

**Government of Jharkhand**  
**(Rural Development Department)**  
**Jharkhand State Livelihood Promotion Society**

**New Vacancy Announcement for Various Contractual Positions under NRETP (DAY-NRLM)**

The Rural Development Department, Government of Jharkhand implements several programs that aim at alleviating rural poverty through creation of infrastructure and generating sustainable employment opportunities for the rural poor. JSLPS is created by the department (as registered Society) to fight against rural poverty and realize its aims and mandate. The focus of JSLPS is to improve rural livelihood options and work towards social and economic empowerment. Society is the nodal agency for implementing programs/projects like DAY – NRLM, MKSP, DDU – GKY, JOHAR, NRETP and JICA funded Drip Irrigation project. For further details, please visit [www.jslps.org](http://www.jslps.org).

National Rural Economic Transformation Project (NRETP) is the project integrated within the framework of DAY-NRLM. This project aims to establish efficient and effective institutional platforms of the rural poor and enable them to increase household income through sustainable livelihood enhancement, and improved access to financial and selected public services. This project is financially assisted by the World Bank and have share of funding from MoRD, GoI and GoJ too. To know more details, please visit [www.jslps.org](http://www.jslps.org).

To build dedicated team under NRETP, competent, hardworking and passionate professionals are required by JSLPS on contractual basis. Applications are invited from suitable candidates for the following positions.

S.N	Name of Position	Level	Nos of Position
<b>State Level Position (SMMU)</b>			
1	SPM – Non Farm	L3	1 (UR-1)
2	SPM – Digital Finance	L3	1 (UR-1)
3	PM – Digital Finance	L4	1 (UR-1)
4	PM – Insurance and Pension	L4	1 (UR-1)
5	PM – Forward Linkages	L4	1 (UR-1)
6	PM – Value Chain	L4	1 (UR-1)
7	PM – Organic Village Cluster	L4	1 (UR-1)
8	PM – Livelihoods Training and CB	L4	1 (UR-1)
9	PM – Non Farm	L4	1 (UR-1)
10	Accounts Officer (NRETP)	L5	1 (UR-1)
11	Accountant (NRETP)	L6	1 (UR-1)
<b>District Level Position</b>			
1	District Manager – Enterprise Promotion	L5	4 (UR-2, ST-1, BC I-1)
<b>Block Level Position</b>			
1	Block Project Officer – Organic Farming	L5	Total- 22 (UR-11, ST-06, SC-2, BC I – 2, BC II-1)
2	Block Project Officer – Value Chain	L5	Total- 24 (UR-12 ST-06, SC-3, BC I – 2, BC II-1)
3	Block Project Officer – Financial Inclusion	L5	Total- 50 (UR-25, ST-13, SC-5, BC I – 4, BC II-3)
4	Block Project Officer – Enterprise Promotion	L5	Total- 50 (UR-25, ST-13, SC-5, BC I – 4, BC II-3)
5	Block Accounts Officer	L 6	Total- 50 (UR-25, ST-13, SC-5, BC I – 4, BC II-3)

Further to the above, applications are also invited for the following position under DAY-NRLM.

S.N	Name of Position	Level	Nos of Position
<b>District Level Position</b>			
1	District Manager – Social Development	L5	Total- 18 (UR-9, ST-5, SC-2, BC I –1 , BC II-1)

**Note**

- Recruitment will be conducted by the independent HR agency, SIDS Pvt. Ltd., hired by JSLPS.
- Please visit [www.sids.co.in](http://www.sids.co.in) or [www.jslps.org/career](http://www.jslps.org/career) for detailed advertisement including job profiles, eligibility criteria, pay package and other conditions for engagement on positions as mentioned above. The eligibility criteria of the said positions are revised/ broadened by the competent authority of JSLPS. Candidates applying for the position/s must go through this document and accordingly submit the application.

- Further details of selection process & reservation cut off for each level of selection is also uploaded on [www.sids.co.in](http://www.sids.co.in) and [www.jslps.org/career](http://www.jslps.org/career). Candidates applying for the position/s must read it carefully before submission of application.
- Reservation for *Divyang* and for Women & Economically Weaker Section of General Category will be applicable as per State Government norms. Reservation benefits will only be available to the residents of Jharkhand having valid credentials.
- Candidates who fulfil all the eligibility criteria for the positions must only apply.
- The last date of submitting online application will be the final date for calculating minimum length of relevant experience (as detailed out in web version) for respective positions.
- As per decision taken by the competent authority, existing JSLPS staffs must not apply for any position if not completed 1 year of service on current position. For calculation of one-year service on existing position, concerned may refer the last date of application submission.
- Candidates may apply for multiple positions if meeting the criteria. For each position, application has to be submitted separately.
- JSLPS reserves the right of scheduling same or different date for selection for positions advertised. Candidates shortlisted for multiple positions will have to select best suitable option and accordingly participate in the selection process.
- Written test (subjective/objective) for all advertised positions will be the base for shortlisting for next stages of recruitment.
- Posting of selected candidates is subject to the decision of JSLPS Management.
- The Number of positions may increase or decrease based on requirement of the project.
- The final merit list of candidates will be announced after applying approved cut off for each stages/levels of selection process. In case, no of candidate is not obtained as mentioned in the advertisement, another round of recruitment may be conducted for vacant positions as per decision of JSLPS management.
- All Positions are offered on contract basis for maximum up to 31<sup>st</sup> March 2022 or till the project requirement and/or as budget allows, whichever is earlier.
- JSLPS reserves the right to cancel or amend the recruitment process at any stage.

#### **HOW TO APPLY:**

Interested candidates need to apply online at [www.sids.co.in](http://www.sids.co.in) latest by **12<sup>th</sup> July, 2019**. The online application portal will be live within 48 hours from the date of publishing this advertisement. Interested candidate may apply accordingly. Applications through any other means will not be accepted.

**Special Secretary, RDD, GoJ  
cum CEO - JSLPS**

## State Level Positions

JOB DESCRIPTION	
State Program Manager – Non Farm	No. of Positions
Level – L3	1 (UR – 1)
Sl. No.	Eligibility Criteria
<b>1</b>	<p><b>A. Full Time 2 years’ Post Graduate Degree in any discipline</b> with <u>first division marks</u> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>B. Full Time 2 years’ Post Graduate Degree/Diploma in</b> - Social &amp; Development Studies/ Rural Development/Management or subject relevant to the position from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>C. Full Time 2 years’ Post Graduate Degree/Diploma in</b> Business Administration (Marketing/Finance/Economics/Agri Business) from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>D. Full time 1 year</b> Rural Management/Development Diploma from NIRD.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>E.4 years’ full time graduate diploma/degree in</b> Agriculture / Agriculture and Allied Management (horticulture, Livestock, Fishery, and Forestry) /Agri-business/Agricultural Engineering or subject relevant to the position from a government recognized university/academic institution.</p> <p><b>Experience Required:</b> Minimum <b>10 years</b> of post qualification (starting after successful completion of minimum required education qualification) <b>RELEVANT work experience (in subject related to the position)</b> of working in large scale project/program for poverty eradication/livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organization. Experience should include leading/managing relevant assignment with professional team. Extensive experience of promoting, nurturing and working with poor’s institutions; policy advocacy; managing partnership; and dealing with government system would be given preference.</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Computer Skills – Excellent working knowledge in MS Office environment.</li> <li>• Language Skills – Excellent writing and oral skills in both English and Hindi.</li> <li>• Other Skills and Knowledge – Knowing Government system &amp; its functioning, development policies and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per program requirement and decision of the JSLPS management</li> </ul> <p><b>Remuneration :</b> <b>Rs 75,000 To 1,15,000</b> per month, purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Prepare annual action plan for non-farm livelihoods component of NRETP/JSLPS. This includes preparation and evaluation of project proposals to be submitted to the NRLM for funding under the NRETP. Accordingly co-ordinate with SMMU/DMMU/BMMU for effective and timely implementation of the program and conduct regular review meetings at various levels.</li> <li>• Develop partnerships with Government/private sector/technical institutions on various aspects like capacity building of various stakeholders (community cadre, entrepreneurs), market support, technical assistance, technology support, enterprise management etc.</li> <li>• To lead Business Incubation Cell established at SMMU and foster idea incubation process; product development; diversification of business operations as well as production; ensure products’ branding, sales and marketing etc.</li> <li>• Develop strategies for identification of ‘aspiring’ entrepreneurs, self-employment opportunities and lead viability assessment of selected opportunity. Also ensuring that the enterprises supported under the program are sustainable and financially viable within the defined timelines of the project.</li> <li>• Develop strategies to identify gaps between existing and necessary skills required to start the Micro-Enterprises, accordingly connect with available choices of skill based trainings in ecosystem and enable the micro-enterprise to be functional with all required technical/financial assistance.</li> <li>• Facilitate forward and backward linkages for the enterprises set up under the program.</li> <li>• Facilitate and monitor the creation of competitive advantages for the enterprises supported by the SRLM, creation of brand, statutory compliances, reaching economies of scale, access to various government schemes, convergence etc.</li> <li>• Monitor progress of the entrepreneurship development component, analyse MIS and project performance data and take necessary corrective action.</li> <li>• Ensure deployment of technology platform for enterprise and cluster support and use of data analytics for performance tracking and decision making at enterprise and SRLM level.</li> <li>• Develop SOPs, manuals and guidelines for various components of the program.</li> <li>• Ensure documentation of case studies, best practices, and learning notes throughout project implementation.</li> <li>• Comply with necessary administrative processes to ensure smooth implementation of entrepreneurship development component in the field</li> <li>• Review the performance of the non-farm livelihoods team at all levels in the state and support them in the successful fulfilment of their responsibilities.</li> <li>• Co-ordinate with the other thematic leads in the SRLM and ensure that the SRLM evolves a robust ecosystem that supports the growth of</li> </ul>	

