

**GOVERNMENT OF ASSAM
ASSAM STATE RURAL LIVELIHOODS MISSION SOCIETY
SIRD Campus, Khanapara, Guwahati – 781022**

The Assam State Rural Livelihood Mission Society (ASRLMS) wishes to engage State, District and Block Core Team who could put together their knowledge, passion and zeal to work with poor in National Rural Livelihoods Mission.

Assam State Rural Livelihoods Mission Society is a registered Society under Society Registration Act XXI 1860. The Society has been entrusted with implementing National Rural Livelihoods Mission in the state of Assam with a clear mandate to reach out to the poor families, link them to sustainable livelihoods opportunities and nurture them till they come out of poverty.

This Society is acting as State Rural Livelihoods Mission (SRLM) and is expected to create three tier implementation structures at State, District and Block levels and man them with professional staff.

For the purpose, SRLM– Assam wishes to recruit full time Professionals on contract basis for different domains. Applications are invited from suitable candidates for following positions.

NRLM comprehensive livelihoods approach encompassing four inter-related tasks:

- 1. Mobilizing all rural, poor households into effective SHGs, SHG federations and producer organizations and create an effective institutional platform of the rural poor;*
- 2. Enhancing access to financial, technical, and marketing services;*
- 3. Building capacities and skills for gainful and sustainable livelihoods; and*
- 4. Improving the inclusive delivery of social and economic support services to the poor.*

SI	Name of the positions	Position code	Level	Vacancies
1	State Project Manager-HR& Admn.	014	SMMU	1
2	State Project Manager- Social Mobilization, Institutional Building and Capacity Building.	011	SMMU	1
3	Project Manager- Financial Inclusion	023	SMMU	1
4	District Functional Expert - Social Mobilisation, Institutional Building & Capacity Building.	081	DMMU	1
5	District Functional Expert – Livelihoods, Skills Development and Placement.	082	DMMU	2
6	District Functional Expert - Financial Inclusion	083	DMMU	3
7	District Functional Expert - HR and M&E	084	DMMU	1
8	Block Project Manager	091	BMMU	5
9	Block Coordinator	092	BMMU	66
	TOTAL POST			81

For detailed tasks description and eligibility criteria, please visit www.asrlms.in. Initially this engagement will be for one year. Based on performance and requirement of the mission, contract may further be extended.

How to apply:

Interested candidates may send their application in PRESCRIBED format. The prescribed format is uploaded in website www.asrlms.in. Candidates are advised to download the format and fill the required details in CAPITAL LETTERS only and send it to the following address.

**Post Box No.31
Post Office Khanapara.
College of Veterinary Science.
Khanapara, Guwahati-22**

The last date for receiving the complete application is 12th March 2013 upto 5.00 PM.

Important Notes:

1. The selection of the Professionals will be based purely on track record and eligibility for the mission.
2. The selection procedure will involve written test, group discussion and personal interview.
3. Candidates are requested to clearly fill the application and ensure personal email id and contact telephone details are mentioned therein. This is required for making quick and timely communication.
4. The filled application must be sent through POST only. The incomplete application will not be considered. No application will be entertained after last date for the receipt of application.
5. The condition for rejection of application is mentioned in the website version of the advertisement which is floated on www.asrlms.in. Candidates are requested to go through them carefully.
6. Candidates applying for more than one position should send separate application.
7. The list of shortlisted candidates will be floated on the said website. Applicants are requested to start visiting the said website after 7 days from the last date for receiving application. Shortlisted candidates will be informed about further selection process through post and in the website.
8. Proficiency in computers and command on MS Office is essential for all positions.
9. Extensive field visit will be required in case of all positions. All the professionals engaged through this recruitment, will have to work extensively in villages on full time basis.
10. APO (C) and EO (C) may apply respectively for BPM position. Other interested government employees and bank officers are also encouraged to apply. Relevant deputation norms would be applicable for them. If shortlisted, they would undergo the same selection process as other candidates.
11. The SRLM will fix the remuneration within given range based on educational qualification and quality of experience in relevant domain.
12. No TA/DA will be paid for appearing in selection process.
13. Reservation norms will be applicable as per norms of Government of Assam.
14. Any discrepancy in certificate verification will lead disqualification of candidates at any level of selection.
15. The SRLM has the right to cancel the recruitment process without assigning any reasons thereof.
16. For any further information, applicant may contact on **Office of the State Mission Director, Assam State Rural Livelihoods Mission Society, SIRD Khanapara Campus, Guwahati-22** from 10.00 am to 5 pm of any working day till recruitment process is completed.
17. All the shortlisted candidates will have to undergo 15 days intensive immersion process, after which the formal appointment letter will be given.
18. The numbers of Post are subjected to change.

