

**Engagement of Project Manager for Cluster Development / PMU 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 : Purely on Contract Basis for a period of one year.
- Pay : Consolidated Pay @ Rs. 50,000=00 per month.
- Age : 30 to 50 years.
- Qualification : Graduate in Engineering and MBA from a recognized University.
- Experience : Project Management experience for minimum five years.
- Nature of Work : Implementation of Micro & Small Enterprises- Cluster Development Programme (MSE-CDP) in West Bengal which include:-
- i) Identification MSE activities for coverage under MSE-CDP.
 - ii) Conducting Diagnostic Study & preparation of Detailed Project Report (DPR).
 - iii) Sending proposals of MSE-CDP to the GoI & State Govt. for approval and for sanction of funds.
 - iv) Helping DICs for implementation of Soft Intervention Programme.
 - v) Helping DICs/ Sub-DICs & the SPVs for setting up of CFCs including monitoring of progress etc.
 - vi) Assisting SPVs/ DICs for engagement of contractors for civil construction, purchase and installation of machinery & equipment, assessment of progress of work etc. for setting up of CFC.
 - vii) To perform all other duties as will be required for

implementation of MSE-CDP and duties as and when assigned by the Principal Secretary, MSME&T Department.
