RAJASTHAN RURAL LIVELIHOOD PROJECT (RRLP)

PROJECT IMPLEMENTATION PLAN (PIP)

(ANNEX 'F': Human Resource Manual)

RURAL DEVELOPMENT & PANCHAYATI RAJ DEPARTMENT
GOVERNMENT OF RAJASTHAN
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RURAL DEVELOPMENT & PANCHAYATI RAJ DEPARTMENT

RAJASTHAN RURAL LIVELIHOOD PROJECT (RRLP)

Human Resource Manual

Prepared by:
State Project Management Unit
RRLP, Jaipur (Rajasthan)
Preface

After witnessing the success of DPIP Phase-I, the GoR has decided to start Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) with support of The World Bank that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project will be implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 Lakhs BPL & poor population live in around 110 blocks of these districts of Rajasthan. The project area has been selected based on poverty and social assessment wherein clustering of districts has been done based on poverty, social vulnerability, and livelihood potential and social capital.

For managing such a huge and ambitious project successfully, an excellent team of professionals is required and for managing, guiding, supervising, maintaining the uniformity and moral of the team, it is essential that a robust system in terms of human resource policy should be well in place.

Realizing the necessity and importance, the Rajasthan Rural Livelihood Project has developed the ‘Human Resource Policy Guidelines’ for managing the Human Resources of RRLP at all levels effectively. This document is the dynamic document, and we believe that it would be able to address the whole gambit of Human Resources to be recruited in the RRLP, right from planning of various positions at various levels- to their recruitment- to their orientation- to capacity building -to supervision -to providing conducive working environment -to their appraisals.

I wish to extend my heartiest thanks to Shri Bharat Singh Kundanpur, Honourable Minister, Rural Development and Panchayati Raj for his blessings and leadership towards this endeavour. I also express my gratitude to Shri C.S. Rajan, Principal Secretary, RD&PR for his dynamic leadership & guidance for developing this document as a useful and workable document. My gratitude is due to Shri Tanmay Kumar, Secretary, RD for his encouragement and support. I wish to extend my gratitude to the World Bank and their team members who contributed in developing this document. I extend my thanks to my colleagues and team members of RRLP at the State levels particularly Mr. Surendra Singh Rathore, Mr. Susheel Sharma for their deep involvement to develop this HR Policy. I thank Dr. Adesh Chaturvedi who has developed this Policy primarily and incorporated several suggestions and provisions made by the team members, officials concerned of RRLP and government and the World Bank time to time to make this document useful, workable, comprehensive and robust.

Hope the ‘Human Resource Policy Guidelines’ would prove itself as an effective and useful document and help the RRLP for forming a good team.

With Best Wishes

Punam, IAS
State Project Director
Rajasthan Rural Livelihood Project
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1. Human Resource Policy Guidelines

1.1 Introduction of DPIP Phase 1 & 2 and Guiding Principles of Human Resource Policy in context of Rajasthan Rural Livelihood Project

The World Bank supported ‘Rajasthan District Poverty Initiatives Project’ (DPIP Phase-I) was the ambitious rural development project of the Government of Rajasthan (GoR) for the alleviation of poverty in the State. DPIP was implemented in seven districts of Rajasthan namely Baran, Churu, Dausa, Dholpur, Jhalawar, Rajsamand and Tonk with an objective of improving the status of the poor through increased income, improved standard of living and improved social status was being implemented in these districts of the State since July 2000. Initially the project was to close in December 2005, but then extended upto December 2007. During this period, 7158 Dairy CIGs had been sanctioned, of these 3500 CIGs were linked with Rajasthan Cooperative Dairy Federation (RCDF) for marketing and other dairy business services and have savings to the tune of Rs. 2.3 crore. Identified Saharia (Tribal) families in Baran district have been organized into Joint Forest Protection and Management Committees (JFPMCs) and linked to forest area near their houses for developing forest and collecting forest produce and grass. This provides ready employment to the tribal family for 100 man-days in the first year.

After witnessing the success of DPIP Phase-I, the GoR has decided to start Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project will be implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 Lakhs BPL & poor population live in around 110 blocks of these districts of Rajasthan. The project area has been selected based on poverty and social assessment wherein clustering of districts has been done based on poverty, social vulnerability, and livelihood potential and social capital.

![Map of Rajasthan](image)
Since, RRLP has to cover huge area and population and offer various activities to alleviate poverty, the project management aspects must be very robust. This can largely be done by engaging the best of the professionals and provide conducive working environment. Therefore the Human Resource Policy must be prepared comprehensively.

The project has its three tier structure corresponding to State, District and below levels. At each level, a team of professionals would be inducted to manage the Project to achieve its objectives.

1.2 Objectives

The project objective is to “To enhance the economic opportunities and empowerment of the rural poor, with a focus on women and marginalized groups, in the 17 targeted districts of Rajasthan.”

1) Social inclusion and community mobilization.
2) Building sustainable member based organization of the poor.
3) Creation of credit linkage between the organizations and financial institutions and other service providers.
4) New livelihood strategies that are adaptable to climate change.

1.3 Vision and Strategy

The Human Resource Strategy will attempt to maximize the overall quality of the organization’s human capital by putting in place persons who value the knowledge of the local communities and treat them as partners in development.

The strategy would be to select such people who not only possess “relevant experience” but also the “relevant work attitude & commitment” so that the optimum output can be explored and ensured. The Human Resource Policy would be a ‘living’ document subjected to review and redesign as per the changing needs.

1.4 The Core Values of Human Resource Policy

- Transparency
- Participation
- Team Work & Accountability
- Demand Driven
- Process Oriented

1.5 Definitions

- “Government” means the ‘Government of Rajasthan’.
- “Employee” or “Staff” in these rules means individuals appointed to posts on contract or deputation or outsourced under different categories for executing RRLP project. RRLP does not discriminate on the basis of caste, community, religion, colour, sex or disability.
- “Employer” means the ‘Rajasthan Gramin Ajeevika Vikas Parishad’.
2. The Organizational (Project) Institutional Structure of RRLP

The project’s institutional arrangements are designed to provide support at the community or village level, and at the block, districts and the state level. The primary agency responsible for the project’s implementation is the 'Rajasthan Gramin Ajeevika Vikas Parishad'.

