



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

JOB DESCRIPTION		No. Of Positions
Project Coordinator – Irrigation (JOHAR)		1 (ST – 1)
Level – L4		
Sl. No.	Eligibility Criteria	
1	<p>Education Qualification:</p> <p>Full Time 2 years’ Post Graduate Degree in any discipline with first division marks from a government recognised university/academic institution.</p> <p>Or</p> <p>Full Time 2 years’ Post Graduate Degree/Diploma in Social & Development Studies/Rural Development/Management or subject relevant to the position from a government recognised university/academic institution.</p> <p>Or</p> <p>Full Time 2 years’ Post Graduate Degree/Diploma in Business Administration (Marketing/Finance/ Economics/Agri Business) from a government recognised university/academic institution.</p> <p>Or</p> <p>Full time 1 year Rural Management/Development Diploma from NIRD.</p> <p>Or</p> <p>4 years’ full time graduate diploma/degree in Agriculture / Agriculture and Allied Management (Horticulture, Livestock, Fishery, and Forestry) /Agri-business/Agricultural Engineering / Civil Engineering or subject relevant to the position from a government recognised university or institution.</p> <hr/> <p>Experience Required</p> <p>Minimum 5 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 large scale project/programme for poverty eradication/livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme management or implementation role. Good experience of nurturing and working with poor’s institutions; working with Government system would be given preference.</p> <hr/> <p>Skills Required</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Excellent writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & 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 programme requirement and decision of the JSLPS management. <hr/> <p>Remuneration:</p> <p>Rs. 50,000 to Rs. 80,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	
<p>Duties & Responsibilities:</p> <p>1. Planning & Budgeting</p> <ul style="list-style-type: none"> - Plan and budget project activities based on the basis of Project Implementation Plan (PIP) on a monthly, quarterly and annual basis. - Undertake approvals for the project activities from reporting officer. <p>2. Implementation</p> <ul style="list-style-type: none"> - Support TSA and provide Technical inputs to all the DPRs as required by TSA. - Conducting survey & preparation of DPR as and when required. - Planning and execution of WUG formation and capacity building of TSP (Technical Service Providers) through District/Block Units of JSLPS. - Plan for monthly review of TSAs. - Provide Technical leadership to teams at District & Field Level for ensuring quality in implementation. 		



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- Plan and organize capacity building programs like trainings, exposure visits, meetings with experts, workshops etc. as per the requirements of the project.
- Develop linkages and engagement with technical agencies as per the requirements of the project and ensure timely implementation of project activities.
- 3. MIS, Monitoring & Review**
 - Roll out MIS in the project through TSA
 - Develop systems for regular monitoring and reporting of the project activities in the field.
 - Review progress and update reporting officer on weekly basis.
 - Preparing monthly report, documentation and sharing of project related learning.
- 4. Miscellaneous**
 - Liaise with potential agencies, department and institutions as per the requirements of the project theme.
 - Participate in all the meetings and reviews.
 - Any other duties assigned by the reporting officer.
- 5. Convergence & Innovation**
 - Follow-up with line department for convergence Design and planning of innovative irrigation system for learning and replication.



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JOB DESCRIPTION		No. Of Positions
Program Executive – IT & MIS (MKSP)		1 (ST – 1)
Level - L5		
Sl. No.	Eligibility Criteria	
2	<p>Education Qualification: Full Time 2 years’ Post Graduate Degree/ Diploma in Computer Application or similar from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>4 years’ full time graduate Diploma/ Degree in Computer application/Computer Engineering or similar from a government recognised university/academic institution.</p>	
	<p>Experience Required:</p> <p>Minimum 2 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/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor’s institutions and government systems would be given preference.</p> <p>Specific Condition: For candidates having required degree through correspondence – Minimum post qualification experience will be required as 3 years.</p>	
	<p>Skills Required</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Excellent writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & 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 programme requirement and decision of the JSLPS management. 	
	<p>Remuneration:</p> <p>Rs. 25,000 to Rs. 35,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	
	<p>Duties & Responsibilities: The person will support thematic lead/deputy lead (SPM/PM) in executing assigned responsibilities. s/he will be responsible for tracking & maintaining training data in MIS system database, supporting for data compilation report generation under MKSP domain, conducting need assessment based on the survey and data analysis, collecting relevant data/information, compiling report or generation the same for analysis of training quality etc. S/he will be responsible for preparation of monthly, quarterly and annual report for senior management. S/he will be also responsible for overseeing effective organisations of various events being conducted by the concerned domain, coordinate for field visits and help in conducting reviews and monitoring. Being based in the headquarters, s/he will be responsible for coordination with other units of JSLPS.</p>	



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JOB DESCRIPTION		No. Of Positions
Accountant – State (MKSP)		1 (ST – 1)
Level – L6		
Sl. No.	Eligibility Criteria	
3	<p>Education Qualification:</p> <p>3 years' Graduate Degree (full time or correspondence) in Commerce or other higher degree/diploma in relevant subject - from a government recognised university/academic institution.</p> <p>Experience Required:</p> <p>Person should have at least 2 years of post qualification relevant work experience with reputed organizations/institutions or similar projects or programmes as of JSLPS. In case of candidate working as District Accountant with JSLPS, the required post qualification relevant work experience is of 1 year.</p> <p>Skills Required:</p> <p>Person must be having very good skills on working on MS office environment and good writing and communication skills.</p> <p>Remuneration:</p> <p>Rs. 10,000 to Rs. 20,000 per month as per qualification and experience.</p>	
<p>Duties & Responsibilities:</p> <ol style="list-style-type: none"> 1. Accurate and timely settlement of Staff travel, communication allowances, petty cash & consultant etc. with due considerations to deductions (advances, loans, taxes). 2. Timely processing of all types of vendor payments. 3. Co-ordinate with the vendors/parties for any queries on the invoice/bill 4. Preparation of TDS Statements, Vat statement and filing it on regular basis Consolidation of PF Statements and online filing of ECR. 5. Timely deposit of TDS, PT and PF. 6. All types of vouchers entry in Tally ERP9 and coordinate with all DMMU units for IUFR. 7. Any other duties assigned by the Finance Head. 		



