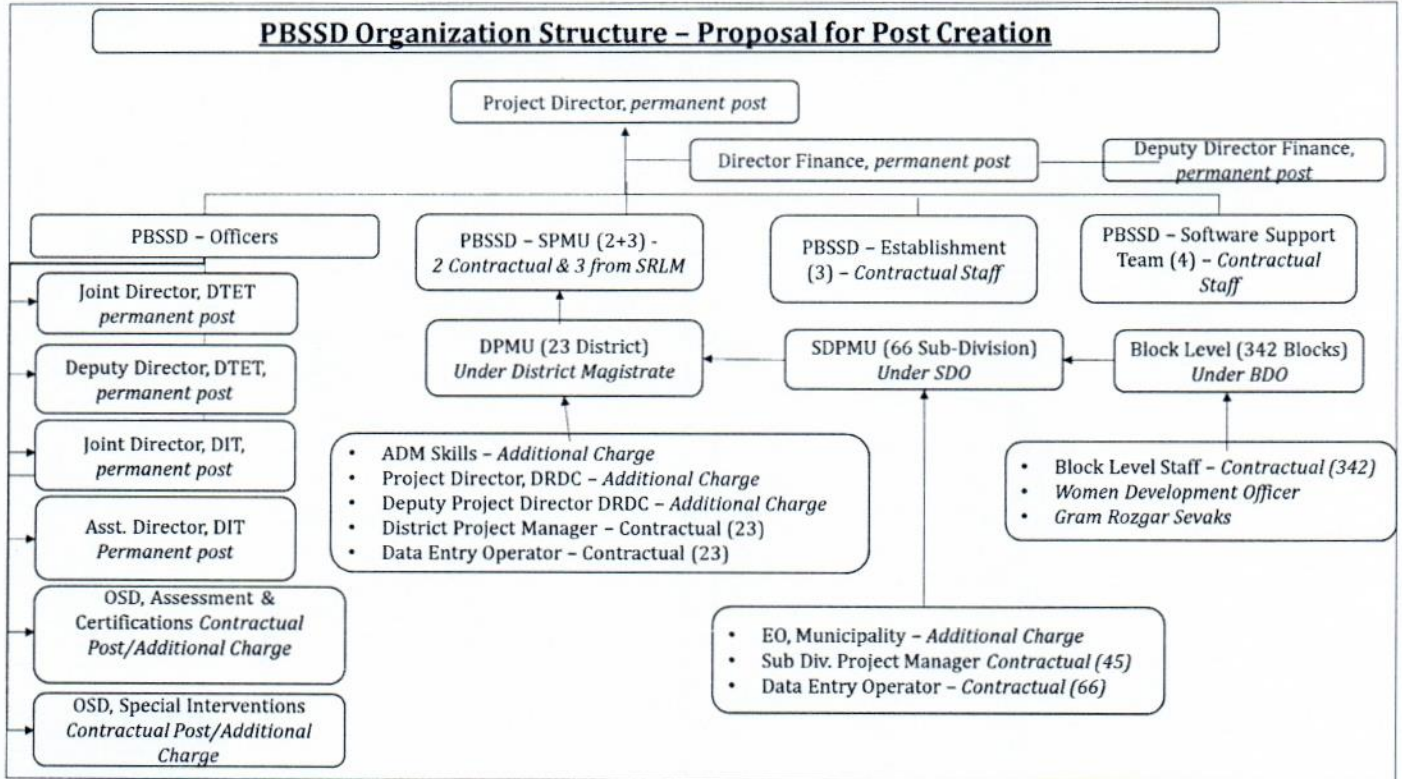
Copy forwarded for kind information and taking necessary action to:-

- 1) District Magistrate, AlipurDuar.
- 2) District Magistrate, Coochbehar.
- 3) District Magistrate, Jalpaiguri.
- 4) District Magistrate, Uttar Dinajpur.
- 5) District Magistrate, Dakshin Dinajpur.
- 6) District Magistrate, Malda.
- 7) District Magistrate, Murshidabad.
- 8) District Magistrate, Nadia.
- 9) District Magistrate, Birbhum.
- 10) District Magistrate, Purba Bardhaman.
- 11) District Magistrate, Paschim Badhaman.
- 12) District Magistrate, N 24 Parganans.
- 13) District Magistrate, S 24 Parganas.
- 14) District Magistrate, Purba Medinipur
- 15) District Magistrate, Paschim Medinipur.
- 16) District Magistrate, Hooghly.
- 17) District Magistrate, Howrah.
- 18) District Magistrate, Darjeeling.
- 19) District Magistrate, Kalimpong.
- 20) District Magistrate, Jhargram
- 21) District Magistrate, Purulia
- 22) District Magistrate, Bankura.