Sd/-

State Mission Director.
ASRLMS.

Job Details of Vacant Positions:

Position Code	Name of Position	Salary Range	Required Qualification and Experience.	Key Job Details
011	State Project Manager-Social Mobilization, Institutional Building & Capacity Building. Age Limit: 25 – 45 years.	45000 - 60000	Post Graduate Degree in Social Work / Rural Development / Veterinary Science / Agro Economics / Agriculture with minimum 5 years experience in the thematic area in Social / Community development sector in similar capacity.	State Project Manager will responsible for designing various policy frameworks and intertwining them. Further they will also design implementation guideline according to the policy framework. He/She will be working closely with the State Mission Director (SMD) of the project and strive for improving project implementation guideline across the project period. SPM will strategically have threefold responsibility including specialist functions, project management at district level and leading single or multiple livelihood intervention of the project. SPM will be responsible for : <ul style="list-style-type: none"> • Partnership management with service providers both public and private, coordinating relationship with project stakeholders as well as external resource agencies. • Convergence with Government Department, linkages with financial institutions, building capacity of NGOs and civil society organisation. • Team building across the project and handholding on project management, performing administrative function, financial management and conflict resolution to district and block units. • Coordinating project based studies, evaluation and research assignment. • Timely reporting, review and supervision of task.
012	State Project Manager-Livelihoods. Age Limit: 25 – 45 years.	45000 – 60000		
013	State Project Manager – Financial Inclusion. Age Limit: 25 – 45 years.	45000 - 60000		
014	State Project Manager – HR and Administration. Age Limit: 25 – 45 years.	45000 – 60000		

			<p>events in Social / Community Development sector. The person should have sound knowledge of training need assessment and participatory training methodology.</p>	<p>implementation guideline across the project period. SPM will strategically have threefold responsibility including specialist functions, project management at district level and leading single or multiple livelihood intervention of the project. He should have a total experience of HR / Administration / Project Management. Along with these. SPMs will be responsible for :</p> <ul style="list-style-type: none"> • Team Building and Shared Vision in the Mission. • Developing Learning System. • Performance Appraisal of the Staff. • Grievance Redressal of Staff. • Preparing Staff Capacity Building Plan. • Institutionalising System for Services, conduct, and discipline in the Mission. • Maintaining standard rate of staff retention in the Mission. • Operationalizing Action Plan in Project Management units. • Recruitment and induction of new staff.
015	<p>Chief Financial Officer.</p> <p>Age Limits: Below 63 Years.</p>	45000 - 60000	<p>Chief Finance Officer would be having experience of minimum ten years in the rank of FAO or Senior grade positions in Accounts from Government dept./ government organizations / training institute or equivalent in the cadre of AFS.</p> <p>In case if not from government and hired from open market the CFO should have P.G Degree in commerce / Management / ICWAI /CA with overall hierarchical managerial experience of over 5 years in Social / Community Dev. Sector project funded by World Bank or central Govt or have experience in PSUs.</p>	<p>The CFO will have overall responsibility for all the financial and accounting aspects of the mission and provide leadership and strategic direction on the financial aspects, including development of financial capability in all the implementing agencies at the district block and community institutions he will oversee the finance and accounting functions of all units, budgetary control, monitoring and control of financial management system, internal control functions at the state, district and block level.</p> <p>Some of the core functions to be performed by CFO will be:-</p> <ol style="list-style-type: none"> 1. Compile annual budget of mission based on AAP for SMMU,DMMU and BMMU and submit same to the MoRD for sanction of the budget. 2. Distribute funds to DMMU and BMMUs on time basis as per agreed annual worked plans. 3. Institute mechanism for proper accounting and auditing of Mission funds at state, district, block and

