

No. HR-18011/6/2021-HR NMCG
भारत सरकार/ **Government of India**
जल शक्ति मंत्रालय/ **Ministry of Jal Shakti**
जल संसाधन, नदी विकास और गंगा संरक्षण विभाग
Department of Water Resources, River Development & Ganga Rejuvenation
राष्ट्रीय स्वच्छ गंगा मिशन/ **National Mission for Clean Ganga**

1st Floor, Major Dhyanchand National Stadium,
India Gate, New Delhi- 110001
Dated: 08-03-2024

Notice regarding engagements of Consultants in the State Project Management Group(SPMG)-West Bengal.

Applications are invited from willing and eligible individuals for engagement on contract basis on fixed remuneration **for a period of one year**, initially, from the date of engagement which may be extended or curtailed as per the functional need.

Engagements of Consultants in State Project Management Group(SPMG)-West Bengal

NMCG proposes to engage 04 (four) Consultants/Professionals for SPMG, West Bengal for achieving its objectives:

1. The Terms and Conditions, the eligibility criteria etc., for engaging the Consultants shall be as under:

1.1 Categories to be engaged: Consultants/Professionals

- | | |
|--|---------|
| I. Assistant Communication & Public Outreach Coordinator | - 1 No. |
| II. Content Writer | - 1 No. |
| III. Procurement Specialist | - 1 No. |
| IV. Chief Technical Advisor | - 1 No. |

1.2 Target group: The candidates as per the prescribed "eligibility" at **Annexure A**.

1.3 Objectives: To achieve the objectives of NMCG as per Authorities Order dated 7th October, 2016 in a time bound manner and to have the desired qualitative and quantitative output and also to oversee water quality issues.

1.4 Eligibility: Interested candidates, who are citizens of India and fulfill the eligibility criteria (education qualification, experience & age) as per **Annexure 'A'**.

1.5 Duration of the Engagement: The initial term of appointment shall be for a period of one year from the date of engagement and subsequent extension(s) if any, shall be decided on case-to-case basis depending upon requirement and performance.

The appointment of consultants would be on Full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the SPMG.

1.6 Number of vacancies: Consultants – 04 (Four)

1.7 Certificate of Professional Services: Experience Certificates will be issued to the Consultants, on satisfactory completion of their tenure and on submission of their Performance Report/Paper and its evaluation in the concerned Division in

SPMG.

1.8 Declaration of Secrecy: All professionals engaged will be required to furnish oath of secrecy in prescribed format at the time of reporting for the engagement.

During the period of assignment with SPMG, the professionals would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the period of assignment to anyone who is not authorized to know/have the same.

The professionals engaged by the SPMG/NMCG shall in no case represent or give opinion or advice to others in any manner which is adverse to the interest of NMCG/SPMG.

1.9 Termination Notice: NMCG/SPMG can cancel the appointment of a consultant at any time, without providing any reason for it. However, in the normal course, it will provide one month's notice to the Consultant. The Consultant can also seek for termination of the Contract upon giving one month's notice to the SPMG.

1.10 Application and Selection:

1.10.1 Method of application – Submission of online application with CV (Annexure– B) as per the advertisement of the NMCG.

1.10.2 All the received applications will be short listed based on requisite eligibility criteria and will be called for personal interview on a specified date.

1.10.3 The selection shall be made on the basis of recommendations of Consultant Evaluation Committee (CEC) constituted for the purpose by the NMCG Secretariat.

1.10.4 The candidate will be required to produce original certificates in support of fulfilling the eligibility criteria, etc., as to educational qualification and experience during interview and at the time of joining.

1.11 Logistics and Support: The Consultants, attached to the NMCG/ SMCG, would be provided working space and other basic infrastructure.

Note: No TA/DA will be provided for attending the interview/joining, irrespective of selection.

Interested candidates may apply by submitting their details **through online mode only** as per the applicability of the position within 30 days from the issue of advertisement in the Employment News.

(Kanchan Bala Hamza)
Deputy Secretary to the Government of India

ANNEXURE – A

STATE PROJECT MANAGEMENT GROUP (SPMG)- WEST BENGAL

1. Assistant Communication & Public Outreach Coordinator
2. Content Writer
3. Procurement Specialist
4. Chief Technical Advisor

1. Assistant Communication & Public Outreach Coordinator (01 Position)

Qualification & Experience: Graduate in Journalism & Mass Communication having at least 1(one) year working experience in IEC Activities like creating awareness among general masses. Candidates having experience in working with Centrally Sponsored Scheme will be preferred.

