

## Women's empowerment and Livelihoods Programme in Mid Gangetic Plains (Priyadarshini Programme)

National Programme Co-ordinator (NPC) would like to engage key personnel, under IFAD assisted Priyadarshini programme, for the posts mentioned below on adhoc and contract basis for the limited purpose of Programme Implementation Unit in Districts of Sitamarhi / Madhubani in Bihar.

Sr. No.	Name of the post	Posts for Sitamarhi	Posts for Madhubani	Total Number of posts
1	Programme Executive - Enterprise Development Executive	1	0	1
2	Programme Executive - Planning, MIS and M & E	1	1	2
3	Programme Executive - Finance	0	1	1
4	Programme Executive - Convergence	1	0	1
5	Programme Executive - Community Development Executive	1	0	1
6	Junior Programme Executive	1	1	2
	Total	5	3	8

Candidates who wish to apply need to send resume within 15 days from the date of publication of advertisement in newspapers. The duly filled application must be submitted in the Proforma given on this Website (page 9-12) in the same order preferably typewritten on A4 size paper, with the name of the post superscribed on the cover so as to reach "Priyadarshini Programme Recruitment Cell, c/o The Chief General Manager, NABARD, Bihar Regional Office, Mauryalok Complex, Block – B, 4<sup>th</sup> and 5<sup>th</sup> Floor, Dak Bunglow Road, Patna -800001".

Applicants serving in Government / Quasi Government offices, Public Sector Undertaking, Nationalised Banks and Financial Institutions or other organisations will be required to apply through proper channel.

### **Other terms and conditions of engagement on contract basis**

This engagement is purely on adhoc and contract basis without any reference to the Recruitment Service Rules & Regulations which are applicable to regular employees of NABARD.

This engagement shall also not provide the employees on contract any right to claim for absorption in regular vacancies that exist now or may arise in future in NABARD.

The engagement will be strictly on adhoc and contract basis for an initial period up to 31 December 2017, subject to annual review based on the performance being found suitable during the year. The continuance of the contract will be based on performance review. In case of your selection you will have to work for at least two years for the Priyadarshini Programme and if you want to leave early after joining you will be required to pay two months salary and submit advanced notice of one month. The contract shall be terminable by one month's notice from our side.

The employee on contract will be working under the control and supervision of the officials of the Priyadarshini Programme Implementation Units located at the district, state and the national levels. The overall administrative and disciplinary authority in this regard shall vest with the State Programme Manager of the State Programme Management Unit. Every such employee should discharge his / her duties in best possible manner and the best interest of the programme. If any employee on contract is reported to be indulging in any kind of misconduct or dereliction of duties, his engagement shall be liable to be terminated forthwith without any notice or pay in lieu thereof.

The final engagement will be based on the decision of a Selection Committee constituted for the purpose. The NPC, Priyadarshini Programme reserves the right not to fill up the post.

The employee on contract will be eligible for casual leave upto a maximum of 12 days per year and also earned leave @ 1/21 st of the duty period, which could be availed by him/ her during the contract period. He / she will be eligible to avail of accumulated earned leave before completion of his / her term with the unit. However, he / she will not be eligible for the facility of encashment of leave. No other leave will be granted. In case of absence from duties over and above the permissible leave period, proportionate deduction will be effected from the remuneration payable without prejudice to the rights of State Programme Manager to take other actions.

- ◆ Public holidays applicable to Public Sector Banks in the respective States will be applicable to employee on contract.
- ◆ Employee on contract will not be eligible for any other facility.
- ◆ The candidate should not be suffering from any major ailments at the time of joining which may cause adverse effect on his performance, otherwise their contractual appointment is liable to be terminated.

The job responsibility of PIUs include :

- i. Co-ordinating and supervising implementation of Programme activities together with the NGOs and Service Providers engaged for the purpose.
- ii. Undertaking preparation of Annual Work Plan and Budget (AWPB) of the Programme
- iii. Facilitating flow of funds to the Programme Parties and other implementing agencies and ensuring proper utilisation of the Programme funds entrusted to them.
- iv. Maintaining a Management Information System (MIS) and monitoring implementation of Programme activities vis-a-vis the programme log frame and the AWPB.
- v. Preparing and submitting progress activities vis-a-vis the programme log frame and the AWPB.
- vi. Preparing and submitting progress reports, AWPB and Audit Report to the respective State Programme Management Unit (SPMU).
- vii. Supporting the Block Offices and CRCs in implementation Programme activities and
- viii. Undertaking such other task as the SPMU may assign from time to time for successful implementation of the Programme. (Under the overall supervision and guidance of the District Programme Manager)

## **Post - Community Development Executive**

Qualification :

Graduate / Post Graduate Degree from any recognised university. Preference will be given to those having Masters degree in Agriculture / Management / Social Service.