community owned and managed growth enterprises and value chains.

- Coordination with R-SETI, Banks, Private Sector to develop micro and small enterprises.
- Advocacy and lobbying for the interests of the Micro-Enterprises sector with existing institutions, schemes and programs
- Work in synchronization with the SVEP (Start-Up Village entrepreneurship project) and other Enterprise based livelihood initiatives of the project.
- Ensure establishing Business Resource Centers/ One Stop Facility Centers at block.
- Any other task as allocated by competent authority/ reporting officer.

<b>JOB DESCRIPTION</b>	
<b>State Program Manager – Digital Finance (FI)</b>	<b>No. of Positions</b>
<b>Level – L3</b>	<b>1 (UR – 1)</b>
<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>2</b>	<p><b>A. Full Time 2 years’ Post Graduate Degree in any discipline</b> with <u>first division marks</u> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>B. Full Time 2 years’ Post Graduate Degree/Diploma in - Social &amp; Development Studies/ Rural Development/Management</b> or subject relevant to the position from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>C. - Full time 2 years’ Master Degree/Diploma in Computer Application (MCA)/Master Degree or Diploma in Information and Technology (IT)/ M. Sc. (IT) / MBA (IT)</b> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>Full Time 2 years’ Post Graduate Degree/Diploma in Business Administration (Marketing/Finance/Economics/Agri Business)</b> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>D. Full time 1 year Rural Management/Development Diploma</b> from NIRD.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>E.4 years’ Full Time Graduate Diploma/Degree in Agriculture / Agriculture and Allied Management (horticulture, Livestock, Fishery, and Forestry) /Agri-business/Agricultural Engineering</b> or subject relevant to the position from a government recognized university/academic institution.</p> <p><b>Experience Required:</b> Minimum <b>10 years</b> of post qualification (starting after successful completion of minimum required education qualification) relevant work experience (<u>in subject related to the position</u>) in large scale project/program of government/private agencies/banks/ insurance agencies/ reputed NGOs/development projects /programs and having good proven track record of successfully designing and implementing digital finance and financial services (e.g. BC/CSP network, digital financing of individual / community / institutions of community, digitization of social security schemes/community micro insurance and pension, etc.). Experience should also include leading/managing relevant assignment with professional team, policy advocacy, managing partnership and dealing with government system.</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Computer Skills – Excellent working knowledge in MS Office environment.</li> <li>• Language Skills – Excellent writing and oral skills in both English and Hindi.</li> <li>• Other Skills and Knowledge – Knowing Government system &amp; its functioning, development policies and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per program requirement and decision of the JSLPS management.</li> </ul> <p><b>Remuneration</b> <b>Rs 75,000 To 1,15,000</b> per month, purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"> <li>- Design systems and operational framework to roll out digital financing of SHGs/VOs/CLFs, digital financing for individual enterprises and Producers Groups (PGs)/Producers Companies (PCs).</li> <li>- Strengthening community institutions as micro finance institutions, digital based micro insurance and pension’s servicers.</li> <li>- Digitization of SHGs/VOs/CLFs transactions, strengthening Business Correspondent network in favour of SHG members and its federations, digitization of other relevant financial services for SHG members.</li> <li>- Designing and implementation of capacity building framework and modules for community, community institutions (SHGs/VOs/CLFs/PGs/PCs), JSLPS officials, community trainers/cadres on accessing/delivering financial services through digitization.</li> <li>- Study of existing market-based credit products, micro insurance products (life/accidental/health/crop/livestock etc.), technical service providers (TSP) and devise strategies for rolling out suitable products for rural community.</li> <li>- Study of various government-sponsored credit, insurance products (offering life/accidental/health/crop/livestock etc.) and other financial products and devise strategy for rolling out.</li> <li>- Establish working model between NRLM promoted community institutions and BC/CSP/Micro ATM Agents for effective functioning.</li> <li>- Coordination with stakeholders for credit mobilization, networking with banks, insurance companies and other financial institution for process development.</li> <li>- Mentor/monitor/guide staff at state, district and block team to ensure effective rollout of the activities.</li> <li>- Represent at different forums and liaison with different line departments and NMMU related to the mission activities and reports.</li> <li>- Coordinate with Corporate BC and Banks for data sharing for monitoring of Digital Finance initiatives.</li> <li>- Establishment of specialized institution for accelerating SHG lending, fund management and financial inclusion.</li> <li>- Documentation of best practices and development of IEC materials with close coordination with the communication team.</li> <li>- Any other task as allocated by competent authority/ reporting officer.</li> </ul>	