2.1 Project Institutional Arrangements

Rajasthan Gramin Ajeevika Vikas Parishad (RGAVP) will provide overall direction to the project. This Parishad will have Governing Council (GC), under which Empowered Committee (EC) will be formed.

The Governing Council: The Honourable Chief Minister of Rajasthan is the President of the General Body and Honourable Minister of Rural Development & Panchayati Raj will be the Vice-President. Members of the General Body of the society are- Ministers of Agriculture, Animal Husbandry, Industry, Labour, Education, Health, Women & Child Development, Social Justice & Rights; The Chief Secretary, Additional Chief Secretary (Development), Additional Chief Secretary (Finance), Principal Secretaries-Rural Development & Panchayati Raj; Agricultural; Animal Husbandry; Forest; Secretaries- Rural Development; Plan; Representative of Ministry of Rural Development, GoI; Director/Project Director, ICAR; Representative of RBI; Representative of NABARD; Coordinator-State Level Bankers Coordination Committee; Representative of SHG Federation Cooperative Bank (nominated by the state government); Subject specialist of Rural Development (nominated by the state government); and State Project Director, RRLP. The Principal Secretary- Rural Development & Panchayati Raj is the Convener and the Secretary, Rural Development is the Member Secretary of the Governing Body.

The Empowered Committee: The Chief Secretary of the State chairs the Project Empowered Committee of the Society, with Principal Secretaries/Secretaries from different departments (Finance, RD&PR, Forest, Plan, Agriculture, Animal Husbandry, Industry, Labour, Education, Health, Woman & Child Development, Social Justice & Rights); Secretary, Panchayati Raj, Commissioner/Director, NREGS, Coordinator-State Level Bankers Coordination Committee; Director/Project Director, ICAR as its members. The Additional Chief Secretary (Development) is the co-chair of the committee. The Secretary, Rural Development is the Convener/Member Secretary of the Empowered Committee and State Project Director, RRLP would be the co-convener/co-secretary.

2.2 Management Aspects:

The management aspects, at all three levels would be taken care by the Project Management Units:

1. **State level:** The State Project Management Unit (SPMU), established within the Rajasthan Gramin Ajeevika Vikas Parishad (RGAVP) will have the overall responsibility for management and implementation of the project. SPMU will be headed by the State Project Director. S/he will be the operational and managerial in-charge of the project and head the organization structure established at the district and lower levels for implementing the program. The State Project Director will be supported by Additional Director (Project Coordination) and Finance Controller followed by Adl. Director/Dy. Director (HR & Admin); Manager /Dy. Director (Finance) and a team of professionals working as consultants for different functions for supporting and building up the project.

Few consultants will be positioned at Divisional Level for effective technical inputs. These professionals will support the District Program Management Units come under that
particular division on a regular basis, however, no direct line reporting from DPMU to the Divisional level is suggested. The Divisional headquarters will be at Udaipur (covering Udaipur, Banswara, Dungarpur, Chittorgarh, and Rajsamand districts); Kota (covering Kota, Jhalawar, Baran, Bundi, and Bhilwara districts); Bikaner (covering Bikaner and Churu districts) and at Dausa (covering Dausa, Tonk, Sawai Madhopur, Karauli, and Dhopur districts).

2. **District Level:** In all the 17 project districts, the task of coordinating, managing, supervising and supporting project implementation would be given over to the District Project Management Unit (DPMU). The DPMU would have two broad functions: 1) an administrative and monitoring function and 2) a program support function. The administrative function in each district would be headed by a District Project Manager (DPM), who will be supported by a team of professionals working as consultants for different functions for supporting and building up the project. The District Project Manager would work as a subject specialist and would also be the overall in-charge of the Management Unit and would be the point person for the district.

3. **PFT Level:** At the PFT levels the primary implementation unit within the overall project structure will be the Project Facilitation Teams (PFTs). There will be around 50 villages covered by a PFT. A PFT would consist of four (4) members’ team having a specialized function. One of the experts will act as PFT Coordinator and take the overall management and coordination responsibility of the unit, besides the subject specialist role. Besides, there would be a team of ‘Book Keepers (20 with each PFT), Para-Professionals (8-10 with each PFT) and Community Mobilizers (20 with each PFT) provides support to PFTs for better functioning and reach. The mandate of the PFT will facilitate the whole project implementation process cycle, including village PRA, social mobilization, group formation, assisting SHGs in formulation and developing into federations and producer organizations. In addition, the PFT will assist the groups to establish linkages with banks for financing and input and output marketing. There would be 110 PFTs established.

### 2.2.1: Key Roles and Responsibilities of Key Institutions

The following table shows the summary of the roles and responsibilities of project institutions at different levels:

<table>
<thead>
<tr>
<th>Key Institutions</th>
<th>Key Roles and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Empowered Committee</strong></td>
<td>• Providing overall policy guidance and direction to the project</td>
</tr>
<tr>
<td></td>
<td>• Approving all annual plans</td>
</tr>
<tr>
<td></td>
<td>• Representing the project at the state government level</td>
</tr>
<tr>
<td></td>
<td>• Undertaking advocacy to ensure pro-poor policies are issued by the Government</td>
</tr>
<tr>
<td></td>
<td>• Formulating policy regarding reducing poverty and enhancement of livelihoods of the poor</td>
</tr>
<tr>
<td></td>
<td>• Providing strategic support and guidance to program implementation</td>
</tr>
<tr>
<td></td>
<td>• Monitoring project implementation and achievement of performance indicators</td>
</tr>
<tr>
<td></td>
<td>• Coordinating with different government departments and agencies</td>
</tr>
<tr>
<td>Key Institutions</td>
<td>Key Roles and Responsibilities</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **State Project Management Unit** | - Approving overall Human Resource policies  
- Redefining and reformulating project strategies based on emergent experience from project implementation  
- Recruiting project team at the state level, district & PFT level  
- Induction and training of all project staff and key stakeholders  
- Developing and issuing service standards, guidelines for various component implementation, appraisal checklist and monitoring indicators  
- Developing strategy and action plan for strategic communications and institution building  
- Preparing and financing annual work plans and budgets, financial management and state-level auditing  
- Monitoring, Evaluation and Learning from project implementation and knowledge management activities  
- Coordinating activities at district, PFT and cluster levels.  
- Converging with other government programs and developing partnership support |
| **District Project Management Unit** | - Induction and training of all project staff and key stakeholders  
- Developing and issuing service standards, guidelines for various component implementation, appraisal checklist and monitoring indicators  
- Developing strategy and action plan for strategic communications and institution building  
- Preparing and financing annual work plans and budgets, financial management and state-level auditing  
- Monitoring, Evaluation and Learning from project implementation and knowledge management activities  
- Coordinating activities at district, PFT and cluster levels  
- Converging with government programs and developing partnership support |
| **Project Facilitation Team**    | - Identification of Poor and BPL families (project beneficiaries).  
- Preparation of data base of the existing SHGs in the village.  
- Preparation of Inception Report consisting of annual plan as well as total project period plan.  
- Organizing target community into SHGs and then federating them at the cluster and PFT level.  
- Building capacity of SHGs and village organizations.  
- Identification and promotion of producer organizations based on value chain analysis.  
- Constituting the apex structure of the Community based.  
- Institutions at the Block viz. Block Level Federation and ensuring functioning of the same through handholding and regular capacity building inputs.  
- Managing the interface between banking system and |

12
<table>
<thead>
<tr>
<th>Key Institutions</th>
<th>Key Roles and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>community groups through membership in PFT Level Federation and liaising with banks.</td>
</tr>
<tr>
<td></td>
<td>▪ Helping community based institutions in preparing livelihood sub projects (value chain proposals), getting their approval from DPMU/SPMU and ensure their qualitative implementation.</td>
</tr>
<tr>
<td></td>
<td>▪ Supporting community based institutions in developing linkages with financial institutions, service provider agencies and line development departments.</td>
</tr>
<tr>
<td></td>
<td>▪ Facilitating community based institutions to develop forward and backward linkages.</td>
</tr>
</tbody>
</table>

The Staff under the project would either be deputed staff directly from the government and its affiliated bodies or would be hired from the open market on contractual basis. The government staff, wish to join the project, has to clear the interview taken by the Competent Authorities.

2.2.2: Classifications of “Grade” for Contractual Employees-
- Employees get Rs. 40000/- per month remuneration will be in Grade ‘A’
- Employees get Rs. 25000/- per month remuneration will be in Grade ‘B’
- Employees get Rs. 15000/- per month remuneration will be in Grade ‘C’

The remunerations have been fixed as per the qualifications and experience given in Annex-I
2.3. Organogram of the Project
2.3.1: State Level Organogram

Subject to change and revision as and when made by the Society
2.3.2. Divisional Level Structure

**Coordinators:**
- Agriculture (Gr. B)
- Livestock (Gr. B)
- Micro Enterprises (Gr. B)
- Coordinator - Tribal Area Development (for Udaipur Division only) (Gr. B)

Support to DPMUs under a Division

DPMU DPMU DPMU DPMU

2.3.3. District Level Organogram

**District Project Management Unit**
(District Project Manager)

**District Finance Manager**

**Coordinators:**
- Microfinance (Gr. B)
- Livelihood & Environment (Gr. B)
- M&E (Gr. B)
- MIS (Gr. C)
- Community Mobilization & Capacity Building (Gr. B)
- HR & Admin (Gr. B)
- Computer Operators & Clerical Staff

**Coordinators:**
- Accountant (Gr. C)
- Accountant (Gr. C)
- Cashier (Gr. C)
- Account Assistant (Gr. C)
Note: PFT Coordinator will be from any one of the project’s subject specialist and thereby will be responsible for that particular subject area. In this case, the coordinator of that particular subject area will not be selected and the PFT Coordinator will look after the job of coordinator of that particular subject/discipline at the PFT level. Hence there would be a total of (1+3) 4 persons in a PFT including PFT Coordinator.