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JOB DESCRIPTION		No. of Positions
District Manager - Finance (DAY - NRLM)		6 (ST – 6)
Level - L5		
Sl. No.	Eligibility Criteria	
4	<p>Education Qualification: 2 years’ Post Graduate Degree (full time or correspondence) in Commerce or 3 years’ Full time Graduate Degree in Commerce with first division marks from a government recognised university/academic institution. Or Full Time 2 years’ Post Graduate Degree/ Diploma in Business Administration (Finance/ Economics) from a government recognised university/academic institution. Or CA (inter)/ICWAI (inter)/CS (first Part) from concerned recognised institution in India.</p> <p>Experience Required: 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/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor’s institutions and government systems would be given preference. Or Currently working Young Professional (Finance)/PE (Finance) having experience of working with JSLPS for at least 2 continuous years.</p> <p>Specific Condition: For candidates having post graduation degree through correspondence or person having Graduation degree through correspondence with first division marks – Minimum post qualification experience will be required as 4 years .</p> <p>Skills Required:</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Very Good writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & its functioning and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the JSLPS management. <p>Remuneration: Rs. 30,000 to Rs. 40,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	
<p>Duties & responsibilities: The person should be working as Thematic Lead at district level under the guidance of District Programme Manager and responsible for the followings.</p> <ol style="list-style-type: none"> 1. Overseeing all planned activities related to financial management and ensures its timely execution across the district. 2. Mentoring and guidance to Block Unit functional in the district in effective Financial Management. 3. Ensuring timely conduct of thematic training and other relevant capacity building intervention for other staffs at district level and all those working in with block unit. 4. Ensuring smooth functioning of all financial and administrative systems at District Unit and in concerning Block units. 5. Managing and monitoring of flow of Project funds. Financial reporting to the State unit and coordinating with auditors. 6. Maintaining all financial due diligence and complying with statutory requirements. 7. On time payment of office related expenses and supervising regular updating of books of records. 		



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JOB DESCRIPTION		No. of Positions
District Manager - FI (DAY - NRLM)		4 (ST – 1, SC – 3)
Level - L5		
Sl. No.	Eligibility Criteria	
5	<p>Education Qualification: 2 years' Full Time Post Graduate Degree or 3 years' Full time Graduate Degree in any discipline with first division marks from a government recognised university/academic institution. Or Full Time 2 years' Post Graduate Degree/ Diploma in Social & Development Studies/ Rural Development/Management or subject relevant to the position from a government recognised university/academic institution. Or Full Time 2 years' Post Graduate Degree/ Diploma in Business Administration (Marketing /Finance/ Economics/ Agri Business) from a government recognised university/academic institution. Or Full time 1 year Rural Management/Development Diploma from NIRD. Or 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 recognised university/academic institution.</p> <hr/> <p>Experience Required: 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/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor's institutions and government systems would be given preference. Or Currently working Young Professional or BPM/BPO/PE having experience of working with JSLPS for at least 2 continuous years in any discipline.</p> <p>Specific Condition: For candidates having post graduation degree through correspondence or person having Graduation degree through correspondence with first division marks – Minimum post qualification experience will be required as 4 years .</p> <hr/> <p>Skills Required:</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Very Good writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & its functioning and good understanding of Jharkhand's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the JSLPS management. <hr/> <p>Remuneration: Rs. 30,000 to Rs. 40,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	



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Duties & Responsibilities:

The person should be working as Thematic Lead at district level under the guidance of District Programme Manager and responsible for the followings.

1. Overseeing all planned activities related to Financial Inclusion and ensure its timely execution across the district.
2. Mentoring and guidance to Block Unit functional in the district in effective implementation of Financial Inclusion interventions.
3. Ensuring timely conduct of thematic training and other relevant capacity building intervention for other staffs at district level and all those working in with block unit.
4. On time disbursement of Revolving Fund and Community Investment Fund money.
5. Better relationship with banking sector and ensuring SHG Bank Linkages as targeted in the district.
6. Managing partnership/consultancy assignment with external resource agencies/individuals (as applicable) and ensuring timely delivery by them.
7. Facilitating environment and taking effective initiatives towards building capacity of community institution's and community cadre on FI related issues.
8. Monitoring, reviewing and documentation of all thematic intervention in district and preparing periodic reports and other relevant documents as required.
9. Maintaining thematic data update in MIS.



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JOB DESCRIPTION		No. Of Positions
District Manager – SM & IB (DAY - NRLM)		4 (ST – 1, SC – 3)
Level - L5		
Sl. No.	Eligibility Criteria	
6	<p>Education Qualification: 2 years' Full Time Post Graduate Degree or 3 years' Full time Graduate Degree in any discipline with first division marks from a government recognised university/academic institution. Or Full Time 2 years' Post Graduate Degree/ Diploma in Social & Development Studies/ Rural Development/Management or subject relevant to the position from a government recognised university/academic institution. Or Full Time 2 years' Post Graduate Degree/ Diploma in Business Administration (Marketing /Finance/ Economics/ Agri Business) from a government recognised university/academic institution. Or Full time 1 year Rural Management/Development Diploma from NIRD. Or 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 recognised university/academic institution.</p> <p>Experience Required: 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/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor's institutions and government systems would be given preference. Or Currently working Young Professional or BPM/BPO/PE having experience of working with JSLPS for at least 2 continuous years in any discipline.</p> <p>Specific Condition: For candidates having post graduation degree through correspondence or person having Graduation degree through correspondence with first division marks – Minimum post qualification experience will be required as 4 years .</p> <p>Skills Required:</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Very Good writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & its functioning and good understanding of Jharkhand's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the JSLPS management. <p>Remuneration: Rs. 30,000 to Rs. 40,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	
<p>Duties & Responsibilities: The person should be working as Thematic Lead at district level under the guidance of District Programme Manager and responsible for the followings.</p> <ol style="list-style-type: none"> 1. Overseeing all planned activities related to social mobilization and Institution Building and ensure its timely execution across the district. 2. Mentoring and guidance to Block Unit functional in the district in effective implementation of Social Mobilisation and Institutions Building interventions. 3. Ensuring timely conduct of thematic training and other relevant capacity building intervention for other staffs at district level and all those working in with block unit. 4. Managing partnership/consultancy assignment with external resource agencies/individuals (as applicable) and ensuring timely delivery by them. 5. Facilitating environment and taking effective initiatives towards building capacity of community institution's and community cadre. 6. Monitoring, reviewing and documentation of all thematic intervention in district and preparing periodic reports and other relevant documents as required. Maintaining thematic data update in MIS 		



