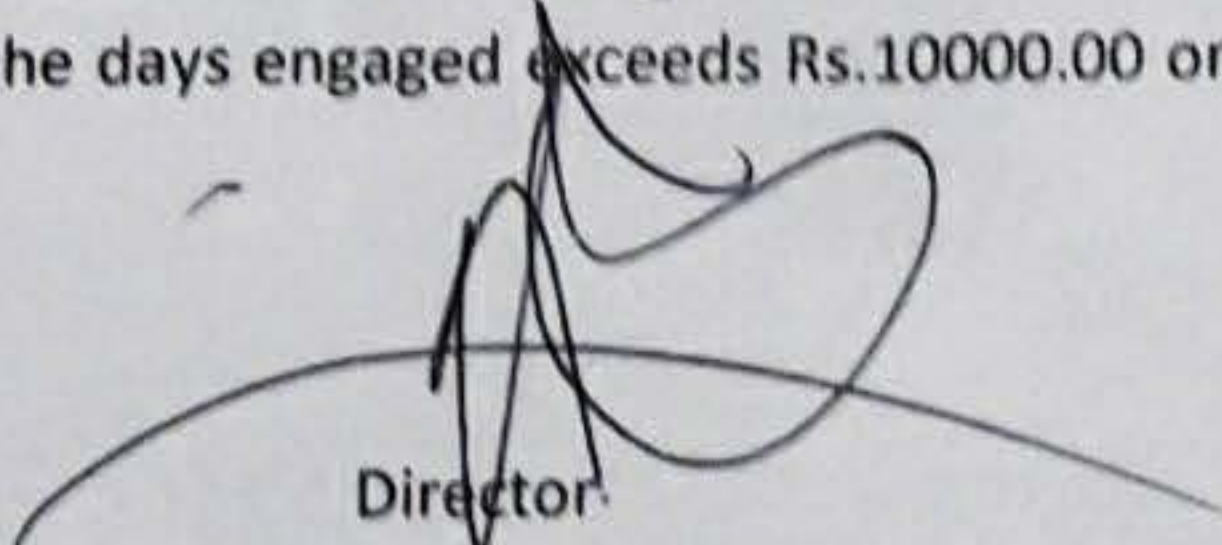


**NOTICE SEEKING APPLICATIONS FOR RETAINMERSHIP WITH B R AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT, WEST BENGAL AT KALYANI, NADIA**

B. R. Ambedkar Institute of Panchayats & Rural Development, West Bengal at Kalyani, Nadia has notified a Policy for Engagement of Retainer Consultants/ Professionals to support the Institute in furthering its institutional objectives. While there are 5 different categories for Retainer support for the present, this particular notice is for the Retainership as mentioned in 4.4 and 4.5 of the policy document (combined).

Interested candidates are to apply through e-mail addressed to the Director, BRAIPRD and mailed to [siprdkalyani@gmail.com](mailto:siprdkalyani@gmail.com) by 3 August 2020. On examination of the CV, shortlisted applicants will be called for a discussion (face to face at Kalyani or through online meeting platform) in the first week of August 2020 itself. The Retainership is expected to commence with effect from 17 August 2020 and expected to continue for the next six months. However, actual assignment will be based on requirement of the Institute.

For retainership, a minimum guarantee of Rs.10,000.00 per month as retainer fee is given. However, for actual assignment, the Retainer will be paid remuneration/ compensation @Rs.3000.00 (for those having graduate degree with or without experience or Post Graduate degree without experience)/ Rs.4000.00 (for those having post-graduate degree with experience). Maximum number of days a retainer will get assignment in a month is restricted to 24 days. In case remuneration of actual engagement exceeds Rs.10,000.00, the provision for minimum guaranteed remuneration will not be added. To explain further, in case fees for the days engaged exceeds Rs.10000.00 only the fees for the days on engagement will be paid.

  
Director

B R Ambedkar Institute of Panchayats & Rural Development, West Bengal at Kalyani, Nadia