2.4 Reporting Structure:

2.4.1. At State Project Management Unit:

<table>
<thead>
<tr>
<th>#</th>
<th>Positions at State level</th>
<th>Reporting to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>State Project Director</td>
<td>Empowered Committee</td>
</tr>
<tr>
<td>2.</td>
<td>Additional Director Project (Coordination)</td>
<td>State Project Director</td>
</tr>
<tr>
<td>3.</td>
<td>Finance Controller</td>
<td>State Project Director</td>
</tr>
<tr>
<td>4.</td>
<td>Adl. Director / Dy. Director (HR &amp; Admin)</td>
<td>State Project Director</td>
</tr>
<tr>
<td>5.</td>
<td>Manager/ Dy. Director (Finance)</td>
<td>Finance Controller</td>
</tr>
<tr>
<td></td>
<td><strong>Coordinators</strong></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Capacity Development &amp; Training (Gr. A)</td>
<td>Additional Director (Project Coordination)</td>
</tr>
<tr>
<td>7.</td>
<td>Community Mobilisation &amp; Gender (Gr. A)</td>
<td>Additional Director (Project Coordination)</td>
</tr>
<tr>
<td>8.</td>
<td>Microfinance (Gr. A)</td>
<td>Additional Director (Project Coordination)</td>
</tr>
<tr>
<td>9.</td>
<td>Livelihood (Gr. A)</td>
<td>Additional Director (Project Coordination)</td>
</tr>
<tr>
<td>10.</td>
<td>Environment (Gr. A)</td>
<td>Additional Director (Project Coordination)</td>
</tr>
<tr>
<td>#</td>
<td>Positions at State level</td>
<td>Reporting to</td>
</tr>
<tr>
<td>----</td>
<td>--------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>11</td>
<td>Procurement (Gr. A)</td>
<td>Manager/ Dy. Director (Finance)</td>
</tr>
<tr>
<td>12</td>
<td>M&amp;E (Gr. A)</td>
<td>Additional Director (Project Coordination)</td>
</tr>
<tr>
<td>13</td>
<td>MIS (Gr. A)</td>
<td>Additional Director (Project Coordination)</td>
</tr>
<tr>
<td>14</td>
<td>HR &amp; Admin (Gr. B)</td>
<td>Adl. Director / Dy. Director (HR &amp; Admin)</td>
</tr>
<tr>
<td>15</td>
<td>Public Private Partnership (Gr. B)</td>
<td>Additional Director (Project Coordination)</td>
</tr>
<tr>
<td>16</td>
<td>Agriculture (Gr. B)</td>
<td>Additional Director Project (Coordination)</td>
</tr>
<tr>
<td>17</td>
<td>Micro Enterprise (Gr. B)</td>
<td>Additional Director Project (Coordination)</td>
</tr>
<tr>
<td>18</td>
<td>Livestock (Gr.B)</td>
<td>Additional Director Project (Coordination)</td>
</tr>
<tr>
<td>19</td>
<td>Public Relations &amp; IEC (Gr. B)</td>
<td>Adl. Director / Dy. Director (HR &amp; Admin)</td>
</tr>
<tr>
<td>20</td>
<td>Audit (Gr. B)</td>
<td>Manager/ Dy. Director (Finance)</td>
</tr>
<tr>
<td>21</td>
<td>Accountant (Gr. C)</td>
<td>Manager/ Dy. Director (Finance)</td>
</tr>
<tr>
<td>22</td>
<td>Account Assistant (Gr. C-)</td>
<td>Manager/ Dy. Director (Finance)</td>
</tr>
<tr>
<td>23</td>
<td>Office Support Assistant (Gr. C-)</td>
<td>Officers Concerned (Additional Director-Coordination/Adl. Director/Dy. Director - Admin. &amp; HR/ Manager- Finance etc.)</td>
</tr>
<tr>
<td>24</td>
<td>Program Assistant (Gr. C)</td>
<td>Officers Concerned (Additional Director-Coordination/ Adl. Director/Dy. Director - Admin. &amp; HR / Manager- Finance etc.)</td>
</tr>
<tr>
<td>25</td>
<td>Project Assistant (Gr. C-)</td>
<td>Officers Concerned (Additional Director-Coordination/ Adl. Director/Dy. Director - Admin. &amp; HR / Manager- Finance etc.)</td>
</tr>
<tr>
<td>26</td>
<td>Computer Operators</td>
<td>Primarily Officers Concerned finally Adl. Director / Dy. Director (HR &amp; Admin)</td>
</tr>
<tr>
<td>27</td>
<td>Clerical Staff</td>
<td>Primarily Officers Concerned finally Adl. Director / Dy. Director (HR &amp; Admin)</td>
</tr>
<tr>
<td>28</td>
<td>Attendants &amp; Driver</td>
<td>Primarily Officers Concerned finally Adl. Director / Dy. Director (HR &amp; Admin)</td>
</tr>
</tbody>
</table>

### 2.4.2. At Divisional level:

<table>
<thead>
<tr>
<th>#</th>
<th>Positions at Division level</th>
<th>Reporting to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Micro Enterprise (Gr. B)</td>
<td>Additional Director (Project Coordination)</td>
</tr>
<tr>
<td>2</td>
<td>Agriculture (Gr. B)</td>
<td>Additional Director (Project Coordination)</td>
</tr>
<tr>
<td>3</td>
<td>Livestock (Gr. B)</td>
<td>Additional Director (Project Coordination)</td>
</tr>
<tr>
<td>4</td>
<td>Tribal Area Development (Gr. B)</td>
<td>Additional Director (Project Coordination)</td>
</tr>
</tbody>
</table>
### 2.4.3. At District Project Management Unit level:

<table>
<thead>
<tr>
<th>#</th>
<th>Positions at District level</th>
<th>Reporting to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>District Project Manager</td>
<td>District OIC and Additional Director-Coordination/Adl. Director –HR&amp;Admin/Finance Controller</td>
</tr>
<tr>
<td>2</td>
<td>District Finance Manager</td>
<td>District Project Manager</td>
</tr>
<tr>
<td></td>
<td><strong>Coordinators</strong></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>M&amp;E (Gr. B)</td>
<td>District Project Manager</td>
</tr>
<tr>
<td>4</td>
<td>Microfinance (Gr. B)</td>
<td>District Project Manager</td>
</tr>
<tr>
<td>5</td>
<td>Livelihood &amp; Environment (Gr. B)</td>
<td>District Project Manager</td>
</tr>
<tr>
<td>6</td>
<td>MIS (Gr. B)</td>
<td>District Project Manager</td>
</tr>
<tr>
<td>7</td>
<td>Community Mobilization &amp; Capacity Building (Gr. B)</td>
<td>District Project Manager</td>
</tr>
<tr>
<td>8</td>
<td>HR &amp; Admin. (Gr. B)</td>
<td>District Project Manager</td>
</tr>
<tr>
<td>9</td>
<td>Accountant (Gr. –B)</td>
<td>District Finance Manager</td>
</tr>
<tr>
<td>10</td>
<td>Cashier (Gr. C)</td>
<td>District Finance Manager</td>
</tr>
<tr>
<td>11</td>
<td>Account Assistant (Gr.C-)</td>
<td>District Finance Manager</td>
</tr>
<tr>
<td>12</td>
<td>Computer Operators</td>
<td>Primarily Officers Concerned finally Coordinator HR &amp; Admin.</td>
</tr>
<tr>
<td>13</td>
<td>Clerical Staff</td>
<td>Primarily Officers Concerned finally Coordinator HR &amp; Admin.</td>
</tr>
<tr>
<td>14</td>
<td>Attendants</td>
<td>Primarily Officers Concerned finally Coordinator HR &amp; Admin.</td>
</tr>
</tbody>
</table>

