Government of West Bengal
Home and Hill Affairs Department
'NABANNA'
Shibpur: Howrah-711102

No. 890 -GE/N/1E-144/19 (Part IV) **Dated, 4th October, 2021**

NOTICE FOR ENGAGEMENT OF CONTRACTUAL CONSULTANTS

Applications in prescribed proforma (as enclosed) on plain paper are invited from the eligible candidates for Contractual Consultants for engagement in the Public Grievance Redressal Cell of Government of West Bengal initially for a term of two years, subject to possible renewal of contract based on performance appraisal and also subject to early termination of engagement on one month's prior notice on specified grounds.

The details including eligibility/ remuneration/ tenure etc. are given below:

Name of the Assignment: Contractual Consultant

(1) **Engaging Authority** : State Government in the Home and Hill Affairs Department
(2) **Number** : 02 (may increase)
(3) **Age** : Maximum 36 years as on 1st January of the year of advertisement
(4) **Qualification** : Master Degree or an MBA/MPA/MPP from an institution of repute
(5) **Desirable work place competencies** : The candidate should be able to (a) work with utmost professionalism and integrity; (b) display a commitment and passion for public service ; (c) take ownership and be self-motivated ; (d) work independently with minimal supervision, as well as within a team; (e) work in a multi-cultural environment with people from various backgrounds and demonstrate cultural sensitivity
(6) **Experience** : Minimum two years in the Government or Quasi-Government Sector/ Corporate Sector/ Social Sector/ Academic Institution or any other related field.
(7) **Consolidated Remuneration** : A sum of Rs.1,25,000/- per month
(8) **Tenure** : Minimum 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.

Selection will be made on the basis of Personality Test of the eligible candidates.
The merit panel prepared through the selection process will remain in force for two years for the purpose of filling up the future vacancies, if any, in the same post.

Incomplete applications are liable to be rejected.

Applications duly supported by self attested copies of all testimonials may be sent to the **Deputy Secretary, GE Branch, Home and Hill Affairs Department, Government of West Bengal, Room No. 505, NABANNA, Shibpur, Howrah-711102 by post. Completed applications may also be e-mailed on the e-mail ID:** *as1ha.hha-wb@gov.in*.

It may be noted that call letters for personality Test will be sent by e-mail only.
Hence, the candidates are particularly requested to provide correct email id in their application and they are advised to check their emails regularly.
Important updates including information about date, time and venue of Personality Test of the candidates will be uploaded on the website of this Department, i.e., www.home.wb.gov.in and hence the candidates are advised to visit the said website regularly.

Last date of receiving of applications is 28/10/2021 (upto 4 P.M.).
Applications not received in the prescribed proforma are liable to be rejected.
Applications received after the last date will not be accepted.

Deputy Secretary
to the Government of West Bengal

Enclo : The proforma as prescribed

APPLICATION FOR THE POST OF CONTRACTUAL CONSULTANT IN PUBLIC GRIEVANCE CELL, GOVERNMENT OF WEST BENGAL

1.	**NAME**	
2.	**Father's Name / Husband's Name**	
3.	**Present Address**	
4.	**Permanent Adress (if different from present address)**	
5.	**Date of Birth**	

6. Educational Qualifications:-

SL. No.	Year of Passing	Name of Examination	Board/ Council/University	Subjects taken	Percentage of marks Scored	Division/ Grade obtained

7. **Experience:-**

SL. No.	Duration		Name of the employer with address, contact number and email	Nature of duties discharged	Remarks	
	From	To				

8.	Email id for communication	
9.	Mobile No. for communication	
10.	A brief note regarding why the candidate thinks himself/herself suitable for the post .	
11.	Any other information	

VERIFICATION:-

I, Sri/Smt. ……. s/o/d/o/w/o …… hereby declare that all the information furnished herein before are true, correct and complete.

Place –
Date - **(Signature)**