<b>JOB DESCRIPTION</b>	
<b>Program Manager -Digital Finance</b>	<b>No. of Positions</b>
<b>Level – L4</b>	<b>1 (UR – 1)</b>
<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>3</b>	<p><b>A. Full Time 2 years’ Post Graduate Degree in any discipline with <u>first division marks</u> from a government recognized university/academic institution.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>B. Full Time 2 years’ Post Graduate Degree/Diploma in - Social &amp; Development Studies/ Rural Development/Management or subject relevant to the position from a government recognized university/academic institution.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>C. - Full time 2 years’ Master Degree/Diploma in Computer Application (MCA)/Master Degree or Diploma in Information and Technology (IT)/ M. Sc. (IT) / MBA (IT) from a government recognized university/academic institution.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>Full Time 2 years’ Post Graduate Degree/Diploma in Business Administration (Marketing/Finance/Economics/Agri Business) from a government recognized university/academic institution.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>D. Full time 1 year Rural Management/Development Diploma from NIRD.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>E.4 years’ Full Time Graduate Diploma/Degree in Agriculture / Agriculture and Allied Management (horticulture, Livestock, Fishery, and Forestry) /Agri-business/Agricultural Engineering or subject relevant to the position from a government recognized university/academic institution.</b></p> <p><b>Experience Required:</b> - Minimum <b>5 years</b> of post-qualification (starting after successful completion of minimum required education qualification) relevant work experience (<u>in subject related to the position</u>) in large scale project/program of government/private agencies/banks/ insurance agencies/ reputed NGOs/development projects /programs and having good proven track record of successfully designing and implementing digital finance and financial services (e.g. BC/CSP network, digital financing of individual / community / institutions of community, digitization of social security schemes/community micro insurance and pension, etc.). Experience should also include leading/managing relevant assignment with professional team, policy advocacy, managing partnership and dealing with government system. Experience on IT skills will be given additional wattage.</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Computer Skills – Excellent working knowledge in MS Office environment.</li> <li>• Language Skills – Excellent writing and oral skills in both English and Hindi.</li> <li>• Other Skills and Knowledge – Knowing Government system &amp; its functioning, development policies and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per program requirement and decision of the JSLPS management.</li> </ul> <p><b>Remuneration</b> <b>Rs 50,000 To Rs 80,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Working under the guidance of State Program Manager and contribute towards:-</li> <li>- Help in Designing systems and operational framework to roll out digital financing of SHGs/VOs/CLFs, digital financing for individual enterprises and Producers Groups (PGs)/Producers Companies (PCs).</li> <li>- Support in Strengthening community institutions as micro finance institutions, digital based micro insurance and pensions servicers, digitization of SHGs/VOs/CLFs transactions, strengthening Business Correspondent network in favour of SHG members and its federations, digitization of other relevant financial services for SHG members.</li> <li>- Help in designing and implementation of capacity building framework and modules for community, community institutions (SHGs/VOs/CLFs/PGs/PCs), JSLPS officials, community trainers/cadres on accessing/delivering financial services through digitization.</li> <li>- Assist in conducting study of existing market-based credit products, micro insurance products (life/accidental/health/crop/livestock etc.), technical service providers (TSP) and devise strategies for rolling out suitable products for rural community.</li> <li>- Conduct the study of various government-sponsored credit, insurance products (offering life/accidental/health/crop/livestock etc.) and other financial products and devise strategy for rolling it out.</li> <li>- Help in establishing working model between NRLM promoted community institutions and BC/CSP/Micro ATM Agents for effective functioning.</li> <li>- Coordination with stakeholders for credit mobilization, networking with banks, insurance companies and other financial institution for process development.</li> <li>- Establishment of specialized institution for accelerating SHG lending, fund management and financial inclusion.</li> <li>- Documentation of best practices and development of IEC materials with close coordination with the communication team.</li> <li>- Any other task as allocated by competent authority/ reporting officer.</li> </ul>	

<b>JOB DESCRIPTION</b>	
<b>Program Manager- Insurance and Pension (FI)</b>	<b>No. of Positions</b>
<b>Level – L4</b>	<b>1 (UR – 1)</b>
<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>4</b>	<p><b>A. Full Time 2 years’ Post Graduate Degree in any discipline</b> with <u>first division marks</u> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>B. Full Time 2 years’ Post Graduate Degree/Diploma in Social &amp; Development Studies/Rural Development/Management</b> or subject relevant to the position from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>C. Full Time 2 years’ Post Graduate Degree/Diploma in Business Administration (Marketing/Finance/Economics/Agri Business)</b> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>D. Full time 1 year Rural Management/Development Diploma</b> from NIRD.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>E. 4 years’ Full Time Graduate Diploma/Degree in Agriculture / Agriculture and Allied Management (Horticulture, Livestock, Fishery, and Forestry) /Agri-business/Agricultural Engineering</b> or subject relevant to the position from a government recognized university/academic institution/university/academic institution.</p>
	<p><b>Experience Required</b></p> <p>Minimum 5 years of post-qualification (starting after successful completion of minimum required education qualification) relevant work experience (<u>in subject related to the position</u>) in large scale project/program of government/private agencies/banks/ insurance agencies/ reputed NGOs/development projects /programs and having good proven track record of successfully designing and implementing insurance and pensions services. Experience should also include leading/managing relevant assignment with professional team, policy advocacy, managing partnership and dealing with government system. Experience on IT skills will be given additional weightage.</p>
	<p><b>Skills Required</b></p> <ul style="list-style-type: none"> <li>• Computer Skills – Excellent working knowledge in MS Office environment.</li> <li>• Language Skills – Excellent writing and oral skills in both English and Hindi.</li> <li>• Other Skills and Knowledge – Knowing Government system &amp; its functioning, development policies and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per program requirement and decision of the JSLPS management</li> </ul>
	<p><b>Remuneration</b></p> <p><b>Rs 50,000 To Rs 80,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
	<ul style="list-style-type: none"> <li>- Facilitating linkages of SHG members with suitable insurance products and social security schemes to cover life, health, crops, livestock, etc.</li> <li>- Design systems and operational framework to roll out insurance and pension services for SHG members and their family members.</li> <li>- Design community institutions (SHGs/VOs/CLFs) based management of service delivery and its settlement/management.</li> <li>- Design training modules and conduct capacity building of JSLPS officials, community institutions, cadres and trainers.</li> <li>- Study existing market-based insurance and pension products (life/accidental/health/crop/livestock etc.) and devise strategies for implementation of suitable products.</li> <li>- Study the various existing government-sponsored insurance and pension products (offering life/accidental/health/crop/livestock etc.) and devise strategies for implementation of suitable products.</li> <li>- Coordinate with Insurance/Pension Companies, banks and other stakeholders e.g. JSLPS officials, community institutions, beneficiaries, etc.</li> <li>- Manage the implementation of field-level activities and address grievances/issues.</li> <li>- To establish working model between NRLM promoted community institutions and BC Agents for effective service delivery.</li> <li>- Design mechanism for support and coordination with concerned banks at State, District and Block level.</li> <li>- Design a suitable MIS for monitoring the interventions at the block, district and state-levels.</li> <li>- Develop IEC materials (hard, soft and video clippings) with close coordination with the communication team.</li> <li>- Any other task as allocated by competent authority/ reporting officer.</li> </ul>



<b>JOB DESCRIPTION</b>	
<b>Program Manager- Forward Linkages</b>	<b>No. of Positions</b>
<b>Level – L4</b>	<b>1 (UR – 1)</b>
<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>5</b>	<p><b>A. Full Time 2 years’ Post Graduate Degree in any discipline with <u>first division marks</u> from a government recognized university/academic institution.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>B. Full Time 2 years’ Post Graduate Degree/Diploma in Social &amp; Development Studies/Rural Development/Management or subject relevant to the position from a government recognized university/academic institution.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>C. Full Time 2 years’ Post Graduate Degree/Diploma in Business Administration (Marketing/Finance/Economics/Agri Business) from a government recognized university/academic institution.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>D. Full time 1 year Rural Management/Development Diploma from NIRD.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>E.4 years’ Full Time Graduate Diploma/Degree in Agriculture / Agriculture and Allied Management (Horticulture, Livestock, Fishery, and Forestry) /Agri-business/Agricultural Engineering or subject relevant to the position from a government recognized university/academic institution/university/academic institution.</b></p> <p><b>Experience Required:</b> Minimum <b>5 years</b> of post qualification (starting after successful completion of minimum required education qualification) <b>RELEVANT work experience (in subject related to the position)</b> of working in large scale project/program for poverty eradication/livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organization. Out of this, 3 years’ experience should be of handling value chain development/market linkage for agriculture produce. Experience should also include managing agriculture commodity supply chain in agencies engaged in agribusiness, enterprise promotion, business advisory services, forward and backward linkages for large agriculture based businesses and P&amp;L handling. Knowledge of supply chain management, designing procurement operations, project management; familiarity with mutual assistance principles; and experience in setting up a business / vertical in corporate agri-business company/ start-up environment would be an added advantage.</p> <p><b>Skills Required</b></p> <ul style="list-style-type: none"> <li>• Computer Skills – Excellent working knowledge in MS Office environment.</li> <li>• Language Skills – Excellent writing and oral skills in both English and Hindi.</li> <li>• Other Skills and Knowledge – Knowing Government system &amp; its functioning, development policies and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per program requirement and decision of the JSLPS management</li> </ul> <p><b>Remuneration</b> <b>Rs 50,000 To Rs 80,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<b>Duties and Responsibilities:</b>	
<ol style="list-style-type: none"> <li>a. Responsible for planning, execution and monitoring of the livelihood business promotional linkages within the projects/program.</li> <li>b. Developing strategies regarding continuous scouting for business opportunities, analyzing potential for developing value chain interventions for existing commodities being produced and ensuring rolling out related forward linkages intervention.</li> <li>c. Identifying and developing partnership with technical service provider agencies and facilitating them to implement their tasks smoothly in the project areas.</li> <li>d. Developing value chain competitiveness, related business plans, and standard operating processes for Producer Enterprises and Producer Groups.</li> <li>e. Devising and rolling our system for regular update of information regarding produce of the SHG members, markets (prices and trends), and commodity-wise details.</li> <li>f. Identifying institutional buyers / local buyers, developing strategic communication with them and institutionalizing mechanism for regular mutually benefitting interface with them.</li> <li>g. Close handholding, capacity building and support to Producer Enterprise staff and conducting Timely review of the performance of all Producer Enterprises and Producer Groups promoted by the SRLM.</li> <li>h. Developing and executing capacity building plans for the project staff and community members on farm livelihoods and forward linkages intervention value chain development.</li> <li>i. Develop manuals and guidelines to facilitate implementation of value chain development. Also, facilitate workshops, consultations necessary for developing the same.</li> <li>j. Identify and document best practices in forward linkages under farm livelihoods initiatives.</li> <li>k. Co-ordination with the Technical Support Agencies for development and implementation of forward linkages proposals.</li> <li>l. Ensuring data collection and entry into MIS for monitoring and evaluation of value chain interventions.</li> <li>m. Any other task as allocated by competent authority/ reporting officer.</li> </ol>	



