



**GOVERNMENT OF TRIPURA
TRIBAL WELFARE DEPARTMENT**

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F.No.16-207/TW/PME/EAP/2022-23(Part-XI) 60913

Dated, 11 /11/2022.

NOTIFICATION

In continuation to the Notification vide F.No.16-207/TW/PME/EAP/2022-23(Part-XI) /58019 dated 29th October, 2022 regarding engagement of 01(one) no. Chief Operating Officer (COO) on temporary contract basis for the period of 12 (twelve) months in Tribal Welfare Department, Govt. of Tripura in connection with Externally aided Project to be funded by World Bank namely **“Tripura Rural Economic Growth and Service Delivery Project (TRESP)”**, the last date of submission of applications is hereby extended up to **25th November, 2022**. The details including terms and condition may be seen and downloaded from the website: **<https://twd.tripura.gov.in>**.


(L.T. Darlong, IAS)

Secretary & Director, TW
Govt. of Tripura



GOVERNMENT OF TRIPURA
TRIBAL WELFARE DEPARTMENT

Email ID: twdtripura@gmail.com, Phone No: 0381-232-3565

File No.16-207/TW/PME(EAP)/2022-23(Part-XI)/ 58022

Dated, 27 October, 2022.

Engagement of Chief Operating Officer (COO) for "Tripura Rural Economic Growth and Service Delivery Project (TRESP)"

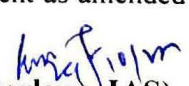
Tribal Welfare Department, Govt. of Tripura is inviting applications for the following position on temporary contract basis for the period of 12(twelve) months in connection with Externally aided Project to be funded by World Bank namely "Tripura Rural Economic Growth and Service Delivery Project (TRESP)"

Item No	Name of Position	Number of Post
1	Chief Operating Officer (COO)	01

- The engagement will be made in the Tribal Welfare Department, Govt. of Tripura.
 - The selected candidate would be appointed on purely contract basis for a term mentioned above and may be extended on performance and requirement
 - The selected candidate should come under an agreement as per the norms with The Tribal Welfare Department, Govt. of Tripura
 - The Department reserves the right to schedule same or different dates for conducting selection process for the advertised positions..
 - Positions for which application have been called may not be engaged. Candidate will be engaged as per need and duration of engagement may also be changed as per requirement.
 - It is the responsibility of the candidates to confirm his/her eligibility criteria against the Job description. The Department has the irrefutable right to revoke lien to employment at any stage of the recruitment process, including, post joining.
 - Selection process for any of above position/posts may get delayed, prepone, postpone or cancelled at any stage without assigning any reason.
 - Application should be submitted addressing to: **The Secretary & Director, Tribal Welfare Department, Government of Tripura, P.N.Complex, Gurkhabasti, Agartala, Tripura West, P.O. Kunjaban, PIN-799006 (Hardcopy) or through E-mail: director.twd-tr@gov.in (in a single PDF file)**
 - Last date of submission of application is **14th November, 2022.** Application received after due date will not be entertained..
2. **Eligibility criteria, Job responsibilities & Remuneration:**
- Detail criteria of experience/Skill, Job Description and Remuneration of the aforesaid posts are given at **Annexure-A.**
 - The last date of submitting application will be the cut off date for calculating minimum length of relevant experience for respective positions.
3. **Period of Contract:**
- The candidate will be engaged on purely temporary and on contractual basis for a period of 12(twelve) months and may be extended on performance and requirement.
 - All applicants must take this into consideration that the contract may be of shorter period. Those applying must agree to that condition.
4. **Remuneration of the consultant:**
- The monthly remuneration of the consultant will be as per remuneration mentioned at **Annexure-A** (negotiable). Negotiated remuneration to be fixed will remain unchanged during the term of contract.
 - There will be no annual increment/percentage increase during the initial contract period of 12 (twelve) month.
 - The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source and for this, Department will issue TDS certificate.

