

**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 adaption 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>
1	<b>State Level</b>	
	PM ( Social Inclusion & Gender)	1
	PM (MIS)	1
	IT professional	1
	Computer	1
2	<b>DPMU</b>	
	District Accountant	21
3	<b>Cluster Level</b>	
	Project Associate MIS & Accounts	40

<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>
1	<b>Cluster Level- Area Coordinators</b>	60

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

### **(1) 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. 32500
<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**

### **(2) 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. 32500 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**

**ToR for IT Professional**

**Summary of the Post:**

<b>Name of the Post-</b>	IT Professional
<b>Level of posting</b>	State level
<b>Qualifications &amp; Experience</b>	B.Tech. or B.E. in (Computer Science/IT)/BCA from recognized University or Institute;
<b>Type of Appointment</b>	Direct Contract
<b>Remuneration</b>	Rs. 15000/- per month
<b>Duration</b>	12 Months initially however position is for the entire project period
<b>Job Description</b>	Maintain the software user-friendly and permits computation of indicators and also other desired periodic report, task assignment to state/district level managers and captures field visit reports. Take up any other assignment entrusted by State Mission Director.

**Position-1 at State level; Duty Station- at State level**

**ToR for Computer**

**Summary of the Post:**

<b>Name of the Post-</b>	Computer
<b>Level of posting</b>	State level
<b>Qualifications &amp; Experience</b>	B.Sc. (Computer Science/IT/Statistics/Mathematics)/ BCA/ PGDCA from recognized University or Institute;
<b>Type of Appointment</b>	Direct Contract

<b>Remuneration</b>	Rs. 15000/- per month
<b>Duration</b>	12 Months initially however position is for the entire project period
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Assit in data management , data analysis and the dissemination of the same.</li> <li>• Take up any other assignment as entrusted with the SPM/PM</li> </ul>

**Position-1** at State level; **Duty Station-** at State level

**(5) ToR for Accountant**

**Summary of the Post:**

<b>Name of the Post-</b>	Accountant 21 Posts (1 Post in each district)
<b>Level of posting</b>	District level
<b>Qualifications &amp; Experience</b>	PG with minimum 50% in Commerce and 2 years of experience in accounting OR Graduate in commerce with accounting as main subject with 50% marks and 5 years of experience in accounting OR Graduate in Commerce with 3 years experience in RGAVP as CLF Accountant.
<b>Type of Appointment</b>	Direct Contract
<b>Salary (Rs.)</b>	Rs. 20000
<b>Duration</b>	12 Months initially however position is for the entire project period

Note:

- **Selected Candidates will in probation for a period of one month, she/he will be get the final location of posting after successful completion of probation period.**

**Position-1** for each district **Duty Station-** Office of the District Project Manage

**(6) ToR for Project Associate (MIS)**

**Summary of the Post:**

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<b>Name of the Post-</b>	Project Associate (MIS)
<b>Level of posting</b>	Cluster level at Block HQ
<b>Qualifications &amp; Experience</b>	B.Sc. (Computer Science/IT)/ BCA/ PGDCA from recognized University or Institute with an experience of 2 years in Data Handling or a Graduate person from community (SHG member) who has an experience of one year in working in Rural BPO run by RGAVP OR Graduate women working in RGAVP for 3 years as Data Entry Operator; Should have expertise in providing training, troubleshooting and resolving issues in MIS.
<b>Type of Appointment</b>	Direct Contract
<b>Remuneration</b>	Rs. 15000/- per month
<b>Duration</b>	12 Months initially however position is for the entire project period
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Receive all master and transaction data at block office, in prescribed formats and ensure completeness of data, field in proper formats and verified by concerning staff.</li> <li>• Ensure correct data entry in MIS of all CBOs and community cadre till the next day from data received and time to time update if required</li> </ul>

Note:

**Position: 40;** 1at each block (at Cluster level at Block HQ); **Duty Station-at Cluster level**

- **Selected Candidates will through induction, immersion and probation, for a period of one month, she/he will be get the final location of posting after successful completion of probation period.**

**ToR for Area Coordinator**

**Summary of the Post:**

<b>Name of the Post-</b>	Area Coordinator
<b>Level of posting</b>	Cluster level
<b>Qualifications &amp; Experience</b>	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.
<b>Type of Appointment</b>	Job Basis
<b>Remuneration</b>	Rs. 15000/- per month

<b>Duration</b>	12 Months initially however position is for the entire project period
<b>Job Description</b>	<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.**
- **Selected Candidates will go through induction, immersion and probation, for a period of one month, she/he will get the final location of posting after successful completion of probation period.**

**Position- 60 ; 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 November 15, 2016 till 6 PM**