### 2.4.4. At PFT level:

<table>
<thead>
<tr>
<th>#</th>
<th>Positions at PFT Level</th>
<th>Reporting to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PFT Coordinator (Gr. C+)</td>
<td>District Project Manager</td>
</tr>
<tr>
<td>2</td>
<td>Community Mobilization &amp; Capacity Building (Gr. C)</td>
<td>PFT Coordinator</td>
</tr>
<tr>
<td>3</td>
<td>Microfinance (Gr. C)</td>
<td>PFT Coordinator</td>
</tr>
<tr>
<td>4</td>
<td>Livelihood &amp; Environment (Gr. C)</td>
<td>PFT Coordinator</td>
</tr>
<tr>
<td>5</td>
<td>MIS &amp; Accounts (Gr. C)</td>
<td>PFT Coordinator</td>
</tr>
<tr>
<td>6</td>
<td>Computer Operators</td>
<td>Primarily Coordinator concerned finally PFT Coordinator.</td>
</tr>
<tr>
<td>7</td>
<td>Clerical Staff</td>
<td>Primarily Coordinator concerned finally PFT Coordinator.</td>
</tr>
<tr>
<td>8</td>
<td>Attendants</td>
<td>Primarily Coordinator concerned finally PFT Coordinator.</td>
</tr>
</tbody>
</table>
3 Employment Policies:

3.1 Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at RRLP will be based on merit, qualifications, and abilities. In providing employment, RRLP does not discriminate on the basis of caste, community, colour, religion, sex, age of disability. This policy governs all aspects of employment, including selection, Job assignment, compensation, discipline, termination and access to benefits and training.

3.2 Diversity

RRLP is committed to affirmative actions that will build on the strengths of the current workforce and continually enhance the diversity within the organisation. RRLP’s actions include, but are not limited to, ensure that staff with disabilities receives support in finding house, usage of four wheel during field visits, necessary support during working hours etc.

3.3 Employment Background Check

Prior to making an offer to employment, RRLP will conduct a job-related background check. A comprehensive background check will consist of prior employment verification, professional reference checks, education confirmation and check of salary history.

3.4 Criminal Records

When appropriate, a criminal record check is performed to protect RRLP’s interests and that of its employees and clients.

3.5 Anniversary Date

The first day an employee reports to work is his or her official anniversary date.

3.6 Induction

Induction is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the organization and prepared for their position. New employee induction is conducted by a senior representative of RRLP and includes an overview of RRLP, its background, core values, vision, mission, goals and objectives and will be introduced to other colleagues working with the organisation. In addition, the new employee will be given an overview of benefits, tax, and legal issues, HR policy etc. The responsible person at the SPMU level would be Adl. Director/Dy. Director (HR&Admin) OR/and Coordinator (HR).

In Districts, the DPM and/OR Coordinator (HR) is responsible for the induction of staff on an ongoing basis. Similarly at the PFT level, the PFT Coordinator will take the responsibility to introduce and induct the new entrants.
3.7 **Personal Records and Administration**

The task of handling personnel records and related administrative functions at RRLP has been assigned to the Human Resource Cell for State Level and will be kept at the Project Head Quarter in Jaipur. For PFTs a copy of personal files will be kept at the district level at the DPMU office. Personal files will be kept confidential at all times and include some or all of the following:

- Resume of Work Experience
- Certified Copies of certificates of work experience and educational qualifications
- Permanent address and family details and
- All medical records if any will be kept in a separate confidential file.
- Any other records, as and when required

Personal files are the property of RRLP and access to the information is restricted/limited. Employee who wish to review their own file should contact their supervisor with reasonable advance notice, the employee may review his/her personnel file in Project's office and in the presence of their supervisor.

3.8 **Change of Personal Data**

Any changes in the employee's name, address, telephone number, marital status, dependents, or insurance beneficiaries or a change in the number of tax withholding exemptions needs to be reported in writing without delay to the State Human Resource Cell.

It is a responsibility of the each employee to promptly notify the Human Resource Cell of any changes in their information.

3.9 **Office Attendance and Punctuality**

The RRLP expects that every employee must be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day and to reasonably complete their work by the end of assigned work hours. Absenteeism and tardiness places a burden on other employees and on the Project. In case of any undue tardiness found, disciplinary action will be initiated.

If an employee is unable to report to work for any reason, he/she shall notify to officer in charge in writing or by telephone stating the date and purpose of leave of absence that should be approved by officer.

3.10 **Safety and Security**

RRLP safety and security rules and regulations are the following:

- The last employee or a designated employee who leaves the office at the end of the day assumes the responsibility to ensure that all doors and securely locked and all appliances and lights are turned off with exception of the lights normally left on for security purposes.
- While visiting community in project villages, especially remote and difficult terrain, employees should move as a team/group and take personal care.
• Employees travelling on a bike/scooter should always wear a helmet and should fasten the seat belt in case of travelling by car/jeep etc..
• All meetings/training sessions need to be scheduled and communicated well in advance to enable arrangements for safe travel and accommodation.

4) **Recruitment & Selection of Staff**

4.1 **System of Recruitment**
The various sources of recruitment in RRLP are based on broadly following two categories, however, the final decision would be reserved with Society for Mode of Selection:

- **Internal Source**
- **External Source**

<table>
<thead>
<tr>
<th>Source of Recruitment in RRLP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal Source</strong></td>
</tr>
<tr>
<td>1). Merger</td>
</tr>
<tr>
<td>2). Promotion/Up Gradation</td>
</tr>
<tr>
<td><strong>External Source</strong></td>
</tr>
<tr>
<td>1). HR Agencies</td>
</tr>
<tr>
<td>2). Open Market</td>
</tr>
<tr>
<td>3). Deputation</td>
</tr>
<tr>
<td>4). Campus Recruitment</td>
</tr>
<tr>
<td>5). Outsourcing</td>
</tr>
</tbody>
</table>

4.2 **Internal Source of Recruitment in RRLP**

- **Merger:** The existing staff of DPIP-I may be merged into RRLP.
- **Promotion/Up Gradation:** The Project may fill vacancies by selecting suitable candidates from existing Project staff, if they fulfil the eligibility criteria. The selection process shall be based on personal comprehensive interview.

4.3 **External Sources of Recruitment in RRLP**

- **HR Agencies:** Specialist, PFT Coordinators, Experts would be hired through HR Agencies.
- **Open Market:** By recruiting potential candidates from Open Market through advertisement in News Papers and Job Portals would be done through HR Agencies.
- **Deputation:** By selection of Personnel on deputation from Government Departments/Corporations/Public Sector units etc. would be done through departmental special selection committee.
- **Campus:** By recruiting individuals through campus interviews from reputed institutes and colleges.
- **Outsourcing:** By outsourcing the requirement of personnel through any recognized agency – for support services.
- **Govt. Retired Person** The outstanding personnel, retired from government and its allied services, having relevant and specific experience may be recruited for the benefit of the project. The upper age limit of such personnel would be 65 years, however, age may be extended by the empowered committee/governing council.