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JOB DESCRIPTION		No. Of Positions
District Manager - Livelihood (DAY - NRLM)		2 (SC – 2)
Level - L5		
Sl. No.	Eligibility Criteria	
7	<p>Education Qualification: 2 years' Full Time Post Graduate Degree or 3 years' Full time Graduate Degree in any discipline with first division marks from a government recognised university/academic institution. Or Full Time 2 years' Post Graduate Degree/ Diploma in Social & Development Studies/ Rural Development/Management or subject relevant to the position from a government recognised university/academic institution. Or Full Time 2 years' Post Graduate Degree/ Diploma in Business Administration (Marketing /Finance/ Economics/ Agri Business) from a government recognised university/academic institution. Or Full time 1 year Rural Management/Development Diploma from NIRD. Or 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 recognised university/academic institution.</p> <p>Experience Required: 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/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor's institutions and government systems would be given preference. Or Currently working Young Professional or BPM/BPO/PE having experience of working with JSLPS for at least 2 continuous years in any discipline.</p> <p>Specific Condition: For candidates having post graduation degree through correspondence or person having Graduation degree through correspondence with first division marks – Minimum post qualification experience will be required as 4 years .</p> <p>Skills Required:</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Very Good writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & its functioning and good understanding of Jharkhand's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the JSLPS management. <p>Remuneration: Rs. 30,000 to Rs. 40,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	
<p>Duties & Responsibilities: The person should be working as Thematic Lead at district level under the guidance of District Programme Manager and responsible for the followings.</p> <ol style="list-style-type: none"> 1. Overseeing all planned activities related to all Livelihoods Inclusion and ensures its timely execution across the district. 2. Mentoring and guidance to Block Unit functional in the district in effective implementation of Livelihoods Inclusion interventions. 3. Ensuring timely conduct of thematic training and other relevant capacity building intervention for other staffs at district level and all those working in with block unit. 4. Managing partnership/consultancy assignment with external resource agencies/individuals (as applicable) and ensuring timely delivery by them. 5. Facilitating environment and taking effective initiatives towards building capacity of community institution's and community cadre on LH related issues. 6. Monitoring, reviewing and documentation of all thematic intervention in district and preparing periodic reports and other relevant documents as required. 7. Maintaining thematic data update in MIS. 		



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JOB DESCRIPTION		No. Of Positions
District – M&E and MIS Officer (DAY - NRLM)		5 (ST – 5)
Level – L6		
Sl. No.	Eligibility Criteria	
8	<p>Education Qualification:</p> <p>Full Time 2 years’ Post Graduate Degree/Diploma in Computer Application or similar from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>4 years’ full time graduate diploma/degree in Computer application/Computer Engineering or similar from a government recognised university/academic institution.</p> <p>Experience Required:</p> <p>Person should have minimum 2 years of post qualification relevant work experience. S/he should possess good communication and writing skills along with excellent command on database management.</p> <p>Remuneration: Rs.20,000 to Rs. 30,000 per month as per qualification and experience). Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	
<p>Duties & Responsibilities:</p> <p>The person should be working as Thematic Lead at district level under the guidance of District Programme Manager and responsible for the followings.</p> <ol style="list-style-type: none"> 1. Overseeing all planned activities related to M&E and MIS and ensure its quality execution across the district. 2. Mentoring and guidance to Block Unit functional in the district in effective usage of MIS services following M&E protocols. 3. Ensuring timely conduct of thematic training and other relevant capacity building intervention for other staffs at district level and all those working in with block unit. 4. Prepare all monitoring reports. 5. Regular updating of MIS etc. 6. Documentation of learning and dissemination of feedback at block/ field level. 7. Maintaining database and update of relevant programme information in MIS on regular basis. 		



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JOB DESCRIPTION		No. Of Positions
District Accounts Officer (DAY - NRLM)		4 (ST – 3, SC – 1)
Level – L6		
Sl. No.	Eligibility Criteria	
9	<p>Education Qualification:</p> <p>2 years' Post Graduate Degree (full time or correspondence) in Commerce or other higher degree/diploma in relevant subject from a government recognised university/academic institution.</p> <p>Or</p> <p>CA (inter)/ICWAI (inter)/CS (first Part) from concerned recognised institution in India.</p> <hr/> <p>Experience Required:</p> <p>Minimum 2 year 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/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation.</p> <p>Or</p> <p>Currently working District Accountant working with JSLPS and having minimum 1 year of relevant experience.</p> <hr/> <p>Skills Required:</p> <p>Person should have good communication skills and good knowledge of working in MS office Environment.</p> <hr/> <p>Remuneration:</p> <p>Rs. 20,000 to Rs. 30,000 per month as per qualification and experience.</p>	
<p>Duties & Responsibilities:</p> <p>The person should be working under the guidance of District Finance Manager and District Programme Manager and responsible for the followings.</p> <ol style="list-style-type: none"> 1. Ensuring smooth functioning of all accounting & Audit systems at District Unit and concerning Block units. 2. Managing and monitoring of accounting system. 3. Periodic financial reporting to the State unit and coordinating with internal auditors. 4. Providing guidance and training to Block and district level accountants in proper book keeping & accounting. 5. Following due diligence of financial management system and building a transparent accounting systems at district and block level. 6. Ensuring regular keeping of accounts and books of records. 7. Assisting DM-Finance and DPM in complying with statutory requirement, timely payment and required financial reporting. 		