No. 630/(37)/II-87/2020

Date: 24 July 2020

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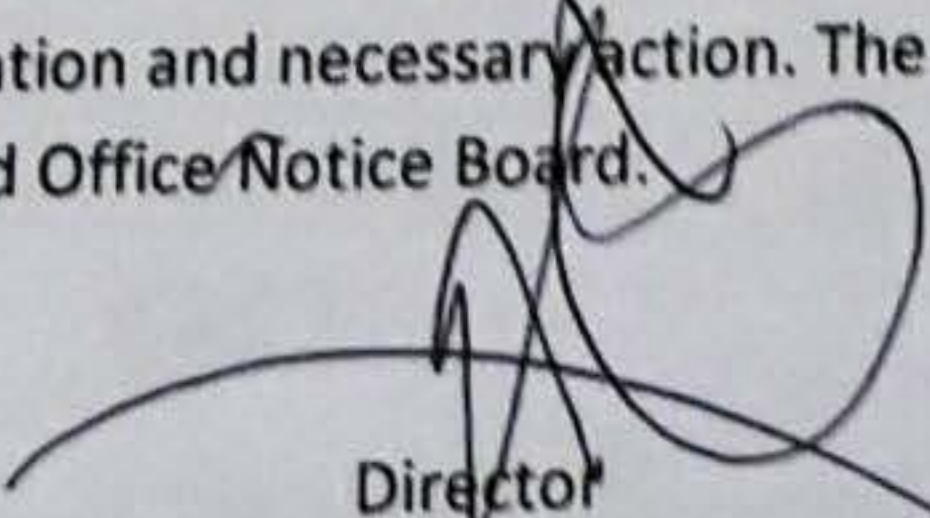
Shri Indrajit Paul, WBCS (Executive), Senior Research Officer, BRAIPRD,

Smt. Meghna Bhattacharya, WBCS (Executive), Officer-on Special Duty, BRAIPRD,

Shri Snehangshu Ganguli, WBCS (Executive), Deputy Director, Administration, BRAIPRD

Sbri Subhojit Bardhan, WBA&AS, Assistant Director, Finance, BRAIPRD

Shri Ashish Choudhury, Librarian for information and necessary action. The policy and the notice may be published on the Website of the Institute and Office Notice Board.

  
Director

B R Ambedkar Institute of Panchayats & Rural Development, West Bengal at Kalyani, Nadia



## **Policy for Engagement of Retainer Consultants/ Professionals**

### **1.Introduction**

The Retainer Policy has taken inputs from the policy followed by the National Rural Livelihood Mission (NRLM). However, considering the extent of use of the Retainer Consultants in the training institution, the present policy has made several customisations and actually has turned out to be our own retainer policy.

### **2.Defining Retainers for the BRAIPRD**

In the context of the BRAIPRD, a retainer is an individual professional whose services are requisitioned by the Institute on part time basis and for the purpose of delivering specific outputs.

### **3. Basic structure of the fees/ compensation/ remuneration payable to the Retainers**

There will be one minimum guaranteed component of the fees/ compensation/ remuneration payable to the Retainer Consultant. Whether work is assigned or not, the Retainer Consultant will be paid the minimum guaranteed compensation per month. However, when the compensation payable for the work assigned during the month exceeds the minimum guaranteed amount, this will be adjusted within the compensation for the work assigned.

### **4.Specific areas of assignment**

Considering the nature of work that the Institute does, following areas have been identified for empanelment of Retainer Consultants

- 4.1. Preparation of training modules including training schedule, guide to trainers, checklists, guide to trainees, training presentations, reading materials
- 4.2. Supporting the faculty of the Institute in conducting field research including developing the research framework, framing the central research question and the questionnaire, developing other instruments to be used for the primary survey, survey of secondary sources of information including literature survey, analysis of data coming out of the primary and secondary research, presentation of research findings etc.
- 4.3. Taking part in field work for case studies as identified by the Institute's faculty and providing data support with photographs etc. to the faculty for writing the case study documents
- 4.4. Designing different books and publications including fliers, brochures, newsletters, periodicals etc. as well as preparing documents for digital publication
- 4.5. Preparing animated/ graphic Flash/ PowerPoint presentations for the online course modules as developed by the institute for running online training courses

There might be more areas evolving as go along.

### **5.Eligibility for the Retainers**

BRAIPRD is not prescribing any prohibitory eligibility criterion for the Retainers. However, the minimum educational qualification for the Retainers will be to graduate from a recognised University/ Institution. The Retainer should have appropriate exposure/ additional qualification in the area for which the Retainer applies. However, for the research and case studies related assignments, degree or diploma in rural development/ rural management and experience in research work would be an added advantage and will carry weightage for selection.

5.1 Degree/ Diploma in Training/ Training & Development for the position at 4.1 above or proven experience in coordinating/ managing training in a government/ non-government institution/ organisation

5..2 Degree/ Diploma from a recognised University/Institute on Rural Development/ Social Work/ Research Methodology and/ or experience in conducting social survey on behalf of the Government/ CSO for the positions in 4.3 above.

5.3 Degree/ Diploma in Communication/ Designing/ Graphic Design/ Multimedia from any recognised University or Institute and/ or experience in working in the communication sector in a government/ non-government institution/ organisation/ private organisation of repute for the position in 4.4 and 4.5 above.