Job Profile:

- Assist in planning, design & implementation of strategies relating Communication & Planning Outreach Activities.
- Assist in Planning and Initiating Communication and Promotional Campaigns for WBSPMG along with DGCs and other Institutes.
- Assist in Organizing Events/ Conferences/ Seminars.
- Assist in handling Public Relations.
- Assist in maintaining Liaison with District Ganga Committees of the States of West Bengal.
- Attending the Events/ Programs/ Seminars/ Workshops in DGCs regularly.
- Assist in planning Press Conferences and Coordinating with Media.
- Making Power Point Presentation for Official Meetings, Workshop, Training Programs etc. (related to CPOA).
- Drafting Resolutions/ Minutes of Meeting (related to CPOA).
- Assist in organizing various types of competition (Quiz, Drawing etc.)
- Assist in preparation of various report returns as well as PPT for various Communication and Public Outreach Activities.
- Assisting and reporting to the Higher Authority regarding uploading documents/ reports in the public domain through web portal of NMCG & WBSPMG.

Pay Range : Rs. 40,000 - 70,000/- per month (Initial pay to be fixed at the minimum of the Pay Range)

Age: 25 - 35 years as on 01.04.2024

2. Content Writer (01 Position)

Qualification & Experience: The candidate with B.A. in Journalism & Mass Communication/B.A. with Honors in English and proficiency in Bengali having profound knowledge and writing skill. The candidate should have at least 1 (one) year experience in Content writing. The candidate having experience of working with IEC activities in the Centrally Sponsored Scheme will be preferred.

Job Profile:

- Developing, Writing and Compiling the literature for publications by the WBSPMG.
- Writing and Publishing Catchy Titles, One Liner, Slogans and Descriptions of the Events/ Others for the Social Media Post/ Content Management of WBSPMG.
- Preparing well-structure draft using Content Management System.
- Proof reading and edit blog posts before publication.
- Promoting content on Social Media and Website frequently.
- Preparing written materials such as Brochures, Pamphlets, Flyers, Newsletters, etc.
- Translating the content into vernacular.
- Careful monitoring of Digital and Print media publications related to River and Waste Management on regular basis and put up the issues before the authority accordingly.
- Creating engaging content towards promoting the River Pollution Abatement and River-People Connect.
- Coordinating with designing team to illustrate the articles.
- Identifying the needs and gaps in Organization's existing content and recommend new topics.
- Updating Web-content as needed.
- Drafting Formal Letters/ E-mails for various official communications related of IEC.
- Planning & Primary checking of the script of the Street Drama.
- Drafting Media Statements, Press Releases along with drafting answer of Media Inquiries.
- Designing the Infographics/ Audio-Visual creatives for WBSPMG's mass awareness program.
- Researching on the given topics.
- Making regular Official Reports.
- Making Power Point Presentation for Official Meetings, Workshop, Training

Programs etc.

- Attending official programs and keep information on the assets of WBSPMG and transform the constructive feedback into scripts/ content.

Pay Range: Rs. 40,000 - 70,000/- per month (Initial pay to be fixed at the minimum of the Pay Range)

Age: 25 – 35 years as on 01.04.2024.

3. Procurement Specialist (01 Position)

Qualification & Experience: Graduate in any discipline with MBA having a minimum experience of 8 years of which at least two years should be in procurement.

Job Profile:

- He will be responsible for making any procurement under NMCG Programme in the State of West Bengal being implemented by the West Bengal State NGRBA Program Management Group (WBSPMG) for the West Bengal State NGRBA Program Management Group (WBSPMG).
- Ensuring that ensuring all NGRBA procurements are as per agreed guidelines.
- Developing and using effective systems (including related information management, monitoring and reporting) for procurement under the NGRBA Program.
- Facilitation (including appropriate training) of staff of central, state and other agencies implementing NGRBA activities, on procurement arrangements.

Pay Range : Rs. 70,000-1,00,000/- per month

Age: Up to 40 years as on 01.04.2024

4. Chief Technical Advisor (01 Position)

Qualification & Experience: Bachelor in Civil Engineering with Masters in Public Health or Environmental Engineering with 12 years of experience in Septage and Sewage management. Possesses adequate knowledge and skill and the capacity for scrutiny of DPR, vetting of DPR, suitability, feasibility and applicability of new technologies in Sewage/ Septage management prevalent in current global scenario and abatement of pollution.

Job Profile:

He will be working as Unit Head and taking leadership role in running the

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Engineering Wing and will responsible for taking any challenges for implementation of NMCG Programme in the State.

- Overall responsibility for technical, knowledge and planning aspects of NGRBA Program in the State.
- Overall responsibility for staff and task management of Planning and knowledge Unit, and Technical unit of SPMG.
- Identification of bottlenecks and facilitating their resolution.
- Close and continuous communications with all functional wings and key stakeholders at central/state levels and with development partners.
- Manage the technical aspects of NGRBA Program in the state, pertaining to planning, investments preparation and implementation.
- Responsibility for staff and task management of the Technical unit of the SPMG.
- Close collaboration with state and city level implementation institutions.

Pay Range : Rs. 1,00,000 -1,50,000 per month

Age: Upto 45 years as on 01.04.2024

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