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Job Description		No. Of Positions
District Accountant (DAY - NRLM)		5 (ST – 2, SC – 3)
Level - L7		
Sl. No.	Eligibility Criteria	
10	<p>Education Qualification:</p> <p>3 years' Graduate Degree (full time or correspondence) in Commerce or other higher degree/diploma in relevant subject - from a government recognised university/academic institution.</p> <p>Experience Required:</p> <p>Person should have at least 2 years (In case of Accountant at district level it is 1 year) of post qualification relevant work experience.</p> <p>Or</p> <p>Currently working as Block Level Officer cum Accounts Assistant with JSLPS and having minimum 1 year of relevant work experience.</p> <p>Skills Required:</p> <p>Person must be having very good skills on working on MS office environment and good writing and communication skills.</p> <p>Remuneration:</p> <p>Rs. 10,000 to Rs. 20,000 per month as per qualification and experience.</p>	
<p>Duties & Responsibilities:</p> <p>The person should be working under the guidance of District Finance Manager and District Programme Manager and responsible for the followings.</p> <ol style="list-style-type: none"> 1. Looking after all accounts related work, 2. Checking of bills/vouchers, 3. Smooth disbursal payments against bills/vouchers, 4. Preparing periodic financial reports and smooth operationalization of accounts related processes within office. 		



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JOB DESCRIPTION		No. Of Positions
District Manager – Skills & Jobs (DDU - GKY)		2 (SC – 2)
Level - L5		
Sl. No.	Eligibility Criteria	
11	<p>Education Qualification:</p> <p>2 years' Full Time Post Graduate Degree or 3 years' Full time Graduate Degree in any discipline with <u>first division marks</u> from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full Time 2 years' Post Graduate Degree/ Diploma in Social & Development Studies/ Rural Development/Management or subject relevant to the position from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full Time 2 years' Post Graduate Degree/ Diploma in Business Administration (Marketing /Finance/ Economics/ Agri Business) from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full time 1 year Rural Management/Development Diploma from NIRD.</p> <p align="center">Or</p> <p>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 recognised university/academic institution.</p> <p>Experience Required:</p> <p>Minimum 3 years of 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/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor's institutions and government systems would be given preference.</p> <p>Or</p> <p>Currently working Young Professional or BPM/BPO/PE having experience of working with JSLPS for at least 2 continuous years in any discipline.</p> <p>Specific Condition:</p> <p>For candidates having post graduation degree through correspondence or person having correspondence 3 years Graduation degree and having first division marks – Minimum post qualification experience will be required as 4 years</p> <p>Skills Required:</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Very Good writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & its functioning and good understanding of Jharkhand's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the JSLPS management. <p>Remuneration:</p> <p>Rs. 30,000 to Rs. 40,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	
<p>Duties & Responsibilities:</p> <p>The person should be working as Thematic Lead at district level under the guidance of DPM and responsible for the followings.</p> <ul style="list-style-type: none"> • Social Mobilisation of youth • Updating youth database and MIS: and Conducting skill preference and gap studies • Ensuring Supportive Supervision of Project Implementing Agencies, maintaining linkages with other Government Department/Institutions, holding Job Fairs, placement tracking, verification of beneficiaries etc. • Providing handhold support to the block team. • The person will be responsible for planning of all Skills and Jobs activities in the ditrict. • Any other responsibility assigned by the supervisor. 		



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JOB DESCRIPTION		No. Of Positions
Regional Project Officer – FISC – Agriculture Value Chain (JOHAR)		Number refer to first page of advertisement
Level - L5		
Sl. No.	Eligibility Criteria	
12	<p>Education Qualification:</p> <p>2 years' Full Time Post Graduate Degree or 3 years' Full time Graduate Degree in any discipline with <u>first division marks</u> from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full Time 2 years' Post Graduate Degree/ Diploma in Social & Development Studies/ Rural Development/Management or subject relevant to the position from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full Time 2 years' Post Graduate Degree/ Diploma in Business Administration (Marketing /Finance/ Economics/ Agri Business) from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full time 1 year Rural Management/Development Diploma from NIRD.</p> <p align="center">Or</p> <p>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 recognised university/academic institution.</p> <p>Experience Required:</p> <p>Minimum 3 years 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 project/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor's institutions and government systems would be given preference.</p> <p align="center">Or</p> <p>Currently working Young Professional or BPM/BPO/PE having experience of working with JSLPS for at least 2 continuous years in any discipline.</p> <p>Specific Condition:</p> <p>For candidates having post graduation degree through correspondence or person having 3 years Graduation degree through Correspondence with first division marks – Minimum post qualification experience will be required as 4 years .</p> <p>Skills Required:</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Very Good writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & its functioning and good understanding of Jharkhand's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the JSLPS management. <p>Remuneration:</p> <p>Rs. 40,000 to Rs. 50,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Work in conjunction with the Project Coordinator – Value Chain • Develop annual action plan of the RO around business promotion at the FPO level • To inculcate elements of business orientation among PGs, FPOs, entrepreneurs by way of intensive orientation • To develop a clear strategy towards formation of vibrant clusters • To counsel and guide prospective agri-entrepreneurs on their business idea and support them by developing a bankable business plan • To ensure that formation of Producer Groups in the clusters is based on agri business principles • To create awareness and encourage local entrepreneurs to start agri enterprises and facilitate provision of appropriate support from FISC Regional Office in preparing bankable business plans • To provide guidance to SAKMs and provide support in developing agri business orientation among the PGs, FPOs in their designated cluster. 		



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

JOB DESCRIPTION		No. Of Positions
Regional Project Officer – FISC – Agriculture Insurance (JOHAR)		Number refer to first page of advertisement
Level - L5		
Sl. No.	Eligibility Criteria	
13	<p>Education Qualification: 2 years' Full Time Post Graduate Degree or 3 years' Full time Graduate Degree in any discipline with <u>first division marks</u> from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full Time 2 years' Post Graduate Degree/ Diploma in Social & Development Studies/ Rural Development/Management or subject relevant to the position from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full Time 2 years' Post Graduate Degree/ Diploma in Business Administration (Marketing /Finance/ Economics/ Agri Business) from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full time 1 year Rural Management/Development Diploma from NIRD.</p> <p align="center">Or</p> <p>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 recognised university/academic institution.</p> <p>Experience Required: Minimum 3 years 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 project/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor's institutions and government systems would be given preference.</p> <p align="center">Or</p> <p>Currently working Young Professional or BPM/BPO/PE having experience of working with JSLPS for at least 2 continuous years in any discipline.</p> <p>Specific Condition: For candidates having post graduation degree through correspondence or person having 3 years Graduation degree through Correspondence with first division marks – Minimum post qualification experience will be required as 4 years .</p> <p>Skills Required:</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Very Good writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & its functioning and good understanding of Jharkhand's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the JSLPS management. <p>Remuneration: Rs. 40,000 to Rs. 50,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