				<p>village level.</p> <p>4. Maintain database on district/block wise, component wise fund releases and expenditure.</p> <p>5. Compile and forward regular quarterly/annual financial reports to Govt. of Assam, Govt. of India.</p> <p>6. Submit regular claims for reimbursement of Mission expenses</p> <p>7. Develop policy and strategy for book keeping capacity building at block & village level and implement the same.</p> <p>8. Review financial progress at District & Block level.</p> <p>9. Liaise with statutory auditors for the audit on an annual basis and place the audited accounts before SMD of state society and filing of returns with Regular of Societies.</p> <p>10. Effective Liason with consultants engaged to work on Finance and accounts aspects.</p> <p>11. Ensure that the internal audit system is working as per schedule and follow up of issues arising out of internal audit.</p>
021	<p>Project Manager-Social Mobilization, Institutional Building and Capacity Building.</p> <p>Age Limit: 25 – 40 years.</p>	35000 – 45000	<p>Post Graduate Degree in Social Work / Rural Dev. / Veterinary Science / Dairy / Agro Economics / Agriculture with minimum 2 years' experience in the thematic area in Social / Community Development Sector in similar capacity.</p>	<p>Project Manager will function with specialist capacity. Their expertise will be available to district and block level. Initially they will facilitate coordination and liaison at district level. Project Manager will further ensure task accomplishment against the plan at district and block unit of the project. Their hands on experience of the field will help SPMU in policy design, system improvement and upgrading implementation guidelines of the project. Besides these, PMs will be extending handholding support to district and block unit on linkages with financial institutions, convergence with Government programmes, capacity building of community institutions, planning and disbursement of CIF and team building. PMs are supposed to perform specific role of trainer to Block and District team and act as an active link between BMMU and SMMU. They should also establish financial linkage between financial institutions and VO/SHGs.</p>
022	<p>Project Manager – Skill Development and Placements.</p> <p>Age Limit: 25 – 40 years.</p>	35000 – 45000	<p>Post Graduate Degree in Social Work / Rural Dev. / Veterinary Science / Dairy / Agro Economics / Agriculture with minimum 2 years' experience in the thematic area in Social / Community Development Sector in similar capacity.</p>	
023	<p>Project Manager – Financial Inclusion.</p> <p>Age Limit: 25 – 40 years.</p>	35000 – 45000	<p>Post Graduate Degree in Social Work / Rural Dev. / Veterinary Science / Dairy / Agro Economics / Agriculture with minimum 2 years' experience in the thematic area in Social / Community Development Sector in similar capacity.</p>	

024	Project Manager – Monitoring and Evaluation. Age Limit: 25 – 40 years.	35000 – 45000	Post Graduate Degree in Social Work / Rural Dev. / Veterinary Science / Dairy / Agro Economics / Agriculture with minimum 2 years' experience in the thematic area in Social / Community Development Sector in similar capacity.	
031	Finance Officer – Procurement. Age Limit: 25 – 40 years.	30000 - 40000	MBA Finance with minimum 2 years experience in similar capacity in social / community development sector project funded by World Bank / Central Govt or having experience in PSUs.	The Finance Officer will assist the FA and SMD in relation to fiduciary governance of the mission fund and coordinate with FA/SMD oversee the finance and accounting function of all units, budgetary control, monitoring and control of financial management system, internal control functions at the state, district and block level. The procurement arrangements in the various project implementing units will be overseen by him.
041	Accounts Officer. Age Limit: 25 – 40 years.	30000 - 40000	P.G. Degree in Commerce / CA / ICWA with minimum 2 years' experience in similar capacity in Social / community development sector project funded by World Bank/Govt. of India or having experience in public sector undertakings.	1. Will be responsible for performing all finance and accounting functions at the SMMU level of State society. Some of the core functions to be performed by Accounts Officer are:- a. Maintaining proper books of accounts and consolidating accounts b. Compilation of accounts in state level c. Preparing interim financial statements to be submitted to MoRD/NMMU. d. Ensure timely and up-to-date upkeep of accounts regularly. e. Maintaining Accounting and Financial Procedures at Mission Units. f. Maintaining and compiling records of CIF from different accounting centres. g. Incorporating internal controls in accounting system at various levels. h. Preparing stock statement and updating Fixed Assets Register after proper physical verification at periodic intervals. . i. Assisting external and internal audit team in audit related matters, j. Monthly analysis of advances and ensure its proper

