

**Engagement of Project Manager for Cluster Development Cell/ SMU in the
Department of MSME&T, Govt. of West Bengal.**

- A. Name of the Post : Project Manager.
- No. of Posts : 1 (one).
- Nature of Appointment : On Contract mode for a period of one year.
- Pay : Consolidated Pay @ Rs. 60,000 per month.
- Age : 30 to 50 years.
- Qualification : Degree or Diploma in Engineering/Graduate or Masters in Economics and MBA from a recognized University will be an added advantage..
- Experience : Project or Programme coordination and monitoring experience of minimum five years.
- Nature of Work : Responsible for management and supervision of Implementation of Projects under Cluster Development Programme in the Department of MSME&T, Government of West Bengal. The job description is as follows:-
- i) Identification of potential opportunities for cluster development in the State.
 - ii) Assist in conducting Diagnostic Study & preparation of Detailed Project Report (DPR) – for projects under Cluster Development Programme.
 - iii) Preparing proposals for approval and sanction of fund by GoI and State Govt for projects under MSE-

CDP.

- iv) Assist in implementation of Soft Intervention Programme.
- v) Supervision and monitoring of execution of Common Facility Centres (CFCs) including assisting in selection of consultants/contractors/vendors and procurement of plant & machinery.
- vi) Preparation of progress report on execution and fund utilization.
- vii) Any activities required for implementation of Cluster Development Programme and other duties as and when assigned by the MSME&T Department.