<b>JOB DESCRIPTION</b>	
<b>Program Manager – Value Chain</b>	<b>No. of Positions</b>
<b>Level – L4</b>	<b>1 (UR – 1)</b>
<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>6</b>	<p><b>A. Full Time 2 years’ Post Graduate Degree in any discipline</b> with <u>first division marks</u> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>B. Full Time 2 years’ Post Graduate Degree/Diploma in Social &amp; Development Studies/Rural Development/Management</b> or subject relevant to the position from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>C. Full Time 2 years’ Post Graduate Degree/Diploma in Business Administration (Marketing/Finance/Economics/Agri Business)</b> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>D. Full time 1 year Rural Management/Development Diploma</b> from NIRD.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>E.4 years’ Full Time Graduate Diploma/Degree in Agriculture / Agriculture and Allied Management (Horticulture, Livestock, Fishery, and Forestry) /Agri-business/Agricultural Engineering</b> or subject relevant to the position from a government recognized university/academic institution/university/academic institution.</p> <p><b>Experience Required</b> Minimum <b>5 years</b> of post qualification (starting after successful completion of minimum required education qualification) <u>RELEVANT work experience (in subject related to the position)</u> of working in large scale project/program for poverty eradication/livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organization. Experience should include being engaged in program management or implementation role. Good experience of nurturing and working with poor’s institutions; working with Government system would be given preference. Work experience in promotion of rural livelihoods with value chain approach implemented by the Government or bilateral donor or reputed CBO/NGO or reputed corporate house. The person should have thorough exposure of (i) working with poor community and its institutions; and (ii) handling team engaged in project implementation. The work experience of value chain development in livelihoods program/project will have preference. (iii) Working experience with one or two commodity based complete Value chain model with larger community through community institutions.</p> <p><b>Skills Required</b></p> <ul style="list-style-type: none"> <li>• Computer Skills – Excellent working knowledge in MS Office environment.</li> <li>• Language Skills – Excellent writing and oral skills in both English and Hindi.</li> <li>• Other Skills and Knowledge – Knowing Government system &amp; its functioning, development policies and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per program requirement and decision of the JSLPS management</li> </ul> <p><b>Remuneration</b> <b>Rs 50,000 To Rs 80,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<p><b>Duties and Responsibilities: -</b></p> <ul style="list-style-type: none"> <li>• The person will responsible to setup value chain based livelihood model through farmers Producer Company. The person will develop FPC business plan and also design commodities specific value chain interventions at block level.</li> <li>• The person should closely work with district/block team of JSLPS &amp; with PIAs and assist them to understand the value chain perspective; help them to develop implementation plans; and provide technical assistance (as required) in implementation of the activities.</li> <li>• One of the key roles will be to develop the capacity building strategy and implement the same for promoting NTFP/Sustainable Agriculture/livestock based livelihoods practices among the community.</li> <li>• The person should also be responsible to lead study or research required to prepare livelihood plan with value chain approach.</li> <li>• S/he should be responsible for regular visits to project districts/blocks, &amp; PIAs field locations; interact with community and staff; review progress against planned activities of related domain and do handholding as required.</li> <li>• The person should be responsible for all necessary documentation and developing cases of best practices under livelihood intervention arranged with value chain approach. The required liaison with all concerned departments/resource agencies in the state will be another key task for this position.</li> <li>• The person is expected to lead innovations in NTFP/Sustainable Agriculture/livestock management practices (collection, harvesting, regeneration etc.) with PIAs/JSLPS.</li> <li>• S/he also has to assist in developing and implementing strategy to engage community institutions/cadre for the grounding of important value links.</li> <li>• The person will have to develop his/her own monthly plan in consultation with his/her reporting officer and prepare the output monthly report on time. S/he has to participate in all review and capacity building programs conducted by JSLPS/NRLM.</li> <li>• Any other task as allocated by competent authority/ reporting officer.</li> </ul>	

<b>JOB DESCRIPTION</b>	
<b>Program Manager-Organic Village Cluster</b>	<b>No. of Positions</b>
<b>Level – L4</b>	<b>1 (UR – 1)</b>
<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>7</b>	<p><b>A. Full Time 2 years’ Post Graduate Degree in any discipline with <u>first division marks</u> from a government recognized university/academic institution.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>B. Full Time 2 years’ Post Graduate Degree/Diploma in Social &amp; Development Studies/Rural Development/Management or subject relevant to the position from a government recognized university/academic institution.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>C. Full Time 2 years’ Post Graduate Degree/Diploma in Business Administration (Marketing/Finance/Economics/Agri Business) from a government recognized university/academic institution.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>D. Full time 1 year Rural Management/Development Diploma from NIRD.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>E.4 years’ Full Time Graduate Diploma/Degree in Agriculture / Agriculture and Allied Management (Horticulture, Livestock, Fishery, and Forestry) /Agri-business/Agricultural Engineering or subject relevant to the position from a government recognized university/academic institution/university/academic institution.</b></p> <p><b>Experience Required</b></p> <p>Minimum <b>5 years</b> of post qualification (starting after successful completion of minimum required education qualification) <b>RELEVANT work experience (in subject related to the position)</b> of working in large scale project/program for poverty eradication/livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organization. Out of 5 years, candidate should have minimum 3 years of experience in value chain of organic produce. Experience should include being engaged in program management or implementation role. Person should have handled procurement / marketing / supply chain for organic agricultural produce. S/he should also have experience of developing a business / vertical for promotion of organic farming. Experience of roll-out of PGS or Third party certification will be very much desired.</p> <p><b>Skills Required</b></p> <ul style="list-style-type: none"> <li>• Computer Skills – Excellent working knowledge in MS Office environment.</li> <li>• Language Skills – Excellent writing and oral skills in both English and Hindi.</li> <li>• Other Skills and Knowledge – Knowing Government system &amp; its functioning, development policies and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per program requirement and decision of the JSLPS management</li> </ul> <p><b>Remuneration</b></p> <p><b>Rs 50,000 To Rs 80,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<p><b>Duties and Responsibilities: -</b></p> <ul style="list-style-type: none"> <li>• Planning, execution, implementation and monitoring of the sanctioned organic village cluster projects through regular field visit and review.</li> <li>• Rolling out certification in the clusters.</li> <li>• Support SRLM in development of value addition and market linkage strategies for organic produce.</li> <li>• Development of protocols, package of practices for organic farming. Also, facilitate workshops, consultations necessary for developing the same.</li> <li>• Mapping of value chains, analyzing value chain competitiveness, project strategy, business plans, and standard operating processes for Producer Enterprises and Producer Groups taking up marketing of organic produce.</li> <li>• Ensuring mechanism to maintain information regarding produce of the SHG members, markets (prices and trends), and commodity-wise details.</li> <li>• Identifying institutional buyers / local buyers and conducting mutually benefiting buyer seller meets.</li> <li>• Development of new proposals in organic village cluster development.</li> <li>• Developing and executing capacity building plans for the project staff and community members on farm livelihoods and value chain development.</li> <li>• Develop manuals and guidelines to facilitate implementation of value chain development.</li> <li>• Identify and document best practices.</li> <li>• Co-ordination with the Technical Support Agencies for development and implementation of organic village Clusters.</li> <li>• Ensuring data collection and entry into MIS for monitoring and evaluation.</li> <li>• Any other task as allocated by competent authority/ reporting officer.</li> </ul>	