				<p>accounting.</p> <p>k. Quarterly Reconciliation of Payments with Expenditures to ensure proper accounting.</p> <p>l. Monthly analysis of statutory payments-deductions and remittances such as sales tax, income tax, EPF etc. to ensure that legal and statutory deductions and remittances are made in time.</p> <p>M. Knowledge of Online accounting is must.</p>
051	<p>Accounts Assistant.</p> <p>Age Limit: 23 – 40 years.</p>	15400 - 20000	<p>PG Degree in Commerce, with knowledge in computer application and Tally latest version. Candidate having prior experience will be preferred.</p>	<p>The Accounts Assistant will assist Finance & Account and other thematic professional team in the State level and will be responsible for performing all finance and accounting and other related functions at State and district level as per the instructions given.</p>
061	<p>MIS Manager.</p> <p>Age Limit: 25 – 40 years.</p>	30000 - 40000	<p>MSc-IT/MCA/M Tech with minimum 5 years' experience and above in documentation, reporting, data analysis and online monitoring activities in social /community development projects. Working knowledge of data management software will be desirable.</p>	<p>MIS Manager should analyse the data and circulate the same both upward and downward to all concerned stakeholders. He should have ability to plan, organise and conduct training for MIS Executive, MIS Executives and other stakeholders on MIS system. He should streamline information flow (through periodic compilation of progress) for conducting district and block meeting. He should anchor studies, process monitoring and periodic evaluation at District and Block level. Compile and submit reports to concerned stakeholders at periodic intervals as and when required.</p>
071	<p>District Project Manager.</p> <p>Age Limit: 25 – 40 years.</p>	30000 - 40000	<p>Post Graduate Degree in Social Work. / Rural Dev./ Veterinary Science / Dairy / Agro Economics / Agriculture from a recognized University with minimum 2 years of experience in the Social / Community Dev Sector. Candidate should have experience in handling large and multidisciplinary team as well executing Livelihoods, SHGs Programmes with demonstrated leadership Skills.</p> <p>Or</p> <p>Assistant Project Officer (Credit) working in DRDA may also apply. APO(C) having integrity, good track</p>	<p>Will be responsible for giving a district perspective to the Project and popularise it among all leading development institutions, civil society organisations and line department. DPM will be responsible for strengthening Block Level Federations and initial mentoring to them. She/he will be in regular touch with SMMU, DPM will be implementing partnership activities and business facilitation jobs in the field. collating, consolidation and analysis of project data will be another important sphere of functioning for him/her. It is expected that DPM will position him / herself in such a way that it could fetch opportunity to represent district level committees of bankers, forum of civil society organisations and various advisory committee for Government programmes. The DPM will also be responsible for consolidation of district</p>

			<p>record, efficiency, interest and aptitude to work for the poor can also apply in deputation on their grade pay.</p> <p>After being satisfied of proven track record of good performance for any officer of above category, Mission Director with the approval of Chairman, EC may directly request Government for attachment.</p>	<p>plan, monitoring activities and reporting according and extending procurement support to the block units. The DPM will have to play a critical role in building a Team of those associated with Project implementation, Plan and administer administrative support programmes, review Project Management Cost Budgets, Coordinate in organizing meetings, seminars, workshops etc, develop communication procedures to ensure that all members of staff are informed regarding policies and directions of Project, assisting/guiding communities in development of Livelihoods plan, Monitor and supervision of Project activities.</p>
081	<p>District Functional Experts – Social Mobilization, Institutional Building and Capacity.</p> <p>Age Limit: 23 – 40 years.</p>	25000 - 30000	<p>Post Graduate Degree in Social Work / Rural Development / Veterinary Science / Dairy / Agro Economics / Agriculture with experience in the thematic area in Social / Community development sector.</p>	<p>District Functional Specialists will help DPM to ensure coordination in respective specialised field. this broadly includes:</p> <ul style="list-style-type: none"> • Resource Management for Training to Community. • Facilitating for livelihood activity management and market linkages. • Facilitation in preparing the Micro Credit plan and consolidating the same. • Handholding the block unit on VO strengthening. • Implementing partnership at district level. • HR functions – training to block administrative and finance staff, assisting SMMU in HRD assessment and strengthening learning process among block team. • Facilitating reviews, monitoring and communication within Mission. • Coordination in establishing linkages between Financial Institution and SHG/VOs <p>Coordination among various financial Institutions, SHGs, VOs, Other agencies in organizing training and exposure programmes.</p>
082	<p>District Functional Experts – Livelihoods, Skill Development and placements.</p> <p>Age Limit: 23 – 40 years.</p>	25000 – 30000		
083	<p>District Functional Experts – Financial Inclusion.</p> <p>Age Limit: 23 – 40 years.</p>	25000 – 30000		
084	<p>District Functional Experts – HR and M&E.</p> <p>Age Limit: 25 – 40 years.</p>	25000 – 30000		
091	<p>Block Project Manager.</p> <p>Age Limit: 25 – 40 years.</p>	25000 - 30000	<p>Post Graduate Degree in Social work / Rural Dev./ Veterinary Science / Dairy / Agro Economics /</p>	<p>Block Project Manager will be the leader of the project implementation unit at Block Level. She/he will be supported with a team of Cluster</p>

