

## **Rajasthan Rural Livelihood Project/National Rural Livelihood Project/National Rural Livelihood Mission**

### **Direct Contract/Job basis Thematic Support Services to RGAVP**

#### **Background:**

Recognizing the need for continued action for promoting livelihoods in the State, Government of Rajasthan through the Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP), is implementing a follow on project to the District Poverty Initiative Project (DPIP) implemented during 2000-2007. The proposed project, referred to as the Rajasthan Rural Livelihoods Project (RRLP), National Rural Livelihoods Mission (NRLM) and National Rural Livelihoods Project (NRLP) is being implemented in all districts of Rajasthan.

The objective of the Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP) is to enhance the economic opportunities, access to basic amenities, and participation in community decision making for the poor, with a focus on women and marginalized groups in Rajasthan. The objective will be achieved through support under five broad components: (i) Institution Building and Social Empowerment; (ii) Community Investment Support; (iii) Skills Development and Employment Promotion; (iv) Climate Change Adaptation; and (v) Project Implementation Support.

For this RGAVP will hire services on Direct Contract/Job basis thematic support services for ideas incubation, policy framing and formulation implementation strategies for core programme implementation at State level on key thematic areas such as social inclusion and community mobilization; institution building; financial inclusion; agriculture, livestock and non-farm livelihoods; jobs placement and market linked skill development; self-employment and micro-enterprise development; climate change and adaptation and environment; Tourism; MIS, Accounting and Monitoring & Learning etc. Description of job services for supporting implementation of RRLP/NRLM/NRLP or other programme of RGAVP.

NRLP/NRLM/ RRLP (RGAVP) intends to have a dedicated & sensitive support structure & hire quality human resource for all positions. NRLP/NRLM/RRLP has engaged **SRIJAN Infratech and Development Services (P) Limited** (SIDS, in short) as an agency to provide Direct Contract/ Job Basis Services.

### **New Policies incorporated in the Contract:**

- **Reservation to candidates:**Reservation policy of Govt. of Rajasthan will be applicable for all positions. **Reservation benefits will be extended only to those eligible candidates who are residents of Rajasthan and have domicile certificate issued by a competent authority.**
- 1. There is a link below with reservation rules, according to which 16% for SC, 12% for ST and 21% for OBC and 1% for SBC vertically and 30% for women horizontally is to be provided, but if in case suitable candidates are not available under any category, the post will not be kept vacant and can be filled with general category.
- 2. **Applicability of TA/DA:** Persons so placed by SIDS at RGAVP against Direct contract/ Job Basis services mentioned in TOR would be paid TA/DA as per RGAVP norms.
- 3. An annual increment of 8% shall be admissible to persons so placed by the agency at RGAVP against Direct contract/Job Basis services mentioned in TOR.
- 4. Mobile/Telephone reimbursement as per RGAVP norms shall be admissible to persons so placed by the agency at RGAVP against Direct contract/Job Basis services mentioned in TOR.
- 5. Leave upto 20 days in a calendar year shall be admissible to persons so placed by the agency at RGAVP against Direct contract/Job Basis services mentioned in TOR.
- 6. Maternity leave to female persons so placed by the agency at RGAVP of upto 180 days shall be admissible.
- 7. Gratuity payment as per provisions of Gratuity Act, 1972 shall be admissible to persons so placed by the agency at RGAVP against Direct contract/Job Basis services mentioned in TOR.
- 8. Reimbursement of Rs. 500 per year shall be admissible against Mediclaim Insurance Policy of the person so placed by the agency at RGAVP against Direct contract/Job Basis services mentioned in TOR.
- 9. All Gazetted holidays of Government of Rajasthan shall be admissible to persons so placed by the agency at RGAVP against Direct contract/Job Basis services mentioned in TOR.
- 10. The person so placed by the agency at RGAVP against Direct contract/Job Basis services mentioned in TOR shall have to cover himself/herself covered under any Accidental Insurance Scheme, for which an annual premium of Rs. 500 shall be reimbursed upon production of receipt.
- 11. No terminal leave shall be admissible to the person so placed by the agency at RGAVP against Direct contract/Job Basis services mentioned in TOR in case of termination of contract.
- 12. TDS on income, if due, shall be recovered from the package payable to persons so placed by the agency at RGAVP against Direct contract services mentioned in TOR.