<b>JOB DESCRIPTION</b>	
<b>Program Manager- Livelihoods Training and CB</b>	<b>No. of Positions</b>
<b>Level – L4</b>	<b>1 (UR – 1)</b>
<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>8</b>	<p><b>A. Full Time 2 years’ Post Graduate Degree in any discipline</b> with <u>first division marks</u> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>B. Full Time 2 years’ Post Graduate Degree/Diploma in Social &amp; Development Studies/Rural Development/Management</b> or subject relevant to the position from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>C. Full Time 2 years’ Post Graduate Degree/Diploma in Business Administration (Marketing/Finance/Economics/Agri Business)</b> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>D. Full time 1 year Rural Management/Development Diploma</b> from NIRD.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>E.4 years’ Full Time Graduate Diploma/Degree in Agriculture / Agriculture and Allied Management (Horticulture, Livestock, Fishery, and Forestry) /Agri-business/Agricultural Engineering</b> or subject relevant to the position from a government recognized university/academic institution/university/academic institution.</p> <p><b>Experience Required</b></p> <p>Minimum <b>5 years</b> of post qualification (starting after successful completion of minimum required education qualification) <u>RELEVANT work experience (in subject related to the position)</u> of working in large scale project/program for poverty eradication/livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organization. Out of 5 years, 3 years’ experience should be of middle management level, responsible for development of training materials, training manuals for staff, community resource persons and community for livelihoods activities. Experience of developing training material (flipcharts,documents,posters, video etc) on sustainable agriculture, livestock, NTFP or value chain for various types of recipients (community resource persons, community, Staff) would be added advantage.</p> <p><b>Skills Required</b></p> <ul style="list-style-type: none"> <li>• Computer Skills – Excellent working knowledge in MS Office environment.</li> <li>• Language Skills – Excellent writing and oral skills in both English and Hindi.</li> <li>• Other Skills and Knowledge – Knowing Government system &amp; its functioning, development policies and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per program requirement and decision of the JSLPS management</li> </ul> <p><b>Remuneration</b>  <b>Rs 50,000 To Rs 80,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<p><b>Duties and Responsibilities: -</b></p> <ul style="list-style-type: none"> <li>• Developing and executing capacity building plans for the project staff and community members on farm livelihoods.</li> <li>• Co-ordinate with Sustainable Agriculture, Livestock, NTFP, Value Chain and organic farming teams of Farm Livelihoods to develop the training and capacity building strategy for staff, CRPs and community and identification of training needs for staff, CRP and community</li> <li>• Co-ordinate development of modules / training material (print and video) with the support of NRPs / Expert organizations.</li> <li>• Identify best practice sites and develop them as immersion / exposure sites.</li> <li>• Support the teams under Farm Livelihoods in development of protocols, package of practices for organic farming. Also, facilitate workshops, consultations necessary for developing the same.</li> <li>• Regular documentation and publication of best practices.</li> <li>• Partnerships with academic institutions, capacity building agencies for providing trainings.</li> <li>• Ensuring data collection and entry into MIS for monitoring and evaluation of training and capacity building activities.</li> <li>• Any other task as allocated by competent authority/ reporting officer.</li> </ul>	

<b>JOB DESCRIPTION</b>	
<b>Program Manager- Non Farm</b>	<b>No. of Positions</b>
<b>Level – L4</b>	<b>1 (UR – 1)</b>
<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>9</b>	<p><b>A. Full Time 2 years’ Post Graduate Degree in any discipline</b> with <u>first division marks</u> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>B. Full Time 2 years’ Post Graduate Degree/Diploma in Social &amp; Development Studies/Rural Development/Management</b> or subject relevant to the position from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>C. Full Time 2 years’ Post Graduate Degree/Diploma in Business Administration (Marketing/Finance/Economics/Agri Business)</b> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>D. Full time 1 year Rural Management/Development Diploma</b> from NIRD.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>E.4 years’ Full Time Graduate Diploma/Degree in Agriculture / Agriculture and Allied Management (Horticulture, Livestock, Fishery, and Forestry) /Agri-business/Agricultural Engineering</b> or subject relevant to the position from a government recognized university/academic institution/university/academic institution.</p> <p><b>Experience Required</b>  Minimum <b>5 years</b> of post qualification (starting after successful completion of minimum required education qualification) <u>RELEVANT work experience (in subject related to the position)</u> of working in large scale project/program for poverty eradication/ livelihoods/ social or rural development implemented by Government/ reputed NGOs/ Corporate Entities or relevant organization. Experience should include being engaged in program management or implementation role. Good experience of nurturing and working with poor’s institutions; working with Government system would be given preference.</p> <p><b>Skills Required</b></p> <ul style="list-style-type: none"> <li>• Computer Skills – Excellent working knowledge in MS Office environment.</li> <li>• Language Skills – Excellent writing and oral skills in both English and Hindi.</li> <li>• Other Skills and Knowledge – Knowing Government system &amp; its functioning, development policies and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per program requirement and decision of the JSLPS management</li> </ul> <p><b>Remuneration</b>  <b>Rs 50,000 To Rs 80,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible to assist in preparation of annual action plan for non-farm livelihoods component of NRETP/JSLPS. Further, co-ordinate with SMMU/DMMU/BMMU for effective and timely implementation of the program; conduct regular review meeting at various levels.</li> <li>• Facilitating and building enabling environment for smooth partnerships with Government/private sector/technical institutions on various aspects like capacity building of various stakeholders (community cadre, entrepreneurs), market support, technical assistance, technology support, enterprise management etc.</li> <li>• Facilitate forward and backward linkages for the enterprises set up under the program.</li> <li>• Facilitate and monitor the creation of competitive advantages for the enterprises supported by the SRLM, like creation of brand, compliance with statutory compliances, reaching economies of scale, access to various government schemes, convergence etc.</li> <li>• Monitor progress of the entrepreneurship development component, analyse MIS and project performance data and take necessary corrective action.</li> <li>• Handhold support in deployment of technology platform for enterprise and cluster support and use of data analytics for performance tracking and decision making at enterprise and SRLM level.</li> <li>• Contribution in development of SOPs, manuals and guidelines for various components of the program.</li> <li>• Conducting timely documentation of case studies, best practices, and learning notes throughout project implementation.</li> <li>• Co-ordinate with the other thematic leads in the SRLM and ensure that the SRLM evolves a robust ecosystem that supports the growth of community owned and managed growth enterprises and value chains.</li> <li>• Coordination with R-SETI, Banks, Private Sector to develop micro and small enterprises &amp; to aid small enterprises.</li> <li>• Close coordination with Community Resource Persons – Enterprise Promotion (CRP-EP) for Preparation of business plans, hand-holding support for execution of the plans</li> <li>• Conducting training program to orient micro-enterprises, cadres and the project staff of cluster, block, Micro-Enterprises.</li> <li>• Development and engagement of the CRP-EP in operation of the activity and their capacity building.</li> <li>• Provide support in infrastructure development, value chain establishment for the project.</li> <li>• Work in synchronization with the SVEP (Start-Up Village entrepreneurship project) and other Enterprise based livelihood initiatives of the project.</li> <li>• Help establishing Business Resource Centers/ One Stop Facility Centers at block.</li> <li>• Any other task as allocated by competent authority/ reporting officer.</li> </ul>	