Duties & Responsibilities:

- Ensure delivery of production insurance and other relevant types of rural insurance products to the targeted beneficiaries under JOHAR.
- Conduct field exposure with local representative of partner insurance providers for improving the fit of existing offerings with requirements of targeted beneficiaries.
- Follow up with partner insurance providers and relevant agencies to ensure enrolment of eligible beneficiaries under insurance and social security offerings of interest.
- Maintain database of all project beneficiaries enrolled under insurance and social security schemes for incidence and reporting of claim events.
- Follow up with partner insurance providers and relevant agencies for servicing of claims reported by enrolled project beneficiaries.
- Participate in internal and external events for capacity development related to insurance and social security product and service enhancement.
- Document best practices & innovations with regard to delivery of insurance and social security offerings to producers and their enterprises in Agriculture & Allied Sectors.
- Any other duties assigned by the project authorities.



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

JOB DESCRIPTION		No. Of Positions
Regional Project Officer – FISC – Agriculture Credit (JOHAR)		Number refer to first page of advertisement
Level - L5		
Sl. No.	Eligibility Criteria	
14	<p>Education Qualification:</p> <p>2 years’ Full Time Post Graduate Degree or 3 years’ Full time Graduate Degree in any discipline with <u>first division marks</u> from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full Time 2 years’ Post Graduate Degree/ Diploma in Social & Development Studies/ Rural Development/Management or subject relevant to the position from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full Time 2 years’ Post Graduate Degree/ Diploma in Business Administration (Marketing /Finance/ Economics/ Agri Business) from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full time 1 year Rural Management/Development Diploma from NIRD.</p> <p align="center">Or</p> <p>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 recognised university/academic institution.</p> <hr/> <p>Experience Required:</p> <p>Minimum 3 years 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 project/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor’s institutions and government systems would be given preference.</p> <p align="center">Or</p> <p>Currently working Young Professional or BPM/BPO/PE having experience of working with JSLPS for at least 2 continuous years in any discipline.</p> <p>Specific Condition:</p> <p>For candidates having post graduation degree through correspondence or person having 3 years Graduation degree through Correspondence with first division marks – Minimum post qualification experience will be required as 4 years .</p> <hr/> <p>Skills Required:</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Very Good writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & its functioning and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the JSLPS management. <hr/> <p>Remuneration:</p> <p>Rs. 40,000 to Rs. 50,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

Duties & Responsibilities:

- Assess demand of production credit of individual producers and their enterprises in agricultural and allied sectors
- Develop credit plans for meeting the individual producers and their enterprises under the three pathways identified for channelizing credit from FFIs.
- Maintain database of all the individual producers and producer institutions availing credit from formal financial institutions.
- Help PG and FPOs to open their bank accounts, assess and complete documentation for sourcing of credit or grants from financial institutions.
- Monitor the usage and repayment of credit availed by PGs and FPOs
- Manage portfolio of credit availed by PGs and FPOs in the cluster.
- Attend meetings, organize workshops and exposure visit in the cluster to sensitize financial institutions around the need of formal credit to producers, PGs and FPOs.
- Any other duties assigned by the project authorities



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

JOB DESCRIPTION		No. Of Positions
District Project Officer - HVA (JOHAR)		2 (ST – 1, SC – 1)
Level - L5		
Sl. No.	Eligibility Criteria	
15	<p>Education Qualification:</p> <p>2 years’ Full Time Post Graduate Degree or 3 years’ Full time Graduate Degree in any discipline with <u>first division marks</u> from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full Time 2 years’ Post Graduate Degree/ Diploma in Social & Development Studies/ Rural Development/Management or subject relevant to the position from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full Time 2 years’ Post Graduate Degree/ Diploma in Business Administration (Marketing /Finance/ Economics/ Agri Business) from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full time 1 year Rural Management/Development Diploma from NIRD.</p> <p align="center">Or</p> <p>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 recognised university/academic institution.</p> <p>Experience Required:</p> <p>Minimum 3 years 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 project/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor’s institutions and government systems would be given preference.</p> <p align="center">Or</p> <p>Currently working Young Professional or BPM/BPO/PE having experience of working with JSLPS for at least 2 continuous years in any discipline.</p> <p>Specific Condition:</p> <p>For candidates having post graduation degree through correspondence or person having 3 years Graduation degree through Correspondence with first division marks – Minimum post qualification experience will be required as 4 years .</p> <p>Skills Required:</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Very Good writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & its functioning and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the JSLPS management. <p>Remuneration:</p> <p>Rs. 30,000 to Rs. 40,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

Duties & Responsibilities:

Work in close coordination with the DPM/DPC and Project Coordinator - HVA and manage the HVA sub-component activities at district Level:

- S/he will be responsible for backward and forward linkage for community producer groups, institutions/federation.
- Develop annual action plan of the RO around business promotion at the FPO level
- To inculcate elements of business orientation among PGs, FPOs, entrepreneurs by way of intensive orientation
- To develop a clear strategy towards formation of vibrant clusters.
- To counsel and guide prospective agri-preneurs on their business idea and support them by developing a bankable business plan
- To ensure that formation of Producer Groups in the clusters is based on agri business principles
- To create awareness and encourage local entrepreneurs to start agri enterprises and facilitate provision of appropriate support from FISC Regional Office in preparing bankable business plans
- To provide guidance to SAKMs and provide support in developing agri business orientation among the PGs, FPOs in their designated clusters
- Coordinate the development of the detailed district HVA sub-component annual work plan in close collaboration with JOHAR thematic Block coordinators
- Manage project budgeting planning at district levels
- Prepare district input for project six monthly reporting
- Manage district project monitoring and aggregation of necessary data form Thematic Block Coordinators and other staff for reporting
- Provide supervisory advice on the HVA activities to JOHAR thematic Block Coordinators
- Coordinate and Supervise District need for convergence
- Provide District level supervision on various HVA programme components, including targeting and identification of project target groups
- Monitor technical quality of District project training
- Plan and manage the identification of SHGs for organization into JOHAR HVA interventions.
- Coordinate and supervise training and strengthening of field staff in target blocks for HVA activities
- Any other duties assigned by the project authorities



