

## State Urban Development Agency

'ILGUS BHAWAN', HC Block, Sector III, Bidhannagar, Kolkata - 700106

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**Memo No. SUDA-14014/1/2023-IT SEC(SUDA)-SUDA/10007 Dated 24.12.2024**

### **RECRUITMENT OF 02 (TWO) MANAGER UNDER STATE URBAN DEVELOPMENT AGENCY, WEST BENGAL FOR IMPLEMENTATION OF THE NATIONAL ACTION FOR MECHANISED SANITATION ECOSYSTEM (NAMASTE)**

State Urban Development Agency (SUDA), West Bengal is the nodal agency for implementation of the National Action for Mechanized Sanitation Ecosystem (NAMASTE) which is to be implemented with the objectives to avoid deaths of workers while cleaning sewers and septic tanks. SUDA requires young and energetic professional to work under Project Management Unit (PMU) for implementation of NAMASTE.

For Information Brochure containing eligibility conditions, work profile and format of application etc. please visit our website: <https://www.sudawb.org/> and <https://www.wburbanservices.gov.in/>

Applications should reach to the office of Director, State Urban Development Agency, 'ILGUS BHAWAN', HC Block, Sector III, Bidhannagar, Kolkata - 700106 within **07.01.2025 (Till 05:30 PM)**.

**Terms and Conditions of Engagement of Project Manager in PMU for implementation of National Action for Mechanised Sanitation Ecosystem (NAMASTE) scheme.**

#### **> No. of Post: 02 Nos. Project Manager**

1. Eligibility criteria for selection of Project Manager

##### **a. Essential:**

1) **Graduate or Post Graduate degree from a recognized university** in Urban Planning, Social Work, Public Policy, Business Administration, Sociology, Anthropology, Commerce, Science or other related fields, with at least 55% marks.

2) **Two years' relevant work experience in case of Graduate candidates**

3) Excellent communication (both oral and written) in English and Bengali language of the State of deployment.

4) Computer proficiency in MS office and proficiency of working on various mobile applications.

5) Age between 21 years to 35 years. **(as on 01.01.2024)**

##### **b. Desirable:**

1) Relevant work experience of two (02) years for Post Graduate Candidates.

*Shanethan*  
24.12.2024

## 2. Selection of Project Managers

The eligible candidates shall be selected after shortlisting and personal interview.

## 3. Terms and conditions to deploy Project Manager

- a) The Project Managers would work on full-time basis for the project and would not be allowed to engage themselves for any other project/ work during the duration of the National Action for Mechanized Sanitation Ecosystem (NAMASTE) project.
- b) Project Managers would be selected for a period of two years or upto 31.03.2026. However, their engagement may be extended based on requirement and performance of Project Manager.
- c) The engagement would be purely project based and temporary. They will have no claim whatsoever for continuing their services in any capacity.
- d) The Project Manager would be paid monthly remuneration of **Rs.45,000/-** per month inclusive of applicable taxes and statutory dues. Since these PMUs would work as State Namaste Coordinators (SNCs), they would be required to travel within the State. An amount of **Rs.10,000/-** per month has been estimated on their TA/DA, which would be paid by NSKFDC on actual basis upon furnishing the original bills/tickets at the norms fixed by NSKFDC
- e) NSKFDC would make payment to the PMU upon certification of attendance and satisfactory working of PMU and submission of brief write up of works performed during the month, by the State Namaste Nodal Officer.
- f) Project Manager would be required to arrange a good working condition laptop and Smart mobile phone during the period of engagement for his/her use. For this, they will not be paid any extra amount.
- g) Project Manager will get benefit of one leave per month. The unveiled leave during the contract will neither be carried forwarded to next year nor can be encased.
- h) Project Manager will not be allowed to show any political affiliation during the project period. They will work without any favour with any section of the society.
- i) Except with the prior written consent of Director, SUDA & State Nodal Officer, NAMASTE Project Manager shall not, at any time communicate to any person or entity any confidential information acquired in the course of the Services.
- j) Project Manager shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract.
- k) Project Manager shall be expected to follow the general conduct rules and regulations laid down by SUDA and/or with regard to the NAMASTE Scheme. In case the services of the Project Managers are not found satisfactory or found in conflict with the interest of the NAMASTE Scheme and/or SUDA, his/her duties are liable to be terminated/ discontinued without assigning any reason thereof.

*Shankar*

24.12.2024

l) Project Manager may follow the normal working hours as prescribed by SUDA. However, as per the exigency one may have to sit late or come to office on holidays to complete time bound work as assigned by senior officers.

m) In case the Project Manager seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 30 days' notice addressed to the Director, SUDA.

n) The services of PMU can be terminated any time in case of non-performance and non-adherence of duty timeline.