<b>JOB DESCRIPTION</b>	
<b>Accounts Officer (NRETP) – State</b>	<b>No. of Positions</b>
<b>Level – L5</b>	<b>1 (UR – 1)</b>
<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>10</b>	<p><b>2 years' Post Graduate Degree (full time or correspondence) in Commerce</b> or other higher degree/diploma in relevant subject from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p>CA (inter)/ICWAI (inter)/CS (first Part) from concerned recognized institution in India.</p> <p style="text-align: center;"><b>Or</b></p> <p>Working in JSLPS as Accountant (state), Accountant (Dist) or Block Level Office Cum account assistant with 3 years' Graduate Degree (full time or correspondence in Commerce) from recognized institutions.</p>
	<p><b>Experience Required:</b>  <b>Minimum 2 year of post qualification</b> (starting after successful completion of minimum required education qualification) <u>RELEVANT</u> work experience (in subject related to the position) of working in project/program for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organization.</p>
	<p><b>Skills Required:</b>            Person should have good communication skills and good knowledge of working in MS office Environment.</p>
	<p><b>Remuneration</b>  <b>Rs 25,000 To Rs 40,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<p><b>Duties and Responsibilities: -</b></p> <ul style="list-style-type: none"> <li>• Approve vouchers in Tally accounting software on day to day basis after making payment through E-kosh (Customised software in Fund Management).</li> <li>• Maintain up to date books and financial records/data in Tally accounting software for the organization and projects.</li> <li>• Ensure timely monthly and year end closing as per the prescribed timeline.</li> <li>• Prepare Bank Reconciliation statement on monthly basis of all bank accounts managed by state office.</li> <li>• Provide support/ information to Auditors during statutory or interim auditor relating to finance and accounts compliance.</li> <li>• Validate Financial report Project wise on monthly basis.</li> <li>• Prepare various reconciliations like fund, statutory payments , inter-unit transfer.</li> <li>• Generate monthly outstanding advance and follow up with vendors and creditors for long pending issues for settlement .</li> <li>• Any other task as allocated by competent authority/ reporting officer.</li> </ul>	

<b>JOB DESCRIPTION</b>	
<b>Accountant (NRETP) – State</b>	<b>No. of Positions</b>
<b>Level – L6</b>	<b>1 (UR – 1)</b>
<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>11</b>	<p><b>Education Qualification:</b>  <b>3 years' Graduate Degree (full time or correspondence) in Commerce</b> or other higher degree/diploma in relevant subject - from a government recognized university/academic institution.</p> <p><b>Experience Required:</b>            Person should have at least <b>2 years (In case of working as Accountant in JSLPS at district level it is 1 year)</b> of post qualification relevant work experience.</p> <p><b>Skills Required:</b>            Person must be having very good skills on working on MS office environment and good writing and communication skills.</p> <p><b>Remuneration</b>  <b>Rs 20,000 To Rs 30,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<p><b>Duties and Responsibilities: -</b></p> <ul style="list-style-type: none"> <li>• Verifying the bill/invoices with agreement /contract, processing of Invoices/bills as per the due diligence procedures organization.</li> <li>• Maintain up to date books and financial records/data in accounting software (Tally) as well as eKOSH for the organization and projects.</li> <li>• Prior to processing transaction into e-kosh , ensure correct entry of budget code, available budget, available sanction and available allotment.</li> <li>• Collate TDS deduction under scheme wise and section wise on monthly basis and ensure deposit into Govt. account on or before deadline.</li> <li>• Ensure Timely filing of tax returns under Income Tax on quarterly and yearly basis.</li> <li>• Ensure monthly payments of statutory dues like: - EPF, GST and utility bills</li> <li>• Ensuring and keeping of Investment documents from employees.</li> <li>• Issue of form 16 &amp; Form 16-A as per the prescribed timeline.</li> <li>• Prepare Bank Reconciliation statement on monthly basis.</li> <li>• Catering to the requirements of auditors relating to finance and accounts compliance.</li> <li>• Preparing of draft Financial report Project wise as and when required.</li> <li>• Conducting verification and various reconciliations.</li> <li>• Any other task as allocated by competent authority/ reporting officer.</li> </ul>	

## District Level Positions

JOB DESCRIPTION	
District Manager – Enterprise Promotion	No. of Positions
Level – L5	4 (UR-2, ST-1, BC I-1)
Sl. No.	Eligibility Criteria
12	<p><b>A. 2 years’ Post Graduate Degree (full time or correspondence) in any discipline</b> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>B. Full Time 2 years’ Post Graduate Degree/ Diploma in Social &amp; Development Studies/ Rural Development/Management</b> or subject relevant to the position from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>C. Full Time 2 years’ Post Graduate Degree/ Diploma in Business Administration (Marketing /Finance/ Economics/ Agri Business)</b> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>G. Full time 1 year Rural Management/Development Diploma</b> from NIRD.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>H.4 years’ full time graduate Diploma/ Degree in - Agriculture / Agriculture and Allied Management (Horticulture, Livestock, Fishery, and Forestry) /Agri-business/Agricultural Engineering</b> or subject relevant to the position from a government recognized university/academic institution.</p> <hr/> <p><b>Experience Required:</b> Minimum <b>3 years</b> of post qualification (starting after successful completion of minimum required education qualification) <b>RELEVANT work experience (in subject related to the position)</b> of working in project/program for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organization. Experience should include being engaged in program implementation role. Experience of working with poor’s institutions and government systems would be given preference.</p> <p style="text-align: center;"><b>Or</b></p> <p>Young Professional or BPM/BPO/PE having experience of working with JSLPS for at least <b>2 continuous</b> years in any discipline.</p> <p><b>Specific Condition:</b> Candidate having <u>first division graduation degree</u>(full time or correspondence) in any discipline, may also apply. However, for them total required relevant post qualification work experience must be of 4 years.</p> <hr/> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Computer Skills – Excellent working knowledge in MS Office environment.</li> <li>• Language Skills – Very Good writing and oral skills in both English and Hindi.</li> <li>• Other Skills and Knowledge – Knowing Government system &amp; its functioning and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per program requirement and decision of the JSLPS management.</li> </ul> <hr/> <p><b>Remuneration</b> <b>Rs 25,000 To Rs 40,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p> <hr/> <p><b>Duties and Responsibilities: -</b></p> <ol style="list-style-type: none"> <li>1. Ensuring successful implementation of Non-Farm enterprise based livelihoods in the district(s).</li> <li>2. Establishing close coordination with R-SETIs and Banks to facilitate orientation and hand holding support for micro and small enterprises set up.</li> <li>3. Facilitating MECs/CRP-EP for executing business plans.</li> <li>4. Orienting the Non-Farm Micro-Enterprises, community cadres and project staffs of cluster, block &amp; districts.</li> <li>5. Supporting field operations and troubleshooting as and where required at district, block and field level.</li> <li>6. Development and engagement of the Community Resource Person-EP/ MECs (Micro-Enterprise Consultants) in operation of the activity and their capacity building.</li> <li>7. Report generating MPR’s, enterprise data-base for MIS and other relevant reports at district level.</li> <li>8. Facilitate to establishing Business Resource Centers/ One Stop Facility Centers at block.</li> <li>9. Any other task as allocated by competent authority/ reporting officer.</li> </ol>