Note :- preference for the all positions would be given to suitable Govt/PSU Officers.
4.4 **Recruitment Process**

The recruitment process would be based on a strong recruitment methodology. The recruitment process, under RRLP comprises the following five steps:

- **Recruitment Planning:** It involves proper planning i.e. drafting of comprehensive job specifications for the required positions, major and minor responsibilities; the skills, experience and qualifications needed; grade and level of pay; and mentioning of special conditions, if any.

- **Strategy Development:** After planning, a suitable strategy e.g. types of recruitment method; sources of recruitment etc. would be devised and identified.

- **Searching:** For engaging suitable and interested candidates the internal and external sources of recruitment would be identified.

- **Screening:** The screening committee would undertake the screening process. Job description, job profile, job requirements and job specifications will be basic consideration for screening. Applications will be screened against the qualifications, knowledge, skills, abilities, interest and experience mentioned in the job specifications. Those who do not qualify will be straightway eliminated from the selection process.

- **Responsibility & Timeline Charts for the vacancies fulfilment:** The suggestive timelines are as under-

<table>
<thead>
<tr>
<th>#</th>
<th>Event/ Activity</th>
<th>Initiation By (Key Responsibility)</th>
<th>End Time (days)</th>
<th>Approval By (Key Responsibility)</th>
<th>End Time (days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Identifying &amp; Notifying Vacancy- Deciding method of selection</td>
<td>Adl/Dy. Dir – HR &amp; Admin</td>
<td>5</td>
<td>SPD</td>
<td>2 days</td>
</tr>
<tr>
<td>2</td>
<td>Designing &amp; releasing Advertisement OR Contacting HR Agency with requirements</td>
<td>Adl/Dy. Dir – HR &amp; Admin</td>
<td>20</td>
<td>SPD</td>
<td>2 days</td>
</tr>
<tr>
<td>3</td>
<td>Short listing from applications received (giving at least 15 days for candidates to apply)</td>
<td>Adl/Dy. Dir – HR &amp; Admin</td>
<td>18</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>Constituting Panel &amp; Fixing date of selection (time given for candidates to travel)</td>
<td>Adl/Dy. Dir – HR &amp; Admin</td>
<td>14</td>
<td>SPD</td>
<td>2 days</td>
</tr>
<tr>
<td>5</td>
<td>Selection Interview and Finalizing Candidate/s</td>
<td>Adl/Dy. Dir – HR &amp; Admin</td>
<td>7</td>
<td>SPD</td>
<td>2 days</td>
</tr>
<tr>
<td>6</td>
<td>Appointment Letter to Selected candidate</td>
<td>Adl/Dy. Dir – HR &amp; Admin</td>
<td>7</td>
<td>SPD</td>
<td>1 day</td>
</tr>
<tr>
<td><strong>Total Time for Event</strong></td>
<td></td>
<td>71</td>
<td></td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>
4.5 **Key Attributes for Selecting the Candidates:** The selection methodology would take these into account-

<table>
<thead>
<tr>
<th>Attributes</th>
<th>List of Competencies</th>
</tr>
</thead>
</table>
| **Knowledge** | Conceptual clarity on Poverty in local context, development principles, strategies  
Knowledge of successful interventions, various actors in development, their roles, and their limitations  
Thematic knowledge based on positions e.g. micro-finance, watershed, micro enterprise, finance and accounts, women empowerment, disability/vulnerability etc. |
| **Skills** | Communication: Listening  
Communication (oral & written), Presentation  
Group facilitation (leading, confronting, clarifying, supporting,) [Process related skills]  
Conflict Resolution  
Leadership (initiating, consensus building, problem solving, providing new ideas) [Task related skills]  
Decision Making (Information Processing, planning, scheduling, Problem solving)  
Community organization skills (promoting groups, conflict management at group level, inclusion, ability to convince) |
| **Attitudes** | Pro Poor Facilitative Orientation - Belief in the skills and understanding of the poor, seeing himself/herself as a co-learner with the poor, low stereotyping  
Colleague Orientation - Collegial, Supportive, low stereotyping, Team work, team harmony  
Work Style - Perseverance, Willingness to work under stress,  
Work Style - Self Driven/ proactive, Risk Taking, result oriented  
Thought Orientation - Creative, critical thinking, willingness to learn, Openness |
| **Values** | Honesty, Commitment, Accountability, Transparency |

4.6 **Broad Characteristics of the Selection Methodology**

The Selection Methodology for RRLP would follow the HR Manual of RRLP. Human Resource Agency(ies) may be retained based on the procurement norms of RRLP and ToR given in the Annex of this HR Manual. The following processes for selecting the human resources would be adopted-
• **Use of Multiple and Formal Tests of Selection**: This allows for a more wholesome understanding of the person to be selected. In order to be able to understand and rate candidates, an interview panel would be formed inviting relevant experts concerned, who will take the interview and written test, if required. The panel would decide whether written test is required or only personal interview would be taken.

• **Having a formal mechanism of Selection**: The Selection panel, after its formation, would decide the date and place for selection. Clear, unambiguous and transparent criteria for selection or rejection of candidates should be placed. The panel members would be oriented on the interview process.

• **Recruitment Panel**: For selecting the personnel from the rank of Dy. Director, and above the recruitment panel will be chaired by the Principal Secretary (RD&PR). The other members will be Secretary (RD), State Project Director, and subject specialist(s) from outside.

  For selecting the personnel below the rank of Dy. Director i.e. Coordinator (Gr.A) and below the recruitment panel will be chaired by the State Project Director. The other members will be Additional Director (Project Coordination), Finance Controller, Adl. Director / Dy. Director (HR & Admin) and subject expert(s).

