राजस्थान सरकार
ग्रामीण विकास विभाग

योजना :- राजस्थान ग्रामीण आजीविका विकास परिषद
(हृदीय तल, बी-वि, उम्मीद, भरतपुर, ती-स्तीम, जयपुर. फोन : 0141-4265914, 2227416, फैक्स नं. 2227723)


अभियंता (Consultant) हेतु CV (बायोडाटा) आंकन पुस्ना

राजस्थान ग्रामीण आजीविका विकास परिषद में महाला गांवी नरेगा के सी.एल.एफ. के माध्यम से
सुविधा क्रियान्वयन के लिए एक वर्ष के लिए अभियंता (Consultant) के पदों हेतु CV (बायोडाटा)
आमंत्रित किये जाते हैं -

<table>
<thead>
<tr>
<th>क्र.स.</th>
<th>पद का नाम</th>
<th>पद संख्या</th>
<th>पदस्थापन</th>
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<tbody>
<tr>
<td>1</td>
<td>Consultant Technical Assistant</td>
<td>26</td>
<td>कलास्तर स्तर पर /ग्राम पंचायत स्तर पर</td>
</tr>
</tbody>
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उक्त पदों हेतु विवरणित ToR विभागीय वेबसाइट www.rgavp.org व राज्य सरकार के प्राध्यापन पोर्टल http://sppp.rajasthan.gov.in. पर देखा व प्राप्त किया जा सकता है।

कृपया अपना विवरणित CV (बायोडाटा) उपर दिये गये विभागीय पते पर डाक द्वारा दिनांक 21 दिसंबर 2016 साल 6.00 बजे तक भेजा जा सकता है।

राज्य परियोजना प्रबंधक (प्रशासन)
आरजीएचपी
Rajasthan Grameen Aajeevika Vikas Parishad
(III floor, B Block, Udyog Bhawan, Jaipur, Phone – 4259914, 2227416, Fax – 2227723)

F25(5)RD/RGAVP/Covv/CLFPIA/2016/51779 Date: 07/12/2016

Invitation for Expression of Interest for hiring Consultant Technical Assistant

Context

The Department of RD & PR under Government of Rajasthan is implementing the Rajasthan Rural Livelihood Projects (RRLP, NRLM and NRLP) through Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP)

RGAVP implements community based development projects to enhance the economic opportunities and empowerment of the rural poor, with a focus on women and marginalized groups, in the entire state of Rajasthan. For other details please refer to our website www.rgavp.org.

RGAVP proposes to engage Convergence and social development activities as main facets of the mission to address various other dimensions of poverty. Therefore, RGAVP intends to hire technical consultant to implement convergence works with MGNREGA

1. Eligibility criteria for the Consultants

RGAVP invites eligible Consultants to indicate their interest in providing their services. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The short listing criterion is as follows:

(i) Consultant Technical Assistant

Qualification and Experience

- Civil /Agricultural Engineering degree / Diploma from Govt. recognized institute
- Should be proficient in English and Hindi.
- Good documentation, Technical Estimation and engineering knowledge preferable
- Possess excellent engineering skills;
- Be proficient in computer skills i.e. MS Office
- Possess own two wheeler for field movement
- Requirement of their laptop for prepare to ts (Technical Estimate) and work
Further information can be obtained at the address below during office hours or at following URL http://www.rgavp.org/.

Expression of Interest with Terms of Reference given at the Website (www.rgavp.org) should be submitted in a sealed envelope clearly superscripted as “Expression of Interest for Consultant Technical Assistant” as the case may be till December 21st 2016, 6.00 pm. Or by email.
The submission can be made on office hours on all working days to the undersigned or by email as below.

Mailing address:
Chief Operating manager
Rajasthan Grameen Aajeevika Vikas Parishad,
3rd floor, RFC Block, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur
Email: rajeevika@rajasthan.gov.in.

(Jaipal Singh Kaushik)
Chief Operating manager
ToR for Consultant Technical Assistant

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Consultant Technical Assistant</th>
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<tbody>
<tr>
<td>Level of posting</td>
<td>Cluster level Federation (Gram Panchyat Level)</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Civil /Agricultural Engineering degree / Diploma from Govt. recognized institute</td>
</tr>
<tr>
<td>Type of Appointment</td>
<td>Consultant Contract</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>Rs. 12000 –22000 (12000 Fix +Incentive model proportion to work)</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months</td>
</tr>
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</table>

Job Description:
The consultant technical assistant will work at cluster level(below block level) to benefits women SHG members with Category B work of MGNREGA works and responsible for all technical estimation of the work, sanctioning of work and measurement of work with completion of each started work. Further responsibilities can be added by their supervisor.