## Block Level Positions

<b>JOB DESCRIPTION</b>	
<b>Block Coordinator - Organic Farming</b>	<b>No. of Positions</b>
<b>Level – L5</b>	<b>Total- 22 (UR-11, ST-06, SC-2, BC I – 2, BC II-1)</b>
<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>13</b>	<p><b>Education Qualification:</b></p> <p><b>3 years' Full time Graduate Degree in any discipline</b> or other higher degree/diploma in relevant subject - from a government recognized university/academic institution.</p> <hr/> <p><b>Experience Required:</b></p> <p>Minimum <b>3 years</b> of overall post qualification (starting after successful completion of minimum required education qualification) <b>RELEVANT work experience (in subject related to the position)</b> of working in project/program for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organization. Experience should include being engaged in program implementation role. Experience of working with poor's institutions and government systems would be given preference. S/he should have worked with farmers' collective and promotion of organic farming related intervention. Knowledge of organic certification standards, compliances for organic produce and organic farming methods would be essential.</p> <p style="text-align: center;"><b>Or</b></p> <p>Young Professional having experience of working with JSLPS for at least <b>2 years</b> in any discipline.</p> <p style="text-align: center;"><b>Or</b></p> <p>Working as Community Coordinator/Field Thematic Coordinator or equivalent position (like Block Anchor Person, Block Resource Persons, Senior Community Cadre etc.) within JSLPS for at least <b>2 years</b> in any discipline.</p> <hr/> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Computer Skills – Good working knowledge in MS Office environment.</li> <li>• Language Skills –Good writing and oral skills in both English and Hindi.</li> <li>• Other Skills and Knowledge – Knowing Government system &amp; its functioning and good understanding of Jharkhand's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per program requirement and decision of the JSLPS management.</li> </ul> <hr/> <p><b>Remuneration</b></p> <p><b>Rs 25,000 To Rs 40,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<p><b>Duties and Responsibilities: -</b></p> <ol style="list-style-type: none"> <li>a. Execution and monitoring of the sanctioned organic village cluster projects through regular field visit and review.</li> <li>b. Cluster level planning and roll out of organic village cluster development activities.</li> <li>c. Rolling out certification in the clusters and facilitate technical support agencies in implementation.</li> <li>d. Continuously scout for opportunities by analyzing potential for developing value chain interventions for existing commodities being produced in the block.</li> <li>e. Maintain information regarding produce of the SHG members, markets (prices and trends), and commodity-wise details.</li> <li>f. Identifying local buyers, conducting buyer seller meets.</li> <li>g. Executing capacity building plans for the project staff and community members on farm livelihoods and value chain development.</li> <li>h. Identify and document best practices.</li> <li>i. Ensuring data collection and entry into MIS for monitoring and evaluation.</li> <li>j. Any other task as allocated by competent authority/ reporting officer.</li> </ol>	

<b>JOB DESCRIPTION</b>	
<b>Block Coordinator – Value Chain</b>	<b>No. of Positions</b>
<b>Level – L5</b>	<b>Total- 24 (UR-12, ST-06, SC-3, BC I – 2, BC II-1)</b>
<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>14</b>	<p><b>Education Qualification:</b> 3 years' Full time Graduate Degree in any discipline or other higher degree/diploma in relevant subject - from a government recognized university/academic institution.</p> <p><b>Experience Required:</b> Minimum 3 years of overall post qualification (starting after successful completion of minimum required education qualification) <u>RELEVANT</u> work experience (in subject related to the position) of working in project/program for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organization. Experience should include being engaged in program implementation role. Experience of working with poor's institutions and government systems would be given preference.</p> <p style="text-align: center;"><b>Or</b></p> <p>Young Professional having experience of working with JSLPS for at least 2 years in any discipline.</p> <p style="text-align: center;"><b>Or</b></p> <p>Working as Community Coordinator/Field Thematic Coordinator or equivalent position (like Block Anchor Person, Block Resource Persons, Senior Community Cadre etc.) within JSLPS for at least 2 years in any discipline.</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Computer Skills – Excellent working knowledge in MS Office environment.</li> <li>• Language Skills – Very Good writing and oral skills in both English and Hindi.</li> <li>• Other Skills and Knowledge – Knowing Government system &amp; its functioning and good understanding of Jharkhand's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per program requirement and decision of the JSLPS management.</li> </ul> <p><b>Remuneration</b> <b>Rs 25,000 To Rs 40,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<p><b>Duties and Responsibilities: -</b></p> <p>BC-Value chain is a sole responsible person for the preparation of thematic business plan under value chain approach; orient his/her team and farmers about its implementation. The person will be responsible to implement state guided policy on capacity building program to respective blocks. S/he will be implementing training modules, as per training manual designed by JSLPS State Office. The area of operation for this position will be at block level.</p> <ul style="list-style-type: none"> <li>• This position will be responsible for extending support to DPM in providing support for thematic expertise.</li> <li>• Implementing training and capacity building modules for community institutions (PG, CLF and VO) and execute technical training modules, training manual and detail capacity building modules as guided by state.</li> <li>• Capacity building for community resource person and community.</li> <li>• The person should be responsible for all necessary documentation and developing best practices under livelihood intervention arranged with value chain approach.</li> <li>• S/he also has to assist in developing and implementing strategy to engage community institutions/cadre for the grounding of important value links.</li> <li>• S/he has to participate in all review and capacity building program conducted by JSLPS/NRLM.</li> <li>• Any other task as allocated by competent authority/ reporting officer.</li> </ul>	

<b>JOB DESCRIPTION</b>	
<b>Block Coordinator- Financial Inclusion</b>	<b>No. of Positions</b>
<b>Level – L5</b>	<b>Total- 50 (UR-25, ST-13, SC-5, BC I – 4, BC II-3)</b>
<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>15</b>	<p><b>Education Qualification:</b> 3 years' Full time Graduate Degree in any discipline or other higher degree/diploma in relevant subject - from a government recognized university/academic institution.</p> <hr/> <p><b>Experience Required:</b> Minimum 3 years of overall post qualification (starting after successful completion of minimum required education qualification) <u>RELEVANT</u> work experience (in subject related to the position) of working in project/program for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organization. Experience should include being engaged in program implementation role. Experience of working with poor's institutions and government systems would be given preference.</p> <p style="text-align: center;"><b>Or</b></p> <p>Young Professional having experience of working with JSLPS for at least 2 years in any discipline.</p> <p style="text-align: center;"><b>Or</b></p> <p>Working as Community Coordinator/Field Thematic Coordinator or equivalent position (like Block Anchor Person, Block Resource Persons, Senior Community Cadre etc.) within JSLPS for at least 2 years in any discipline.</p> <hr/> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Computer Skills – Excellent working knowledge in MS Office environment.</li> <li>• Language Skills – Very Good writing and oral skills in both English and Hindi.</li> <li>• Other Skills and Knowledge – Knowing Government system &amp; its functioning and good understanding of Jharkhand's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per program requirement and decision of the JSLPS management.</li> </ul> <hr/> <p><b>Remuneration</b> <b>Rs 25,000 To Rs 40,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<p><b>Duties and Responsibilities: -</b></p> <ul style="list-style-type: none"> <li>• Support in strengthening of Alternate Banking Solution and Micro Insurance.</li> <li>• Support in the identification of cadre and their trainings and deployment.</li> <li>• Conduct training for community Institutions and cadre.</li> <li>• Attend BLBC meeting and share the progress report and/or constraints (if any) in SHG bank linkage.</li> <li>• Support in conducting of training of Branch managers and others.</li> <li>• Mentor/monitor/guide staff and community cadre to ensure effective rollout of financial inclusion activities of the Mission.</li> <li>• Provide support in program, systems, data and fund management and anchor Financial inclusion activities in the block.</li> <li>• Coordinate with Bank and Corporate BC to provide technical solution to BC Sakhi.</li> <li>• Any other task as allocated by competent authority/ reporting officer.</li> </ul>	