Computer proficiency is a must.

Experience :

3-5 years experience in SHG mobilisation and community development. Work experience with NGOs and remote communities and ability to write progress reports, analyse performance of SHGs. Knowledge of using Microsoft Office applications.

Job responsibility :

Under the over all supervision and guidance of the District Programme Manager, the incumbent will be responsible for implementation of the social empowerment and gender mainstreaming activities of the project at the field level. This includes, supporting the Field NGOs (FNGOs) to establish Community Resource Centres (CRCs), training of staff to manage CRCs to enable them to emerge as community based organisations that facilitate progression of the members in achieving their social and economic growth trajectories, SHG mobilisation and introducing savings and credit activities, bank linkage and cost recovery.

(The job responsibility is indicative in nature and not exhaustive and may be modified from time to time )

Preferred Age Group (Yrs) : 28 to 40 years as on 31 December 2013

Compensation : A consolidated remuneration of Rs.28000/- p.m. No other payments will be made on account of remuneration. Tax as per Income Tax Act provisions would be deducted at source.

## **Post - Programme Executive - Finance**

Qualification :

Graduate / Post Graduate Degree from any recognised University. Preference will be given to those having Masters degree in Commerce / MBA (Finance). Candidates should have computer proficiency.

Experience :

3-5 years experience in accounting in a NGO or Other Organisations. Computer literacy and proficiency in an accounting software are essential.

Job responsibility :

Under the over all guidance of the District Programme Manager, the incumbent will be responsible for maintaining adequate records of all financial transactions at the PIU level, disbursing funds to Community Resource Centres (CRCs), preparing statement of expenditure, auditing the accounts of CRCs, assessing the costs of operating the CRCs and introducing cost recovery measures for CRCs etc.

(The job responsibility is indicative in nature and not exhaustive and may be modified from time to time )

Preferred Age Group (Yrs) : 28 to 40 years as on 31 December 2013

Compensation : A consolidated remuneration of Rs.28000/- p.m. No other payments will be made on account of remuneration.. Tax as per Income Tax Act provisions would be deducted at source.

## **Post - Enterprise Development Executive**

### Qualification :

Graduate / Post Graduate Degree from any recognised university. Preference will be given to those having Masters degree in Agriculture / Management / Social Service. Computer proficiency is must.

### Experience :

3-5 years of work experience in implementing enterprise promotion activities. Knowledge of value chain analysis, Sub-sector Business Development Service approach to enterprise development will be an added advantage. Computer application skills are essential.

### Job responsibility :

Under the over all guidance of the District Programme Manager the incumbent will be responsible for implementation of livelihood activities identified by the sub-sector survey. This includes establishing demonstrations, providing support to specialised organisations engaged for implementing enterprise development activities and assisting the participating households to access credit, technology and market. (The job responsibility is indicative in nature and not exhaustive and may be modified from time to time )

Preferred Age Group (Yrs) : 28 to 40 years as on 31 December 2013

Compensation : A consolidated remuneration of Rs.28000/- p.m. No other payments will be made on account of remuneration. Tax as per Income Tax Act provisions would be deducted at source.

## **Post - Programme Executive - Planning, MIS and Monitoring & Evaluation**

Qualification :

Graduate / Post Graduate Degree from any recognised university. Preference will be given to those having Masters degree in Agriculture / Management / Social Service. Computer proficiency is must.

Experience :

3-5 years of work experience in implementation of rural development/ poverty alleviation/ livelihoods development projects at the grassroots level. Familiarity with monitoring procedures and requirements of externally funded programme will be an added advantage.