			<p>Agriculture from recognized University with min 2 Years experience in Social / Community Development sector preferably on Livelihoods Promotion and poverty reduction.</p> <p style="text-align: center;">OR</p> <p>Extension Officer (Credit) working in Blocks may also apply. EO (C) having integrity, good track record, efficiency, interest and aptitude to work for the poor can also apply for deputation on their grade pay. After being satisfied of proven track record of good performance for any officer of above category, Mission Director with the approval of Chairman, EC may directly request Government for attachment.</p>	<p>Coordinators. BPM will be steering the effective implementation of the project activities. Key result areas of his/her performance will be</p> <ul style="list-style-type: none"> • Conceptualising development plan and extend mentoring support to village institutions (SHGs, VOs and BLF) through block team. • Designing and fostering linkages with local financial institutions. • Building project image among Government, civil society organisation, PRIs, NGOs and other support institution. • Coordinating block livelihood promotion plan and facilitate functioning of service providers at block level. • Implement partnership plan with NGOs in the block. • Planning and ensuring implementation of capacity building activities for community institutions and project stakeholders at block level. • Supervising <u>Micro Credit Plan</u> and facilitating Community Investment fund utilisation of VOs/SHGs. • Making BLF functional and extending regular handholding for managing its day to day affairs.
092	<p>Block Coordinator.</p> <p>Age Limit: 23 – 40 years.</p>	15400 - 20000	<p>Post Graduate in Social Work / Rural Development / Veterinary Sciences / Dairy / Agro Economics / Agriculture with exposure in these thematic areas in rural development and community development Programme.</p>	<p>The Block Coordinator will be supported by a team of Community coordinator in Community level which will be evolved out of Social mobilization process. The Block Coordinators will serve in Cluster of a block. The BC will be supervising the functioning of SHGs / VOs with decided standard parameters in the Project. In the hierarchy of village institutions being promoted by the project, BC will be mentoring VOs. Their Prime responsibility will be mentoring SHGs of respective villages and enabling them to meet the institutional objectives. After immersion and training, the Block Coordinator will be involved in the social mobilization process in the Block level and subsequently after completion of 1 year, they will be engaged in BMMU</p>

				<p>in their respective thematic areas. The core functional areas of BC will be :</p> <ul style="list-style-type: none"> • Preparing cluster plan and operationalizing the same. • VO formation and strengthening (through training, handholding etc). • Training to VO members. • Facilitating audit of VOs accounts. • Implementation of social action plan of the project. • Facilitating Community Investment Fund channelling from project to VO and to SHG members and keep regular monitoring of the same. • Facilitating bank linkages process. • Conflict management at SHG and VO level. • Relation building with PRIs. • Marketing Support of institutions of the poor. The range of activities in marketing support includes market research, marketing intelligence, technology extension. • Facilitation for preparation of Micro Credit Plan to SHGs. • Facilitation preparation of Bank Linkages of SHGs. • Supervising CIF utilisation and its repayment. • SHG rating and audit. • Assist of SHG formation and their strengthening.
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Criteria for Rejection of Application

There will be specific criteria for rejection of application. This will include the following.

- If application is received in format other than what is PRESCRIBED.
- If application doesn't bear any of the followings.
 - photograph of the candidates
 - mention of the post applied for
 - date of birth
 - address for communication

- signature of the candidate
- mention of category of reservation
- name and address of referee
- If application is received after last date as mentioned in the newspaper.
- If application is not legible or filled by pencil
- Any other valid reason found appropriate for rejecting the application.