4.7 **System of outsourcing support services**

Individuals to manage the posts of Office support (Admin and Finance) staff like Assistant, Receptionist, Driver, Guard, and Attendants may be outsourced from agencies approved by State Project Director as per the procurement norms of the government and the Financial and Procurement manual of the project.

4.8 **Staff Engagement Policy**

• **Terms of deputation of employees from the Government**

  Once selected, the appointment of employees from the Government departments and other government affiliated/undertaking institutions of the State on deputation shall be in accordance with the terms and conditions stipulated by the Government of Rajasthan. Once appointed, the deputed employee will be governed by the rules and regulations of the Project, to the extent that they are not in contradiction of the terms and conditions of service of their parent department and the rules and regulations lead down by the Government for that purpose. Wherever the rules of parent department will follow, the same would be mentioned in the HR Manual.

• **Appointment on Consultancy Basis**

  As and when the Project requires personnel with specific skills/ expertise in handling specific subjects/ special qualifications, such personnel shall be contracted for a consultancy assignment following the procurement norms of the RRLP.

  a. Those appointed on contract should be on contract period for one year renewable based on performance.

  b. The authority to renew contract for all employee lower than State Project Director will be with State Project Director.
4.9 **Separation**

Employees may separate from the RRLP for various reasons including unfortunate case of death of employee. In all cases of separation, settlement of all dues should be made fast and fair not only for the sake of appreciation of her/his services to the organization but also as a matter of financial discipline. In all possible cases, except unfortunate death of an employee, a process of counselling would be undertaken to understand the reasons due to which the employee is seeking separation. In case there are misunderstandings or an issue that can be resolved, the SPMU – HR Cell would try to counsel the person concerned.

4.10 **Exit Interview**

Employees in whatever ranks are ambassadors of an organization and its culture. In all cases of separation, except unfortunate death of an employee, exit interviews shall be conducted so that an employee may not leave the organization with bad memories. It should be seen as an opportunity to take feedback from the employee on the organization. This process shall be conducted just before the actual release of employee. Exit interview would be conducted by a panel, formed by the State Project Director.

4.11 **Transfers**

In the interest of the project, it is expected that staff may be transferred to different locations based on organizational requirements. The arrangements described below are intended to facilities such moves, and provide for adequate reimbursement of expenses incurred in such transfers. Transfers should not be made a matter of routine, but generally in order to:

- Effect lateral transfers for broader development between similar positions.
- Accommodate the request of one division/district/PFT unit to another on personal request
- Transfer necessitated by the exigencies of the service
- Transfer in a district/PFT unit or division having less than required cadre
- Effect physically removing an officer from one duty station on a personal conflict

4.12 **Authority**

For all transfers, the State Project Director would be the final authority. The request for transfer could be initiated by the SPMU or the DPMU, based either due to requirements or due to a request from staff.

5. **Remuneration, Travel, Leave & Other Benefits**

The success of this Project chiefly rests with the people who would implement it. The Project requires high quality interaction and facilitation by the Project Staff with the target communities. The Project needs to get hold of best available professionals and also their retention with high level of involvement and motivation. Therefore, the remuneration and other benefits and facilities should be offered at par with the market.

In case of any ambiguity/conflict/concern raised by the Finance Department of Government of Rajasthan pertaining to the travel, daily allowance or other benefits, the “Rules of Finance Department and its Amendments” will be adhered.
5.1 Consultancy Services Remuneration (for contractual staff):

All the contractual staff have been divided into three categories viz. Grade-A; Grade-B; and Grade-C based on their position and responsibilities. Accordingly, their remuneration has been fixed on a consolidated basis, which is as under-

a. Grade-A: The contractual employees under this grade will get Rs. 40000/- per month as a consolidated remuneration

b. Grade-B: The contractual employees under this grade will get Rs. 25000/- per month as a consolidated remuneration

c. Grade–C: The contractual employees under this grade will get Rs. 15000/- per month as a consolidated remuneration

Important:

- Taxes have to be borne by the coordinator/employee himself. TDS will be deducted as per rules.
- For the government officers/staff who join the RRLP on deputation would be given higher scale (grade pay) based on their qualifications and experience to that of what they were getting in their parent department.
- Any other benefits, as applicable shall be made available from time to time.

5.2 Creation of Posts and Appointment:

The set-up for the project has been sanctioned by the Governing Council. All employees to the project will be taken on either deputation from various Govt. Departments/Govt. undertaking organisations or from the open market on contractual basis. The appointment of the required staff would be done according the criteria laid down in the HR Manual. The recruitment committee in concurrence with the State Project Director shall have full powers to recruit staff sanctioned by the State Government or the Society. Before recruitment of employee in the Society creation of posts must be approved by the Empowered Committee. Once the post is created, SPD will be authorized to choose the selection method.

5.3 Service Conditions:

The service condition of the deputation staff will be governed as per the rules of their parent organizations and in case of services taken on contract basis they will be governed as per the ‘Terms and Condition’ of the contract agreement.

5.4 Pay and Allowances (Government Employees):

The Salary scale would be according to the Sixth Pay Commission as given in the eligibility criteria of the employee in the policy above (Annex-1).

The fixation of their pay in the higher scale will be done according to the Rajasthan Fundamental Rules and the next increment will become due after 12 months of the date of fixation of pay in the project.

The employees appointed on deputation and contract, shall draw such pay and allowances as are provided in the terms of their appointment.
The pay, allowances and the arrears as sanctioned, revised and paid by government of Rajasthan for its employees from time to time shall also be automatically applicable to the employees of RRLP.

The pay and allowances of all employees of the RRLP shall be drawn as approved by the State Project Director.

The pay bill will show clearly the sanctioned strength/created post of each cadre in RRLP. The name of each incumbent shall be shown against sanctioned post, as per the category of post in which he/she is working.

The pay and allowances to be drawn and the deductions (GPF, Professional Tax, Income Tax etc.) to be made from the pay bill should be strictly deposited in the bank of the employees concerned.

When the increments of the employees are to be drawn, the pay bill shall be supported by increment certificates duly signed by the Competent Authority. Similarly, copies of orders sanctioning regular leave and the appointment orders shall accompany the pay when leave salary or first duty pay bill and allowances are drawn. The copies of all the above documents must be forwarded to the account section.