<b>JOB DESCRIPTION</b>	
<b>Block Coordinator- Enterprise Promotion</b>	<b>No. of Positions</b>
<b>Level – L5</b>	<b>Total- 50 (UR-25, ST-13, SC-5, BC I – 4, BC II-3)</b>
<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>16</b>	<p><b>Education Qualification:</b> 3 years' Full time Graduate Degree in any discipline or other higher degree/diploma in relevant subject - from a government recognized university/academic institution.</p> <p><b>Experience Required:</b> Minimum 3 years of overall post qualification (starting after successful completion of minimum required education qualification) <u>RELEVANT work experience (in subject related to the position)</u> of working in project/program for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organization. Experience should include being engaged in program implementation role. Experience of working with poor's institutions and government systems would be given preference.</p> <p style="text-align: center;"><b>Or</b></p> <p>Young Professional having experience of working with JSLPS for at least 2 years in any discipline.</p> <p style="text-align: center;"><b>Or</b></p> <p>Working as Community Coordinator/Field Thematic Coordinator or equivalent position (like Block Anchor Person, Block Resource Persons, Senior Community Cadre etc.) within JSLPS for at least 2 years in any discipline.</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Computer Skills – Excellent working knowledge in MS Office environment.</li> <li>• Language Skills – Very Good writing and oral skills in both English and Hindi.</li> <li>• Other Skills and Knowledge – Knowing Government system &amp; its functioning and good understanding of Jharkhand's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per program requirement and decision of the JSLPS management.</li> </ul> <p><b>Remuneration</b> <b>Rs 25,000 To Rs 40,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<p><b>Duties and Responsibilities: -</b></p> <ul style="list-style-type: none"> <li>• Ensure provision of Business Support Services by OSF to all the entrepreneurs in the block.</li> <li>• Ensure that OSF has the required technical information (information about schemes etc) for the services that need to be rendered.</li> <li>• Create various data sets of enterprise and entrepreneurs in the block including the baseline survey of existing enterprises; ensure that this data is updated at regular intervals.</li> <li>• Assist in preparing the necessary content for training and capacity building of various stakeholders.</li> <li>• Ensure that financial requirements of enterprises are met, both from CEF and through Formal Financial Institutions.</li> <li>• Coordinate amongst TSA, OSF, CBOs and project staff for effective implementation.</li> <li>• Assist in identification and selection of Community Cadre and Mentors for OSF.</li> <li>• Institutionalise OSF and governance mechanisms (infrastructure, opening bank account, appointment and rotation of signatories, etc.) as per norms.</li> <li>• Support the CBOs in operationalising the various activities under the program and in building their capacities to take over all the program elements at the end of the project period.</li> <li>• Identify new business opportunities and markets for setting up enterprises.</li> <li>• Ensure regular monitoring and reporting of entrepreneurship development activities in the block.</li> <li>• Ensure that both the quantitative and qualitative targets are met.</li> <li>• Ensure MIS and monitoring reports are submitted as per the defined timelines.</li> <li>• Provide handholding and business management support to the clusters /incubated enterprises being supported in the block.</li> <li>• Explore and establish convergence with govt. and other schemes for promotion and scale up of enterprises.</li> <li>• Any other task as allocated by competent authority/ reporting officer.</li> </ul>	

<b>JOB DESCRIPTION</b>	
<b>Block Accounts Officer</b>	<b>No. of Positions</b>
<b>Level – L5</b>	<b>Total- 50 (UR-25, ST-13, SC-5, BC I – 4, BC II-3)</b>
<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>17</b>	<p><b>Education Qualification:</b></p> <p><b>2 years’ Post Graduate Degree (full time or correspondence) in Commerce</b> or other higher degree/diploma in relevant subject from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p>CA (inter)/ICWAI (inter)/CS (first Part) from concerned recognized institution in India.</p> <p style="text-align: center;"><b>Or</b></p> <p>Working in JSLPS as Accountant (State), Accountant (Dist) or Block Level Office Cum Account Assistant with <b>3 years’ Graduate Degree (full time or correspondence in Commerce)</b> from recognized institutions.</p> <hr/> <p><b>Experience Required:</b></p> <p><b>Minimum 2 year of post qualification</b> (starting after successful completion of minimum required education qualification) <u>RELEVANT work experience (in subject related to the position)</u> of working in project/program for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organization.</p> <hr/> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Person should have good communication skills and good knowledge of working in MS office Environment.</li> </ul> <hr/> <p><b>Remuneration</b>  <b>Rs 20,000 To Rs 30,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<p><b>Duties and Responsibilities: -</b></p> <ul style="list-style-type: none"> <li>• Manage accounts and settlement of Imprest Fund available at Block level.</li> <li>• Ensure proper financial management function at block level</li> <li>• Verifying the bill/invoices and other supporting as per the due diligence procedures of organization.</li> <li>• Ensure timely release of all utility bills.</li> <li>• Manage HR and administrative functions of Block office.</li> <li>• Roll out e-kosh at Model CLF level.</li> <li>• Strengthen and streamline fund management and record keeping of Model CLF.</li> <li>• Conducting verification and various reconciliations.</li> <li>• Supervise finance and admin team at block level.</li> <li>• Organize capacity building training and provide handholding support for CFL Book keeper on regular basis.</li> <li>• Any other task as allocated by competent authority/ reporting officer.</li> </ul>	

## NRLM Position

JOB DESCRIPTION	
District Manager- Social Development	No. of Positions
Level – L5	18 (UR – 9, ST – 5, SC – 2, BC I – 1, BC II – 1)
Sl. No.	Eligibility Criteria
18	<p><b>A. Full Time 2 years' Post Graduate Degree in any discipline</b> with <u>first division marks</u> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>B. Full Time 2 years' Post Graduate Degree/Diploma in Social &amp; Development Studies/Rural Development/Management</b> or subject relevant to the position from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>C. Full Time 2 years' Post Graduate Degree/Diploma in Business Administration (Marketing/Finance/Economics/Agri Business)</b> from a government recognized university/academic institution.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>D. Full time 1 year Rural Management/Development Diploma</b> from NIRD.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>E.4 years' Full Time Graduate Diploma/Degree in Agriculture / Agriculture and Allied Management (Horticulture, Livestock, Fishery, and Forestry) /Agri-business/Agricultural Engineering</b> or subject relevant to the position from a government recognized university/academic institution/university/academic institution.</p> <p><b>Experience Required:</b> Minimum 3 years of post qualification (starting after successful completion of minimum required education qualification) RELEVANT work experience (in subject related to the position) of working in project/program for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organization. Experience should include being engaged in program implementation role. Experience of working with poor's institutions and government systems would be given preference.</p> <p style="text-align: center;"><b>Or</b></p> <p>Currently working with JSLPS as Young Professional or BPM/BPO/PE having experience of working with JSLPS for at least 2 continuous years in any discipline.</p> <p><b>Specific Condition:</b> Candidate having first division graduation degree (full time or correspondence), may also apply. However, for them total required relevant post qualification work experience must be of 4 years.</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Computer Skills – Excellent working knowledge in MS Office environment.</li> <li>• Language Skills – Very Good writing and oral skills in both English and Hindi.</li> <li>• Other Skills and Knowledge – Knowing Government system &amp; its functioning and good understanding of Jharkhand's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per program requirement and decision of the JSLPS management.</li> </ul> <p><b>Remuneration</b> <b>Rs 25,000 To Rs 40,000</b> per month purely as per qualification and experience (inclusive of all). Apart from salary, benefits such as mediclaim, monthly communication &amp; laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>
<p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To develop annual action plan, monthly action plan in coordination and consultation with the other domain persons and Community Based Institutions formed under NRLM</li> <li>• To make regular on hand holding support to CBOs and BMMU officials as well as communities on SD issues</li> <li>• Monitoring and Coordination with the VRPs/BRPs/DRPs/SRPs hired for mass empanelled under Social Development</li> <li>• To periodically assess capacity building needs of district and block level staffs and functionaries and organize and facilitate relevant trainings in coordination with the SMMU</li> <li>• To ensure timely allocation of budgets to the blocks and maintain database of physical and financial progress made against the targets set for blocks under the Social Development.</li> <li>• To maintain all financial records and documents under the project and provide necessary assistance to the Audit as and when required and periodically submits at SMMU.</li> <li>• To prepare and submit the programmatic and financial progress reports in the prescribed format to the SMMU every month and whenever required.</li> <li>• To coordinate with the related line departments at the district level for facilitating convergent / multi-sect oral activities under the project;</li> <li>• To facilitate engagement with the civil society organizations for their planning and support for project implementation</li> <li>• Any other task as allocated by competent authority/ reporting officer.</li> </ul>	