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

JOB DESCRIPTION		No. Of Positions
District Project Officer - Livestock (JOHAR)		2 (ST – 1, SC – 1)
Level - L5		
Sl. No.	Eligibility Criteria	
16	<p>Education Qualification: 2 years' Full Time Post Graduate Degree or 3 years' Full time Graduate Degree in any discipline with <u>first division marks</u> from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full Time 2 years' Post Graduate Degree/ Diploma in Social & Development Studies/ Rural Development/Management or subject relevant to the position from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full Time 2 years' Post Graduate Degree/ Diploma in Business Administration (Marketing /Finance/ Economics/ Agri Business) from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full time 1 year Rural Management/Development Diploma from NIRD.</p> <p align="center">Or</p> <p>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 recognised university/academic institution.</p> <p>Experience Required: Minimum 3 years 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 project/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor's institutions and government systems would be given preference.</p> <p align="center">Or</p> <p>Currently working Young Professional or BPM/BPO/PE having experience of working with JSLPS for at least 2 continuous years in any discipline.</p> <p>Specific Condition: For candidates having post graduation degree through correspondence or person having 3 years Graduation degree through Correspondence with first division marks – Minimum post qualification experience will be required as 4 years .</p> <p>Skills Required:</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Very Good writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & its functioning and good understanding of Jharkhand's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the JSLPS management. <p>Remuneration: Rs. 30,000 to Rs. 40,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

Duties & Responsibilities:

Work in close coordination with the DPC/DPM and Project Manager Livestock and manage the Livestock sub-component activities at district Level:

- S/he will be also responsible for backward and forward linkages to the community institutions and federations related to Dairy and livestock promotion. S/he will support and facilitate to DPM in planning all dairy based livelihoods activities in the district.
- Coordinate the development of the detailed district Livestock sub-component annual work plan in close collaboration with JOHAR thematic Block coordinators
- Manage project budgeting planning at district levels. Prepare district input for project six monthly reporting
- Manage district project monitoring and aggregation of necessary data form Thematic Block Coordinators and other staff for reporting
- Provide supervisory advice on the Livetsock activities to JOHAR thematic Block Coordinators. Coordinate and Supervise District need for convergence
- S/he will be also working as resource support available to Block units for executing partnership based activities or any other dairy and livestock based livelihoods activities.
- S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
- Provide District level supervision on various Livestock programme components, including targeting and identification of project target groups. Monitor technical quality of District project training
- Plan and manage the identification of SHGs for organization into JOHAR Livestock interventions.
- Coordinate and supervise training and strengthening of field staff in target blocks for Livestock activities
- Any other duties assigned by the project authorities



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

JOB DESCRIPTION		No. Of Positions
District Project Officer – MIS (JOHAR) (M&E and MIS) Level – L6		3 (ST – 2, SC – 1)
Sl. No.	Eligibility Criteria	
17	<p>Education Qualification:</p> <p>Full Time 2 years’ Post Graduate Degree/Diploma in Computer Application or similar from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>4 years’ full time graduate diploma/degree in Computer application/Computer Engineering or similar from a government recognised university/academic institution.</p> <p>Experience Required:</p> <p>Person should have minimum 2 years of post qualification relevant work experience. S/he should possess good communication and writing skills along with excellent command on database management.</p> <p>Remuneration: Rs.20,000 to Rs. 30,000 per month as per qualification and experience). Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p> <p>Skills Required:</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Very Good writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & its functioning and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the JSLPS management. 	
<p>Duties & Responsibilities:</p> <p>The person will be responsible for Overseeing all planned activities related to M&E and MIS and ensure its quality execution across the district.</p> <ul style="list-style-type: none"> • Take leadership role in design , strategy and roll out of annual work plans, perspective plans under the Monitoring and Evaluation and MIS component for the district. • Facilitate development of M&E and MIS tools and reporting systems in consultations with other experts in DMMU. • Facilitate rollout and management of Web based MIS/Monitoring system with close coordination with external agency • Offer handholding support to block on BMMU on M&E and MIS component end ensuring timely flow of data in order to generate required Progress reports. • Monitor the performance of the Block level Manager –MIS, M&E • Mentoring and guidance to District Unit functional in the district in effective usage of MIS services following M&E protocols. • Responsible for tracking & maintaining project related data in MIS system database, supporting data compilation & report generation, conducting data analysis, collecting relevant data/information, compiling report and generation the same for analysis. S/he will be responsible for preparation of monthly, quarterly and annual report. • Regular updating of MIS etc. • Report regularly to SMMU in form of generating periodic reports • Documentation of learning and dissemination of feedback at block/ field level. • Any other task assigned by the project authority. 		



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

JOB DESCRIPTION		No. Of Positions
District Accountant (JOHAR)		6 (ST – 4, SC – 2)
Level – L7		
Sl. No.	Eligibility Criteria	
18	<p>Education Qualification:</p> <p>3 years' Graduate Degree (full time or correspondence) in Commerce or other higher degree/diploma in relevant subject - from a government recognised university/academic institution.</p> <hr/> <p>Experience Required:</p> <p>Person should have at least 2 years (In case of Accountant at district level it is 1 year) of post qualification relevant work experience.</p> <p>Or</p> <p>Currently working as Block Level Officer cum Accounts Assistant with JSLPS and having minimum 1 year of relevant work experience.</p> <hr/> <p>Skills Required:</p> <p>Person must be having very good skills on working on MS office environment and good writing and communication skills.</p> <hr/> <p>Remuneration:</p> <p>Rs. 10,000 to Rs. 20,000 per month as per qualification and experience.</p>	
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Accurate and timely settlement of Staff travel, communication allowances, petty cash & consultant etc. with due considerations to deductions (advances, loans, taxes).. • Timely processing of all types of vendor payments. • Co-ordinate with the vendors/parties for any queries on the invoice/bill • Preparation of TDS Statements, Vat statement and filing it on regular basis • Consolidation of PF Statements and online filing of ECR. • Timely deposit of TDS, PT and PF. • All types of vouchers entry in Tally ERP9 and coordinate with all DMMU units for IUFRR. • Any other duties assigned by the Finance Head. 		