### **Duration of the assignment:**

This selection process will result in an initial contract for **12 months**, though the total duration of the Direct Contract/Job basis services assignment is envisaged for three years or till the completion of the Project. Depending on the annual performance review of the selected consultant and available budget, the contract can be extended further on a 12 monthly basis, with mutual agreement. However, in respect of unsatisfactory performance by

the consultant agency, citing detail reasons RGAVP would be free to terminate the services of the agency.

The openings at all Levels are given below. Approximate Number of Staff required (Indicative only). (RGAVP reserves the right to increase/decrease the number of positions advertised)

Candidates are advised to read the eligibility criteria carefully before applying for any Post. Application would be submitted ONLY through ONLINE. For the purpose, interested candidate may visit [www.sids.co.in/rgavp](http://www.sids.co.in/rgavp) to submit online application.

| <b>Direct Hiring (candidates would be on the rolls of RGAVP)</b> |                                 |  |
|--|---------------------------------|--|
| <b>S.no</b>  | <b>Position</b>                 | <b>Vacancies available in first phase of recruitment</b> |
| <b>1</b>   | <b>State Level</b>              |  |
| a  | SPM ( HR)                       | 1  |
| b  | PM ( Resource Cell)             | 1  |
| c  | PM ( Social Inclusion & Gender) | 1  |
| d  | PM (MIS)                        | 1  |
| <b>3</b>   | <b>Cluster Level</b>            |  |
| a  | Cluster level Manager           | 25   |

| <b>On the Job Basis(candidates would be on the rolls of SIDS but would work full time for RGAVP)</b> |                                  |  |
|--|----------------------------------|--|
| <b>S.no</b>  | <b>Postion</b>                   | <b>Vacancies available in first phase of recruitment</b> |
| a  | Cluster Level- Area Coordinators | 80   |

## Detailed Job Description for all positions in RRLP/NRLP/NRLM

### (1) ToR for State Project Manager HR

#### Summary of the Post:

|  |  |
|--|--|
| <b>Name of the Post-</b>               | State Project Manager (HR)   |
| <b>Level of posting</b>                | State level  |
| <b>Qualifications &amp; Experience</b> | PG in HR/Personnel Management with minimum 50% marks and 7 years of experience in the relevant field, i.e HR management, Experience of working in RGAVO would be added advantage.  |
| <b>Type of Appointment</b>             | Direct Contract  |
| <b>Salary (Rs.)</b>                    | Rs. 50,000 per month for Direct Contract   |
| <b>Duration</b>                        | 12 Months initially however position is for the entire project period  |
| <b>Job Description</b>                 | The state Project Manager-Human Resource will assist the Project Director Administration for his/her activities,, such as recruitment, section of project personnel and coordination of related activities, coordination with district units for administrative arrangements , preparing HR contracts. |

Position-1 (State Level) Duty Station- Office of the RGAVP, UdyogBhawan, Jaipu

### (2) ToR for Project Manager (Resource Cell)

#### Summary of the Post:

|  |  |
|--|--|
| <b>Name of the Post-</b>               | Project Manager (Resource Cell )   |
| <b>Level of posting</b>                | State level  |
| <b>Qualifications &amp; Experience</b> | PG with minimum of 50% in Rural Development/Rural Management / Mass Communication/MSW/MBA and 5 years of experience in relevant field. |
| <b>Type of Appointment</b>             | Direct Contract  |
| <b>Salary (Rs.)</b>                    | Rs. 32,500 per month   |

|                        |  |
|------------------------|--|
| <b>Duration</b>        | 12 Months initially however position is for the entire project period  |
| <b>Job Description</b> | The function of the Project Manager ( Resource Cell ) include assisting in designing and implementing the various capacity building exercise , for staff, community institutions and community cadre, under Resource Cell. |