## **6. Selection of Retainers**

The retainers will be selected on the basis of open advertisement through the website of the Institute (<https://www.braiprd.org.in>). Applications received will be shortlisted, area of assignment-wise (as indicated in 4 above), by a selection committee comprising the Director, BRAIPRD as Chairperson, SRO, BRAIPRD and Smt. Meghna Bhattacharya, OSD, BRAIPRD as members and the Deputy Director, BRAIPRD as Member-Secretary. After shortlisting, the selected applicants will be called for a discussion (face to face/ online) and depending upon the number of applicants the selection committee will decide on further modalities of selection. The process will have to be transparent.

## **7. Code of Conduct for the Retainers**

- 7.1.** The Retainer shall follow the rules and regulations, which are in general applicable to employees of BRAIPRD.
- 7.2.** The Retainer shall follow the confidentiality protocol of BRAIPRD and shall not reveal to any person or organization confidential information relating to BRAIPRD, its work and policies.
- 7.3.** The Retainer shall not claim any intellectual property right over the work done at BRAIPRD and has to strictly maintain the confidentiality of BRAIPRD's intellectual property. Any violation/infringement will be viewed adversely against the intern as well as the institution to which he/she belongs and may invite appropriate action.
- 7.4.** The Retainer shall have no claim whatsoever on the results of the work. BRAIPRD and the Department of Panchayats & Rural Development retain all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during the course of the work.
- 7.5.** The Retainers may, however, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to BRAIPRD cannot be revealed under any circumstances.
- 7.6.** Any papers and documents written and/or published by the Retainer should carry the caveat that the views are the personal views of the author and do not represent or reflect the views of BRAIPRD.
- 7.7.** Retainers will follow the advice given to them by BRAIPRD regarding representations to third parties.
- 7.8.** In general, a Retainer may not interact with or represent BRAIPRD vis-à-vis third parties. However, at times a Retainer may specifically be authorized to interact with third parties on behalf of BRAIPRD depending on the nature of his/her role and responsibilities.
- 7.9.** No Retainer shall interact with or represent BRAIPRD to the media (print and electronic).
- 7.10.** The Retainers will conduct themselves professionally in their relationship with BRAIPRD and the public in general.
- 7.11.** In the event of unsatisfactory performance, the concerned Retainer may be advised by BRAIPRD to discontinue the association, with one month's notice.

## **8. FACILITIES PROVIDED:**

- 8.1.** The Retainer will have to use his/her own personal laptops or devices. However, in urgency, the Institute will provide in-house computer support along with other peripheral when the Institute asks the Retainer to work for a continuous spell in the Institute premises
- 8.2.** The Retainer will have to work from home, if not on a field placement/ visit or not called to attend office of the BRAIPRD. In urgency, the Institute may ask a Retainer to stay back at the Institute for a specific spell and provide support in developing reports/ presentations etc.
- 8.3.** Conveyance charges will be reimbursed at actuals, subject to a ceiling to be decided every year.

**8.4.**If the Retainer is sent to the field, local transportation, board and lodging will be arranged by the local administration at no cost for the Retainer.

**9.DELIVERABLES AND REPORTING:**

**9.1.**Specific works will be assigned to the Retainers from time to time

**9.2.**For each work given, number of days will be indicated in consultation with the Retainer

**9.3.**The timeline for delivery and the format of reporting will also be indicated for every individual work

**9.4.**Payment will be made on monthly basis

**10.REMUNERATION:**

**10.1.**Each Retainer will be paid a minimum guaranteed amount of Rs.10000.00 (ten thousand rupees) per month. For every day of work assigned and completed, the Retainer will get Rs.3000.00/Rs.4000 per day of work subject to a maximum of 24 days in a month. However, when monthly fees exceed the minimum guaranteed payment, only the daily professional fees will be paid and no additional amount as part of the guaranteed payment.

**11. TERMINATION:**

**11.1.**BRAIPRD may disengage an empanelled Retainer from the Retainership if BRAIPRD is of the view that the services of the Retainer is no longer required. However, that will require one month's notice.

**11.2.**If the Retainer decides to disengage from BRAIPRD, he should provide 2 weeks' prior notice.

**11.3.**Upon termination, the Retainer must hand over to BRAIPRD, any papers, equipment or other assets which might have been given to the Retainer by the Department/ Institute in course of his/ her work with the BRAIPRD. This will include any badges or ID Cards which may have been issued to the Retainer.

**11.4.**If it comes to the notice of BRAIPRD that the person whose services have been terminated by BRAIPRD continues to act in a manner which gives an impression that he is still working for BRAIPRD, BRAIPRD shall be free to take appropriate legal action against such person.

**11.5.**The Competent Authority may initiate appropriate action against erring Retainer and the decision of the Competent Authority would be final and binding on the Retainer.

**12.POWER TO REMOVE DIFFICULTIES:**

The Competent Authority shall have the power to remove any difficulty which may come in the way of the implementation of these guidelines.