Job responsibility :

Under the over all guidance of the District Programme Manager the incumbent will be responsible for planning, monitoring & evaluation and implementation of livelihood activities identified by the sub-sector survey. Familiarity with monitoring procedutres and requirements of externally funded programme will be an added advantage. Data formatting for generation of MIS, collection, collating and interpreting monitoring data, Log frame based output / outcome monitoring., Impact monitoring, Base line RIMS survey, Thematic reviews, Mid term RIMS survey, Completion Revirew Report etc.

(The job responsibility is indicative in nature and not exhaustive and may be modified from time to time )

Preferred Age Group (Yrs) : 28 to 40 years as on 31 December 2013

Compensation : A consolidated remuneration of Rs.28000/- p.m. No other payments will be made on account of remuneration. Tax as per Income Tax Act provisions would be deducted at source.

## **Post - Programme Executive - Convergence**

Qualification :

Graduate / Post Graduate Degree from any recognised university. Preference will be given to those having Masters degree in Agriculture / Management / Social Service. Computer proficiency is must.

Experience :

3-5 years of work experience in implementation of rural development/ poverty alleviation/ livelihoods development projects at the grassroots level.

Job responsibility :

Under the over all guidance of the District Programme Manager the incumbent will be responsible for implementation of livelihood activities identified by the sub-sector survey. This includes establishing demonstrations, providing support to specialised organisations engaged for implementing enterprise development activities and assisting the participating households to access credit, technology & market and convergence of the programme with the other development programmes running in the project area.  
(The job responsibility is indicative in nature and not exhaustive and may be modified from time to time )

Preferred Age Group (Yrs) : 28 to 40 years as on 31 December 2013

Compensation : A consolidated remuneration of Rs.28000/- p.m. No other payments will be made on account of remuneration. Tax as per Income Tax Act provisions would be deducted at source.

## **Post - Junior Programme Executive**

Qualification :

Graduate Degree from any recognised university in Agriculture / Management / Social Service. Computer proficiency is must.

Experience :

3-5 years of work experience in implementation of rural development/ poverty alleviation/ livelihoods development projects at the grassroots level. Computer proficiency is must.

Job responsibility :

Under the over all guidance of the District Programme Manager, the responsibilities of this incumbent will be to assist the staff of the District Programme Implementation Unit in all activities related to programme implementation and other works as may be assigned.

(The job responsibility is indicative in nature and not exhaustive and may be modified from time to time )

Preferred Age Group (Yrs) : 28 to 40 years as on 31 December 2013

Compensation : A consolidated remuneration of Rs.10000/- p.m. No other payments will be made on account of remuneration. Tax as per Income Tax Act provisions would be deducted at source.





3. (a) Date of Birth (as per SSC/ School Leaving Certificate) Date Month Year

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(b) Age as on 31.12.2013: \_\_\_Years\_\_\_Months\_\_\_Days

4. Gender : Marital Status :

Male		Female	
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5. Educational Qualifications: (Attach attested certificates)

Level	Name of the University	Examination Passed	Year of Passing	Percentage of Marks obtained	Major subjects
Post Graduation					
Graduation					
Specialised Training					
Other Education					

6. Competency

Please list your areas of highest competency, special skills or other items that may contribute to your abilities in performing the mentioned position. (e.g. Project management, leadership, Team work, Negotiator / Communicator, Facilitator of change, Performer etc.)

8. Experience

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

9. Experience Relevant to the Post Applied : \* Additional sheet may be attached, if necessary


10. Name and Address of two References with contact numbers :

1
2

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or suppressed or I do not satisfy the eligibility criteria, my candidature / appointment, at any stage, is liable to be cancelled / terminated.

Place :

Date :

(Signature of the candidate)

Check List :

Attested copies of following:

- |                          |  |     |
|--------------------------|--|-----|
| <input type="checkbox"/> | Attached SSC/ School Leaving Certificate for date of birth                               | Y/N |
| <input type="checkbox"/> | Attached Mark Sheet of Degree/ Post Graduate Exam  | Y/N |
| <input type="checkbox"/> | Attached Degree/ Provisional Degree Certificate in support of educational qualifications | Y/N |
| <input type="checkbox"/> | Signed the Undertaking   | Y/N |
| <input type="checkbox"/> | Pasted recent photograph at appropriate place  | Y/N |

Any additional information in support of candidature may be given on separate sheets attached to the application.