Position- 26, Duty Station-Cluster level federation Office, (GP headquarters) in following districts- Udaipur, Dungarpur, Banswara, Kota, Baran, Tonk, Bhilwara, Rajsamand, Jhalawar, Chhitorgarh, Jodhpur, Dholpur and Ajmer

Role Summary:

RGAVP is implementing various Projects i.e RRLP, NRLM, NRLP and Mpower that aims to empower the rural poor by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan with a target to cover about 295 blocks of Rajasthan in a phased manner. The mission’s aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institutions i.e CLF level at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

The consultant technical assistant will work at cluster level to benefits SHG members with Category B i.e Individual beneficiary work of MGNREGA works and responsible for all technical estimation of the work, sanctioning of work, measurement of work and completion of each started work.
Qualification and Experience

- Civil / Agricultural Engineering degree / Diploma from Govt. recognized institute
- Should be proficient in English and Hindi.
- Good documentation, Technical Estimation and engineering knowledge preferable
- Possess excellent engineering skills;
- Be proficient in computer skills i.e. MS Office
- Possess own two wheeler for field movement
- Requirement of their laptop for prepare to ts (Technical Estimate) and work
- Further information can be obtained at the address below during office hours.

Job Profile

- Provide all technical assistance/duties/support to CLF, related to category B works under MGNREGA for their beneficiaries i.e CLF members
- Responsible to ensure that effective implementation, monitoring and supervision tools are developed and implemented.
- Responsible to ensure effective quality control systems are in place
- Compliance with technical specifications and quality standards mentioned by MGNREGACT is mandatory
- Ensure all technical inputs and cost estimates related to the Category B work/individual work/PMY components are accurate, timely provided and included in the estimate
- Take responsibility for overall progress and use of resources.
- Identify and manage risks and initiate corrective action where necessary, so that maximum
- Prepare interim - final project and handover work wise reports and maintain the relevant project records
- Manage project budgets, cash flow and obligations to ensure that deliverables are met
- Ensure payments to workers and beneficiaries are received on time.
- Coordinate with various department and complete required activities ensuring proper and timely
- Compliance with the pre-established requirements. Ensure a sound handing over of facilities to project beneficiaries
- Shall co-ordinate with workers/community members for timely completion of the work
- Any other activities as assigned by the Cluster Level Federation as per direction

Remuneration

- Rs. 12000 – 22000 (12000 Fix + Incentive model proportionate to work)
- Rs. 1000 will be given for use of personal laptop
- TA/Da will be applicable as per the RGA VP rules

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Reporting
- Direct reporting to CLF (CPM and President of CLF)
- As part of State Project Management Unit, the incumbent will report to the State Convergent Coordinator, RGAVP.

Core Competencies

- Technical Knowledge and Skills
  - Can give help and advice to others based on their specialized area of knowledge and skills in relation to the social safeguards, social development and protection thematic area and poverty reduction
  - Uses technical knowledge and skills to complete complex work in the social safeguards, social development and protection thematic area
  - Uses technical knowledge and skills to improve work systems

- Client Orientation
  - Works to meet needs of CLF members i.e Client according to Rajasthan Gramin Ajjeevika Vikas Parishad’s policy
  - Communicates often with clients and seeks to understand and anticipate their needs
  - Adapts own style to suit clients preferences

- Achieving Results
  - Find ways to reduce time and cost of completing work
  - Monitors work and progress and makes improvements
  - Works with others to overcome problems and find alternative ways to complete work when necessary

- Working Together
  - Provides practical support and encouragement for team members
  - Encourages team members to work together and benefit from diversity in different views, culture, nationality, and gender
  - Sets priorities for the team and ensures they are followed through

- Learning and Knowledge Sharing
  - Learns new skills and knowledge and applies them
  - Continuously finds new solutions to problems
  - Leads the team in sharing knowledge and expertise

- Terms and Conditions
  - The contract is for a period of 1 year
  - The engagement is purely contractual and can be terminated at any time with one month notice from either party.
  - This position will require frequent travel to villages