**Position-1 (State Level) Duty Station- Office of the RGAVP, UdyogBhawan, Jaipu**

### **(3) ToR for Project Manager (MIS)**

**Summary of the Post:**

|  |  |
|--|--|
| <b>Name of the Post-</b>               | Project Manager (MIS)  |
| <b>Level of posting</b>                | State level  |
| <b>Qualifications &amp; Experience</b> | PG with minimum 50% in Computer Application (MCA)/Statistics with PGDCA/ BE in Computer Science /Advance course in computer application from Govt. recognized institute and minimum 5 years of experience in the relevant field                          |
| <b>Type of Appointment</b>             | Direct Contract  |
| <b>Salary (Rs.)</b>                    | Rs. 32,500   |
| <b>Duration</b>                        | 12 Months initially however position is for the entire project period  |
| <b>Job Description</b>                 | The Project Manager (MIS) assist SPM (MIS) and will be responsible for data management, data analysis and the dissemination of the same and will update the SPMU. Also inform DPMU and below level institutions on the required progress of the project. |

**Position-1 (State Level) Duty Station- Office of the RGAVP, UdyogBhawan, Jaipu**

### **(4) ToR for Project Manager ( Social Inclusion & Gender)**

**Summary of the Post:**

|  |  |
|--|--|
| <b>Name of the Post-</b>               | Project Manager (Social Inclusion & Gender)  |
| <b>Level of posting</b>                | State level  |
| <b>Qualifications &amp; Experience</b> | PG with minimum 50% in RD/ Psychology/ MSW/MBA and 5 years of experience in gender mainstreaming   |
| <b>Type of Appointment</b>             | Direct Contract  |
| <b>Cost Estimates (Rs.)</b>            | Rs. 32,500 per month   |
| <b>Duration</b>                        | 12 Months initially however position is for the entire project period  |
| <b>Job Description</b>                 | Assist State Project Manager (Social Inclusion & Gender) on day to day basis to implement and oversee gender mainstreaming programmes in RGAVP |

**Position-1 (State Level) Duty Station- Office of the RGAVP, UdyogBhawan, Jaipur**

### **(5) ToR for Cluster Level Manager**

#### **Summary of the Post:**

|  |  |
|--|--|
| <b>Name of the Post-</b>               | Cluster Level Manager  |
| <b>Level of posting</b>                | Cluster Level  |
| <b>Qualifications &amp; Experience</b> | PG with minimum 50% in RD/Sociology/ MBA/ MSW and 5 years of experience in the relevant field or person working as PFT/Area Coordinator in RGAVP for three years, preference would be given to persons already working in RGAVP. |
| <b>Type of Appointment</b>             | Direct Contract  |
| <b>Remuneration</b>                    | Rs. 25000/- per month  |
| <b>Duration</b>                        | 12 Months initially however position is for the entire project period  |
| <b>Job Description</b>                 | The function of Cluster Level Manager shall be to implement resource block strategy efficiently in a time bound manner and saturate an administrative block.   |

**Position-25 at Cluster level; Duty Station-at Cluster level**

## (6) ToR for Area Coordinator

### Summary of the Post:

|                             |   |
|-----------------------------|---|
| Name of the Post-           | Area Coordinator  |
| Level of posting            | Cluster level   |
| Qualifications & Experience | PG with minimum 50% in RD/MBA /MSW/Social Sciences OR Graduation with minimum 50% marks in any discipline in case of a Resource Book Keeper & PRP in RGAVP with 1 year experience, Experience of working in RGAVP would be an added advantage.  |
| Type of Appointment         | Job Basis   |
| Remuneration                | Rs. 15000/- per month   |
| Duration                    | 12 Months initially however position is for the entire project period   |
| Job Description             | <ul style="list-style-type: none"><li>Overall responsible for the implementation of programmatic aspect i.e implementation, supervision, monitoring, evaluation, coordination, capacity building, training, documentation, timely and accurate reporting , day to day progress etc of the project at cluster level.</li></ul> |

### Note:

- RGAVP will provide modest stay facility for Area Coordinator at their place of posting.
- Shortlisted Candidates will go through orientation ( 7 Days) and probation ( 1 Month ) , she/he will get the final appointment & location of posting after successful completion of probation period.

Position- 80 ; 1at each Cluster level; Duty Station- at Cluster level

To apply online please go to: [www.sids.co.in/rgavp](http://www.sids.co.in/rgavp) and click on apply online link.

Please visit the same link for regular updates and announcements.

For Project & Job Responsibility related queries, please visit [WWW.RGAVP.ORG](http://WWW.RGAVP.ORG)

- **The last date to apply online is January 31, 2017 till 6 PM**