#### 4. Scope of Work for Project Managers

- a. The proposed PMU would be called Project Manager and shall be deployed with the State Namaste Nodal Officer.
- b. Project Manager would report the progress of implementation in the ULBS of West Bengal, to the State Namaste Nodal Officer and also assist the State Namaste Nodal Officer in coordination and regular follow up with the concerned ULBS for taking action for implementation of the Scheme.
- c. Project Manager would report the progress periodically and as and when required during implementation of NAMASTE and any other report or information, in respect of ULBS of the assigned State, to NSKFDC in the mode as may be required and would be responsible for regular updation of MIS on the NAMASTE portal.
- d. The State Namaste Nodal Officer and NSKFDC are authorised to direct the Project Manager to visit any District or ULBs for any work relating to implementation of NAMASTE.
- e. Any other work assigned

#### 5. How to apply

- a) Eligible and interested candidates are required to apply **positively by 07.01.2025 (till 05:30)**, on plain A-4 size paper in the application format with all relevant documents given in this notification. **The hard copy of the application with all relevant documents should be submitted at the appropriate drop box placed in the SUDA.**
- b) Copy of relevant documents in support of educational qualification, experience, age, caste, address, identity etc. are required to be attached with the application. However, the candidates who are called for interview would be required to produce the originals. The following are the documents acceptable as proof of address/identity:-

Document acceptable as proof of address	Documents acceptable as proof of identify
1. Aadhar	1. Aadhar

2. Passport	2. Passport
3. Driving License	3. Driving License
4. Election Commission ID Card	4. Election Commission ID Card
5. Ration card with Address	5. Ration Card with Photo of applicant
6. Telephone bill (fixed line)	6. Current Passbook of any Scheduled Bank with photograph
7. Electricity/ Water (for up to last three months)	
8. Sale/ lease agreement of House Property	
9. Current Passbook of any Scheduled Bank	

- c) The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the application.
- d) The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
- e) All qualifications as required to be possessed by the candidates to be eligible for the positions advertised are supposed to be from such institutions as are explicitly recognized by AICTE and UGC. In case of any doubt, the decision of the management would be final and binding.
- f) Candidates will be short-listed for interview only on the basis of the information provided by them in their applications. No communications seeking clarifications etc would be entertained from the candidates in this regard.
- g) If at any subsequent stage or at the time of interview 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 already inducted in contractual service, his/her engagement may be terminated immediately and also liable for such other action as deem fit by the management.
- h) Candidates, if called for interview, should attend the same at their own expenses.
- i) If selected, the appointments of the candidates are subject to being declared medically fit by such medical authority as may be prescribed by the engaging authority
- j) All relevant updates about the selection process for the advertised positions would be made available in website i.e. <https://www.sudawb.org> and <https://www.wburbanservices.gov.in/>
- k) Call letters for Interview will be sent by e-mail only. Hence, the candidates are particularly requested to provide correct email id (should be their own personal id) in their application and they are advised to check their emails including spam folders regularly.

1) Applications received after the last date will not be accepted. The authority will not be responsible for any Postal/courrier delay

➤ **APPLICATIONS NOT RECEIVED IN THE PRESCRIBED PROFORMA SHALL SUMMERILY BE REJECTED. LAST DATE OF RECEIPT OF APPLICATION IS 07.01.2025 (till 05:30 PM)**

➤ **Filled up Application along with all the mandatory documents should be sent in hard copy at the specific drop box placed in the office of SUDA. All the mandatory documents should be attached with the application form and that should be legible in all respect.**

➤ **Application shall be treated as cancelled due to non-submission of any mandatory documents with the application form.**

Last date for submission in hard copy of application with all relevant documents **07.01.2025 (till 05:30 PM).**

Decision of Director, SUDA & State Nodal Officer, NAMASTE on the criteria of shortlisting of candidates and their selection would be final and binding. The applications should be addressed to: Director, State Urban Development Agency, 'LGUS BHAWAN', HC Block, Sector III, Bidhannagar, Kolkata - 700106. E-mail [wbsudadir@gmail.com](mailto:wbsudadir@gmail.com).

*Chandhan*  
24.12.2024.  
Director, SUDA &  
State Nodal Officer, NAMASTE

Affix self attested recent  
passport size photograph

### APPLICATION FORM

Post Applied: for Project Manager

1. Full Name \_\_\_\_\_

2. Father/Husband Name \_\_\_\_\_

3. Permanent Address \_\_\_\_\_

4. Address for correspondence/  
Present Address \_\_\_\_\_

5. Date of Birth: \_\_\_\_\_

6. Sex:  Male  Female

7. Religion: \_\_\_\_\_

8. Nationality \_\_\_\_\_

10. Category (Pl. Tick):

SC	ST	OBC	EXSM	PH	UR

11. E-mail ID \_\_\_\_\_

11. Telephone No. (with Std Code) \_\_\_\_\_

12. Mobile No. \_\_\_\_\_

13. Educational Qualification:

Qualification	Subject	Percentage of marks	Year of Passing	Name of Board / University/ Institution

14. Experience:

Name of the organization	Designation	Nature of duties	Period		Duration
			From	To	

**Declaration :-** I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief, I understand that in the event of any information being found untrue/ false/ incorrect or if I do not satisfy the eligibility criteria, my candidates/ appointment will be cancelled / terminated, without assigning any reasons. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post.

(Signature of Applicant)

Date: \_\_\_\_\_

Place: \_\_\_\_\_