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

JOB DESCRIPTION		No. Of Positions
District Project Coordinator (JICA)		1 (ST – 1)
Level – L4		
Sl. No.	Eligibility Criteria	
19	<p>Education Qualification: Full Time 2 years’ Post Graduate Degree in any discipline with <u>first division marks</u> from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full Time 2 years’ Post Graduate Degree/Diploma in Social & Development Studies/Rural Development/Management or subject relevant to the position from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full Time 2 years’ Post Graduate Degree/Diploma in Business Administration (Marketing/Finance/Economics/Agri Business) from a government recognised university/academic institution.</p> <p align="center">Or</p> <p>Full time 1 year Rural Management/Development Diploma from NIRD.</p> <p align="center">Or</p> <p>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 recognised university/academic institution.</p>	
	<p>Experience Required: Minimum 5 years 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/programme for poverty eradication/livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme management or implementation role. Good experience of nurturing and working with poor’s institutions; working with Government system would be given preference.</p>	
	<p>Skills Required:</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Very Good writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & its functioning and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the JSLPS management. 	
	<p>Remuneration: Rs. 50,000 to Rs. 60,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	
	<p>Duties & Responsibilities:</p> <ol style="list-style-type: none"> 1. Prepare the Annual Action Plans incorporating in consultation with all the Project Staff at the DPMU 2. Facilitate organisation of process and technical training programmes for the Project Staff and community cadre on the methods and processes involved in MDI system in the district 3. Monitor the progress of MDI installation and crops cycle with the help of District M&E & MIS Manager 4. Review, Monitor and provide necessary guidance for improvements and take necessary action for off season crop cultivation 5. Negotiate with the State PMU and other Departments/ Agencies for sourcing of funds 6. Work in close co-ordination with BMMU to implement livelihood planned activities in the block. 7. Facilitate in constitution of livelihood Sub-committee, Producer groups/PC 8. Support MDI planning, MDI micro credit support and establishment of MDI unit 9. Support in installation of unit, time bound planning of intervention/package of practices of crop and book keeping with SHG /PG members 10. Support CRP in actual layout of the MDI unit, nursery establishment, selection of varieties for off season vegetable cultivation. Working out modalities for use of fund. Coordination with SHG/CRP/FO for arranging horticulture plants 11. Support DPMU in processing of suppliers payment towards installation of MDI unit. 12. Prepare vegetable seasonality plan of different crops done under drip and time of nursery development, planting to understand the best benefit model under drip. 13. Provide support in marketing of produces of SHG/PG members 14. Work in close coordination of ATMA and line department. 15. Report regularly to SPMU in form of generating MPR’s, QPR’s and other relevant reports. 16. Any other work assigned by SPMU 	



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

JOB DESCRIPTION		No. Of Positions
District M&E and MIS Coordinator (JICA)		1 (ST – 1)
Level – L6		
Sl. No.	Eligibility Criteria	
20	<p>Education Qualification:</p> <p>Full Time 2 years’ Post Graduate Degree/Diploma in Computer Application or similar from a government recognised university/academic institution.</p> <p style="text-align: center;">Or</p> <p>4 years’ full time graduate diploma/degree in Computer application/Computer Engineering or similar from a government recognised university/academic institution.</p> <p>Experience Required:</p> <p>Person should have minimum 2 years of post qualification relevant work experience. S/he should possess good communication and writing skills along with excellent command on database management.</p> <p>Remuneration: Rs.20,000 to Rs. 30,000 per month as per qualification and experience). Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	
<p>Duties & Responsibilities:</p> <p>The person should be working as Thematic Lead at district level under the guidance of District Coordinator and responsible for the followings.</p> <ol style="list-style-type: none">1. Overseeing all planned activities related to M&E and MIS and ensure its quality execution across the district.2. Mentoring and guidance to Block Unit functional in the district in effective usage of MIS services following M&E protocols.3. Ensuring timely conduct of thematic training and other relevant capacity building intervention for other staffs at district level and all those working in with block unit.4. Prepare all monitoring reports.5. Regular updating of MIS etc.6. Documentation of learning and dissemination of feedback at block/ field level.7. Maintaining database and update of relevant programme information in MIS on regular basis.		



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

JOB DESCRIPTION		No. Of Positions
District Accountant (JICA)		1 (ST – 1)
Level – L7		
Sl. No.	Eligibility Criteria	
21	<p>Education Qualification:</p> <p>3 years' Graduate Degree (full time or correspondence) in Commerce or other higher degree/diploma in relevant subject - from a government recognised university/academic institution.</p> <hr/> <p>Experience Required:</p> <p>Person should have at least 2 years (In case of Accountant at district level it is 1 year) of post qualification relevant work experience.</p> <p>Or</p> <p>Currently working as Block Level Officer cum Accounts Assistant with JSLPS and having minimum 1 year of relevant work experience.</p> <hr/> <p>Skills Required:</p> <p>Person must be having very good skills on working on MS office environment and good writing and communication skills.</p> <hr/> <p>Remuneration:</p> <p>Rs. 10,000 to Rs. 20,000 per month as per qualification and experience.</p>	
<p>Duties & Responsibilities:</p> <ol style="list-style-type: none"> 1. Ensuring smooth functioning of all accounting process in State Unit as per due diligence policy of JSLPS. 2. Support District and Block unit in following the financial management procedures and process. 3. Preparation of TDS Statements, Vat statement and filing it on regular basis 4. Ensuring timely release of payment to units and settlement of expenses\advances 5. Consolidation of PF Statements and online filing of ECR. 6. Timely deposit of TDS, PT and PF. 7. All types of vouchers entry in Tally ERP9 (Accounting software) and coordinate with all DMMU units. 8. Prepare monthly, quarterly and annual financial reports for the project; 9. Liaise with auditors for completion of audit, file annual returns, ensure holding of meetings, minutes & statutory formalities; 10. Any other tasks as assigned by the COO/State Head, JSLPS 11. Timely statutory compliances. 12. Any other task as assigned by the competent authority 		