 23/8/18

Joint Secretary to the
Government of West Bengal

Annexure I



Annexure II

1. Background

- A. The Government of West Bengal has an integrated approach to Skill Development in West Bengal with the Technical Education, Training and Skill Development (TET&SD) Department being the nodal department for the state government for all skilling interventions through its Polytechnics, ITIs/ITCs, VTCs, VTPs (Public and Private) as well as various private affiliated institutes.
- B. The TET&SD department through its Directorates and Council supervises 216 ITIs, 146 polytechnics and around 2800 vocational training centers and 1300 private affiliated institutes operating all over the state with an annual target of skilling around 6 lakh youths under the Utkarsh Bangla scheme in the institutional and non-institutional mode for the financial year 2015-2016.
- C. To address the requirement of skilled manpower across various sectors and to narrow the existing gap between the demand and supply of skills, Government of West Bengal has constituted the West Bengal Skill Development Mission (WBSDM) under chairmanship of the Hon'ble Chief Minister along with the Paschim Banga Society for Skill Development (PBSSD) under the chairmanship of the Chief Secretary to make all necessary interventions.
- D. On 16th February, 2016 the Government of West Bengal introduced its Flagship Scheme for Skill Development interventions called "Utkarsh Bangla" for the entire non-institutional short term Skill Development interventions to provide wage/ self-employment linked skills training to the residents of the State. All skill development interventions funded by the various State Government Departments/ Bodies/ Agencies from State Plan and other funds shall be now made by PBSSD under the aegis of this scheme.

2. State, District and Sub-Division Project Management Unit

For implementing all the skilling initiatives in the state broadly under, but not confined to, the aegis of Utkarsh Bangla, PBSSD intends to set up a three tier project management setup comprising of project management units (PMUs) for implementation and monitoring of all the skilling initiatives in the state, as follows:

- A. At the **State level**, all the skill development interventions would be led by the Principal Secretary, TET&SD supported by the State Project Managers under the State Project Management Unit (SPMU)
- B. At the **District level**, all the skill development interventions for each district would be led by the District Magistrate with a District Project Management Unit (DPMU) to support these interventions. An ADM nominated by the DM as ADM (Skills) shall act as the nodal officer for all Skill Development Interventions in the district. At the **Sub-Division level**, all the skill development interventions would be led by the Sub Divisional Officer supported by the Sub Divisional Project Manager and the Project Assistants. There would be a Sub-Division Project Management Unit (SDPMU) to support interventions in this regards. There would a Block Level Staff in every block to support the SDPMU.
- C. The Sub Divisional interventions shall be the cutting edge with resources deployed at the Block level. The interventions for Sadar sub-divisions would be made by the DPMU. The District Project Managers would thus act as Sub Divisional Project Managers for these subdivisions. In those circumstances both the Project Assistant cum Data Entry Operators of district and sub-divisional level would be assigned to the District cum Sub-divisional Project Managers.
- D. For manning the DPMUs and SDPMUs the following guidelines are being issued:

- a. **Responsibility of Recruitment:**

The Recruitment process would be administered by the District Magistrate (DM) for both the DPMU and SDPMU.

- b. **Formation of Selection Committee:**

The offices of the DMs would form a selection committee consisting of 3 members with the DM as the Chairman of the committee and ADM (Skills) must be a member of the committee as member convener. Also, a representative of the Technical Education, Training and Skill Development would be member of the committee.

c. Publication of Advertisement/Notification:

The notifications/ advertisements of recruitment would be released by the DM in at least two of the leading dailies of West Bengal, and in addition the DMs may use job portals and interested candidates would be invited to register themselves online/offline at the DMs.

d. Process of Recruitment:

The recruitment process shall be through a three stage process –

- I. **Stage I** – This stage would be a written test of 50 marks. The written test would mainly focus on elementary mathematics, general knowledge and English aptitude. This stage would be common for all the candidates. The question paper may be of multiple choice based and the responses would be captured through OMR sheet.
- II. **Stage II** – This stage would be a practical test of 30 marks. For this purpose, candidates who have achieved more than 30 marks out 50 in the Written Examination would be called. This test would include questions on basic writing skills, basic computer skills and Microsoft Office (Word, PowerPoint & Excel).
- III. **Stage III** – For each vacant position 6 candidates would be shortlisted for this stage following the merit list based on a combination of scores achieved in Stage I and Stage II.

- i. This would be an interview of 20 marks along with verification of qualification documents. In case of any anomaly in the documents the candidate would be rejected in this stage. Personal Interview Panel will be chaired by the DM/representatives of DM, ADM (Skills) and will consist of a Subject Matter Expert and a representative of TET&SD Department. The scores of the Stage III would be sent to PBSSD by the DM.