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- No DA (Dearness Allowance) shall be allowed during the period of contact.
5. **Age Criteria:**
- A candidate should be less than 65 years of age on the last day date of application (Candidate should be in good physical condition and willing to travel extensively in different parts of the State).
6. **Leave Criteria:**
- 01 day Casual Leave per month, 01 day Extra Ordinary leave per month and 10 days Medical Leave will be applicable in 12 months subject to prior sanction of leave by the Competent Authority.
 - Leave cannot be claimed as a matter of right.
7. **Code of Conduct:**
- The candidate shall follow the rules and regulations of the Department
 - The candidate shall not reveal to any person or organization, confidential information pertaining to the organization, its work and its policies.
8. **Confidentiality of data and documents:**
- The data collected/produced as well as deliverable produced for the Tribal Welfare Department, Govt. of Tripura shall remain with this office/society. No one shall utilize or publish or disclose or part with, to third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment from the Tribal Welfare Department without the expressed written consent of this office. The selected candidate are bound to hand over the entire set of records of assignment to this Department before the expiry of the contact and before the final payment are released by this Department.
9. **Conflict of interest:**
- The selected candidate engaged shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.
10. **Evaluation & Selection of Candidates for the post mentioned above**
- The candidates will be evaluated on the following parameters
 - a. Academic Qualification
 - b. Experience
 - c. Experience in World Bank Aided project/EAP
 - d. Skill
 - Short listed candidates will be called for an interview before a committee to be constituted by Tribal Welfare Department, Govt. of Tripura .
 - Final Selection of candidate will be made in consultation with World Bank team/consultant.
 - No TA/DA will be provided to the applicant for attending the interview.
11. **Special Conditions:**
- The Chief Operating Officer (COO) will be placed in the Project Management Unit (PMU) at Agartala in TWD, GoT and be ready to be located anywhere in the State of Tripura as per project requirement and decision of the TRESP management.
 - Those who are not able to perform outdoor duties need not to apply.
12. **Scheme Review:**
- Tribal Welfare Department, Govt. of Tripura reserves the right to review the guidelines/progress of project work at any time. The guidelines so reviewed will be placed in the public domain preferably through the website of the Department. However, the decision of the Department shall be final in this regard.
13. **Termination of Contract:**
- The contract may be terminated by either of the party with prior intimation of 30 days.
 - The aforesaid engagement is purely on temporary and contractual basis. The selected candidate will be governed by the provisions or the guidelines in Tribal Welfare Department as amended from time to time.


(L.T. Darlong, IAS)
Secretary & Director,
Tribal Welfare
Govt. of Tripura

Eligibility Criteria, Job Descriptions and Other Details

Chief Operating Officer, TRESP

Eligibility Criteria

Qualification:

- Full Time Post Graduate Degree or Full Time Post Graduate Diploma in Agri-Business Management/ Rural Management / Business Administration or higher degree in related fields from a recognized academic institution of national or international repute.

Experience Required:

- +15 years of post-graduation work experience in development sector.
- Demonstrated multisectoral experience in leading and managing/implementing large-scale projects related to agriculture and allied sectors, tribal development, education, rural livelihoods, rural infrastructure, and service delivery (road and transport).
- Strong management and leadership experience at district/state/national level with the ability and interest to work closely with all stakeholders and to manage team of professionals.
- Experience of working in externally-aided projects

Desirable Experience:

- Proven track record of working collaboratively to lead integration of complex externally aided projects and utilize best practices in management to ensure shared success.
- Demonstrated experience in the processes and financial management system of the World Bank and/or other international development organizations.
- Experience of working with state government system and thorough knowledge of its functions, and good understanding of North-East Region's development priorities.
- Experience in designing and managing monitoring and evaluation of development projects.
- Experience in working with different community institutions especially related to Self-Help Groups (SHGs) and their federations i.e., Cluster Level Federation (CLF); Producer Groups (PGs); and Farmer Producer Organizations (FPOs).
- Track record of developing/managing partnerships with both government and private sector.

Skills Required

- Computer Skills – Excellent working knowledge in MS Office environment.
- Language Skills – Superior communication skills, both oral and written in English and Hindi. Communication skills in other Tripura State languages (Bengali and/or Kokborok) will be a plus.
- Interpersonal Skills - Ability to work effectively with people at state, district, and block levels to create buy-in by stakeholders and develop an effective team.