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

JOB DESCRIPTION		No. Of Positions
Block Programme Manager (DAY – NRLM / MKSP)		64 (ST -45, SC -19)
Level – L5		
Sl. No	Eligibility Criteria	
22	<p>Education Qualification:</p> <p>3 years' Full time Graduate Degree in any discipline or other hire degree/diploma in relevant subject - from a government recognised university/academic institution.</p>	
	<p>Experience Required:</p> <p>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/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor's institutions and government systems would be given preference.</p> <p align="center">Or</p> <p>Currently working as Young Professionals and having experience of working with JSLPS for at least 2 year in any discipline.</p> <p align="center">Or</p> <p>Person having ongoing experience of 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 year in any discipline.</p>	
	<p>Skills Required:</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Very Good writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & its functioning and good understanding of Jharkhand's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the JSLPS management. 	
	<p>Remuneration:</p> <p>Rs. 25,000 to Rs. 40,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	
	<p>Duties & Responsibilities:</p> <p>The person will be working as head of the block level operation with following responsibilities.</p> <ol style="list-style-type: none"> 1. Planning and executing all project activities at block level. 2. A key role would be to liaise with Govt. line departments, banking institutions, civil society organizations and other external agency for project purposes. 3. You would also nurture block level community institutions, federations, community cadre and resource persons. 4. You would be the overall incharge of finance and administrative functions of the block unit. 	



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)
Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

JOB DESCRIPTION		No. Of Positions
Block Project Officer (JOHAR)		11 (ST – 7, SC – 4)
Level – L5		
Sl. No.	Eligibility Criteria	
23	<p>Education Qualification:</p> <p>3 years' Full time Graduate Degree in any discipline or other hire degree/diploma in relevant subject - from a government recognised university/academic institution.</p>	
	<p>Experience Required:</p> <p>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/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor's institutions and government systems would be given preference.</p> <p align="center">Or</p> <p>Currently working as Young Professional and having experience of working with JSLPS for at least 2 year in any discipline.</p> <p align="center">Or</p> <p>Persons having ongoing Experience of 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 year in any discipline.</p>	
	<p>Skills Required:</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Very Good writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & its functioning and good understanding of Jharkhand's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the JSLPS management. 	
	<p>Remuneration:</p> <p>Rs. 25,000 to Rs. 40,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • S/he will be responsible for leading the Block level team of the project, managing staff working directly at BPIU. • S/he will be responsible for successfully planning and executing of all intervention of JOHAR at block level • Plan and implement all project activities at block level along with the team. • S/he will be responsible for liaisoning with Govt. line departments, banking institutions, civil society organizations; JSLPS program me and other external agency for project purposes. • Work closely with, FPOs, Cluster Level Federations, VOs and SHGs to implement program interventions. • Build capacity of field staff, community resource persons. • S/he will also have to undertake extensive field visit to ensure quality project/program interventions. • Overall in-charge of finance and administrative functions of the block unit. • Any other activities assigned by the Project Authority. 		



SPECIAL RECRUITMENT DRIVE (ST/SC FTE POSITION)

Eligibility Criteria, Job Descriptions and Other Details of Advertised Positions

JOB DESCRIPTION		No. Of Positions
Block Technical Support Officer (JICA)		3 (ST – 2, SC – 1)
Level – L5		
Sl. No.	Eligibility Criteria	
24	<p>Education Qualification:</p> <p>3 years’ Full time Graduate Degree in any discipline or other hire degree/diploma in relevant subject - from a government recognised university/academic institution.</p> <p>Experience Required:</p> <p>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/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor’s institutions and government systems would be given preference.</p> <p align="center">Or</p> <p>Currently working as Young Professional and having experience of working with JSLPS for at least 2 year in any discipline.</p> <p align="center">Or</p> <p>Persons having ongoing Experience of 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>Skills Required:</p> <ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language Skills – Very Good writing and oral skills in both English and Hindi. • Other Skills and Knowledge – Knowing Government system & its functioning and good understanding of Jharkhand’s development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the JSLPS management. <p>Remuneration:</p> <p>Rs. 25,000 to Rs. 40,000 per month as per qualification and experience. Apart from salary, benefits such as mediclaim, monthly communication & laptop allowances will be provided. A performance linked incentive (up to a maximum of 10% of basic salary) will be payable annually.</p>	
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Work in close co-ordination with BMMU to implement livelihood planned activities in the block. • Identify the vulnerable stakeholders in the block with reference to Women, PoP, SC/STs and other under privileged sections with support of FO • Facilitate in constitution of livelihood Sub-committee • Facilitate MDI planning, MDI micro credit meetings and establishment of MDI unit. • Support in installation of unit, time bound planning of intervention/package of practices of crop with SHG members • Ensure proper fertigation and timely delivery of support to farmers in terms of improved production and ensure PoP • Ensure Capacity building of AKM/CRP and providing them with the support of technical input to develop CRP a master trainer. • Providing technical training to AKM/CRP on drip based vegetable cultivation to all the AKM in the block. • Support CRP in actual layout of the MDI unit, nursery establishment, selection of varieties for off season vegetable cultivation. Working out modalities for use of fund. • Coordination with SHG/CRP/FO for arranging horticulture plants • Support CRP in vermin compost establishment arranging the earthworms and selection of specific site. • Support DPMU in processing of suppliers payment towards installation of MDI unit. • Verification of actual size of MDI as given by Suppliers • Ensure proper book keeping of technical input with support of AKM/CRP • Prepare vegetable seasonality plan of different crops done under drip and time of nursery development, planting to understand the best benefit model under drip. • Provide support in marketing of products of SHG members • Work in close coordination of BTM (Block Technical Manager) to get the benefit of government schemes/ training support/equipment support etc. • Ensure clean data entered into the MIS at BPMU level in a timely manner • Data collection from FO/CRP on regular basis. • Report regularly to DPMU in form of generating MPR’s, QPR’s and other relevant reports. • Any other task as assigned by the competent authority at BPMU <p>Reporting: The person will be reporting to the District Head of JSLPS/Project</p>		