Once the final candidates are selected for respective roles, the DMs would give a window of 10 days to finalize the selections through offer letters. The candidates would be deputed in district or sub-divisional level according to the merit list in the following order:

District Project Manager ⇨ Sub-Divisional Project Manager ⇨ Project Assistant & DEOs in districts ⇨ Project Assistant & DEOs in subdivisions ⇨ Block Level Staff

In case of no-show during the finalization through offer letter stage, the DMs would replace a candidate from the waiting list.

- ii. The DMs would ensure the authenticity of all paperwork and documentation in respect to candidate's qualification, experience, age and any other criteria before allocation. Subsequently final contractual letters would be issued by the DMs after approval of the Technical Education, Training & Skill Development (TET&SD) Department. The selected candidates would be required to come to the DM to collect the contractual letters and an orientation session would be arranged afterwards. Refer to Annexure 1 for the Sample Contractual Letters. The final list of deputed resources should be shared with PBSSD along with their demographic details and contact details.
- iii. Interim vacancies, as and when occur, would be filled up from waitlisted candidates by the DMs. The appointment would be done from the residual merit list. PBSSD should be notified of such changes.

e. Period of Contract:

The period of contract to be offered would be of **6 months** which may be renewed subject to satisfactory performance & continuous service.

f. Renewal of Contract:

The renewal of the contracts would be subject to the review of the performance of the incumbents during the contractual period by the TET&SD department. The reports would be sent by the DMs before the end of the contractual period.

g. Termination of Contract:

- i. The contract may be terminated by giving 30 days' notice by either side within the validity period of the contract.
- ii. Expiry of the contract period if not renewed.
- iii. Forthwith under insubordination & improper behavior, negligence, inefficiency etc.

3. Eligibility, Qualification, Experience and KRAs

- A. The age of the candidate must not be more than 40 at the time of application.
- B. A candidate must belong to the same district for which they are applying.
- C. The qualification for each position is detailed as per the below table:

Designation	Qualification & Experience	Key Responsibilities Areas (KRAs)
District Project Manager	<ul style="list-style-type: none"> • Must be a post-graduate • Should have a minimum of 2 years' of experience • Should have experience in working with Microsoft Office and should be well versed with Word, PowerPoint and Excel. • Should have good written and verbal communication in Bengali and English • Should have proven experience of handling a team 	<ul style="list-style-type: none"> • Will be responsible for implementing Skill Development interventions in the District. • Engagement with Training Providers (TPs) for all their requirements and supporting and resolving their issues at the District level. • Escalate issues to the SPMU in case resolution is not possible in the district level. • Prepare reports on performance of the TPs (both qualitative and quantitative) on monthly, quarterly, half yearly and yearly basis and submit it to the SPMU
Project Assistant & DEOs	<ul style="list-style-type: none"> • Must be a graduate/post-graduate in Computer Applications (BCA/MCA) • Should have experience in working with Microsoft Office and should be well versed with Word, PowerPoint and Excel. • Should have good written and verbal communication in Bengali and English • Typing speed should be minimum of 30 words per minute (wpm). 	<ul style="list-style-type: none"> • Providing support to the Project Manager in preparing reports, and other documents of the respective district. • Maintenance of and data entry into computer databases. • Perform other duties of comparable responsibility that may be assigned from time to time.
Sub-Divisional Project Manager	<ul style="list-style-type: none"> • Must be a post-graduate • Should have a minimum of 1 years of experience • Should have experience in working with Microsoft Office and should be well versed with Word, PowerPoint and Excel. • Should have good written and verbal communication in Bengali and English • Should have proven experience of handling a team 	<ul style="list-style-type: none"> • Will be responsible for implementing Skill Development interventions in the Sub-Division. • Engagement with TPs for all their requirements and supporting and resolving issues at the Sub-Division level. • Escalate issues to the DPMU in case resolution is not possible in the Sub-Division level. • Prepare reports on performance of the TPs (both qualitative and quantitative) on monthly, quarterly, half yearly and yearly basis and submit it to the DPMs;
Block level staff	<ul style="list-style-type: none"> • Graduation with Certificate in Computer Applications • Should have good written and verbal communication in Bengali/ local language. • Flexible to travel • Ability to support the PIAs in grass root level 	<ul style="list-style-type: none"> • Mobilization of candidates in Block level • Perform other duties of comparable responsibility that may be assigned from time to time.

4. Remuneration

The remuneration of the Human Resources would be as per the approval of the Finance Department which is tabulated below:

<i>Resource Designation</i>	<i>Monthly Remuneration/Resource</i>
<i>District Project Management</i>	INR 25, 000
<i>Sub-Divisional Project Manager</i>	INR 20, 000
<i>Project Assistant cum Data Entry Operator</i>	INR 11, 000
<i>Block level staffs</i>	INR 12, 000