Roles and Responsibilities:

Under the supervision and guidance of the Chief Executive Officer (CEO)/Project Director (PD) of TRESP, the COO will work towards achieving the results of TRESP with required standards and quality and within cost and time constraints. For this, the COO will

- Coordinate and provide strategic leadership to multidisciplinary team of professionals in line departments of the government to ensure they are meeting performance expectations.
- Lead in planning and budgeting for project implementation in consultation with stakeholders, integrating all aspects of project communications, development, and finance.
- Ensure all the components of TRESP are implemented in a timely and effective manner.
- Prepare and submit regular and customized project reports to stakeholders.
- Lead and manage preparation and implementation of Annual Action Plan of TRESP in collaboration with line departments.
- Ensure effective implementation of Financial Management Framework and Procurement Management

System of TRESP across the project geographies.

- Develop need-based and actionable capacity building strategies for effective project implementation by the PIUs and collaborate with senior staff in the line departments to ensure success of TRESP.
- Lead and oversee review and monitoring of project activities on key success factors.
- Develop standard protocol to work smoothly and effectively with Technical Support Agencies empaneled for TRESP.
- Ensure coordination between PMU and PIU's from State to Block level as well as Technical Support Agencies for effective project implementation.
- Organize Steering and Working Committee meetings in coordination with CEO/PD of TRESP and line departments.
- Identify and assess risks to TRESP and undertake necessary risk mitigating measures.
- Undertake project-related tasks as assigned by the CEO/PD of TRESP.
- Willing to travel regularly in the state, especially in the tribal areas and provide leadership to the district and block functionaries

Work Location

- The Chief Operating Officer (COO) will be placed in the Project Management Unit (PMU) at Agartala in TWD, GoT and be ready to be located anywhere in the State of Tripura as per project requirement and decision of the TRESP management.
- The COO will report to the Chief Executive Officer (CEO)/Project Director (PD) of TRESP.

Remuneration: Rs. 1.00 Lakh to Rs. 2.00 Lakh per month (negotiable)

Age limit:

Age should be less than **65 years** (Should be in good physical condition and willing to travel extensively in different parts of the State)

Duration : 12 (twelve) months on initial period.

APPLICATION FORMAT

To
The Director,
Directorate of Tribal Welfare,
P.N.Complex, Gurkhabasti,
Agartala, Tripura West,
P.O. Kunjaban, PIN-799006.

Affix a Passport
 size latest colour
 photograph and
 sign on it

(Donot staple)

Sub: Prayer for the post of _____ (Item No: _____)

1. Name of the candidate: SRI / SMT _____ (in Block Letters)

2. Father's / Husband's Name : Sri / Late _____

3. Permanent address : Vill _____ P.O _____
 Sub-Div. _____ Dist. _____ Pin. _____

4. Present Address : Vill _____ P.O _____
 Sub-Div. _____ Dist. _____ Pin. _____

5. Social Category : ST / SC / UR

6. Contact no (mandatory) : _____

7. Email ID (mandatory) : _____

8. Date of birth : DD _____ / MM _____ / YYYY _____

9. Age as on 01/10/2022 : _____ Years _____ Month _____ Days

10. Educational Qualification:

Sl No	Name of the examination (Madhyamik onwards)	Board/University	Year of passing	Percentage of Marks obtained
i				
ii				
iii				
iv				

11. Previous experience relevant to the Post applied for: (Certificate/Certificates to be enclosed)

Sl No	Capacity/ Designation	Experience period (From DD-MM-YYYY to DD-MM-YYYY)	Experience Duration (YY-MM-DD)	Name of the Department
i.				
ii.				
iii.				
IV				
V				

12. Details of Present/Last Position held:

Present/Last Position held	Name of the Present/Last Company/ Organization/Dept.	Present/ Last Monthly Salary drawn

13. Monthly Salary expected by the candidate:.....

NOTE: Complete Curriculum Vitae (CV) to be submitted along with the application otherwise the application will not be considered.

DECLARATION BY THE CANDIDATE

I do hereby declare that all the information furnished above is true to the best of my knowledge. If any information furnished above found incorrect/false, my candidature may be disqualified by the Tribal Welfare Department, Govt. of Tripura.

Place: .

Full Signature of the candidate

Date: ____ / ____ /2022

N.B:- Supporting documents (Self attested copies) in respect of Sl.No. 3, 5, 8, 9, 10,11 12 & 13 are required to be submitted along with complete Curriculum Vitae (CV) or resume.