All other accompaniments such as recovery schedules in respect of GPF, IT, etc. recovery of advances must be prepared in the proper format.

The salaries & allowances must be paid to all the employees between 1st - 5th of every month. The receipts of acknowledgment of the offices of which amounts are remitted should be watched and kept in record. An account of all such deductions made from the pay bills should be maintained.

The pay and allowances/leave salary of the employees of the RRLP will be due for payment on the last working day of the month to which they relate except for the month of March.

However, if there are important festivals or the bank remains closed on such last working day the State Project Director may permit the withdrawal and payment on the working day earlier to such holidays.

In case of death of an employees working on deputation with RRLP, the financial and administrative settlements would be done according to their parent organisation /department.

All bills received or prepared and subsequently passed for payment should be entered in bill register.

5.5 **Contractual Employees:**

5.5.1 The payment matrix for the contractual staff would be as under:

<table>
<thead>
<tr>
<th>Post</th>
<th>Honorarium Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grade A</td>
</tr>
<tr>
<td>Coordinators</td>
<td>Rs. 40,000</td>
</tr>
</tbody>
</table>

The honorarium of ‘Office Assistant/Computer Operator’ would be as per the norms fixed by the Government of Rajasthan. The tax deduction will be done as per the established norms.
5.6 **House Rent Allowance:**

The employee of RRLP on deputation shall be entitled to house rent allowance at the rate of 20% of their basic pay subject to the following conditions:

i. This allowance shall not be payable to the employee who are provided with residential accommodation procured by RRLP or to those who are staying in houses allotted to them or to the members of their families by the Government of Rajasthan or its subsidiary organizations.

ii. The Project will pay rent for those employees who will produce declaration to that effect. (The declaration format is given in Annex-1)

iii. An employee who has been allotted a house by RRLP shall be required to furnish a declaration that no member of his/her family staying in the house with him/her is receiving house rent allowance from RRLP or any other government or semi-government organization for the same house.”

iv. Explanation: For the purpose of the above condition –
   a. “Pay includes basic pay, deputation pay, special pay and personal pay”.
   b. “Family” depend upon the employers includes wife/husband, father, mother and children.

5.7 **Telephone /Mobile Reimbursement:**

As given in the Annex-1 (point no. 5) of HR Manual.

5.8 **Medical Allowance:**

The medical allowance will be applicable to the government employees who are on deputation in the project as per the medical rules of Rajasthan Government.

5.9 **Leave Rules:**

**For staff on deputation** – Staff on deputation shall be entitled to CL/EL/ or any other leaves as per their service conditions in their parent organizations/GoR.

**For the Contractual Employees**- For member consultant and contract employees of the project shall be entitled as per the following details:

- **General Leave:** A total of 20 days leave can be availed in a period of 12 months, on a proportionate basis e.g. if an contractual employee joins on 1st July then he/she will be allowed 10 days leave. Similarly, if he/she is appointed on 1st Dec., then he/she shall be allowed leave of one and half day only. Leave shall occur on monthly basis. However, employer can permit use of leave to accrue during a calendar year only in advance for deserving reasons. The unavailed leave(s) shall stand lapse at the end of calendar year.

- **Maternity Leave:** Maternity leave for female employee would be for 2 months during maternity.

- **Paternity Leave:** Paternity leave for the male contractual employees would be for a period of 15 days during maternity period of their spouse i.e. from the day of conception/pregnancy to 6 months after delivery. The paternity leave can be availed at a stretch or in two parts.

- **Gazetted / Restricted Holiday:** Holidays gazetted by the Government of Rajasthan shall be admissible. However no restricted holidays shall be admissible.
The leaves would be sanctioned by the reporting officer who in turn forwards the leave application to his/her reporting authority.

5.10 **Travelling Rules:**

These rules will be called "RRLP Travelling Allowance Rules" & these rules shall apply to all employees of RRLP including persons on deputation to RRLP.

5.11 **Interpretation:**

These rules shall be interpreted by the State Project Director whose decision shall be final and binding.

5.12 **Changes in Rules:**

Any new rule or alteration of existing rules shall be approved by the Empowered Committee.

5.13 **Grades of Officers:**

For the purpose of calculating travelling allowance and daily allowance for journeys other than journeys abroad, the employees of the Project shall be divided into the following grades-

- **Grade – I** Officers of All India Services, National Level Experts and Resource Persons; State Project Director, Adl Director, Finance Controller, Dy. Director (HR & Admin.); Dy. Director (Finance) and Grade ‘A’ Consultants of SPMU; State Level Experts & Resource Persons.

- **Grade – II** Grade ‘B’ Consultants of SPMU, Divisional Consultants of Grade ‘B’ level; District Project Managers, District Finance Manager; Grade ‘B’ consultants of DPMU, District Level Experts and Resource Persons; and PFT Coordinators

- **Grade – III** Grade ‘C’ consultants of SPMU/DPMU/PFT, PFT Experts, Block & Village level Resource Persons and other office support staff of the Project.

5.14 **Daily Allowance:**

Employee who is required to go out on tour shall be entitled to draw daily allowance of his grade from the time of his departure from head quarters till the time of his arrival to his headquarter as follows:

- If 2 major meals are made by the office/ organization, only 25% of DA will be permissible.
- If one major meal is provided by the office/organization, then only 75% of DA is permissible.

The time spent on journey will also count for daily allowance:

- a) Less than six hours No daily allowance
- b) More than Six hours Full daily allowance

Full daily allowance may be granted for each completed block of 24 hours. For calculation of DA as mentioned in the Table 5.15, first the number of DA days will be
calculated on the basis of total absence from the head quarter for the purpose of tour/field visit. From this, the total number of DA days will be deducted and the same will be multiplied by the prescribed rates given in the Table.

For purpose of calculating actual duration of journey while on tour/field visit, the actual time of departure and arrival by air/train/bus will be considered, and not the scheduled time of departure/arrival. Calculation for DA will start from time of start of journey. For the time spent in journey only ordinary rate of daily allowance will be admissible.

An employee who performs official journeys by a conveyance provided by the Project will be entitled to daily allowance of his grade from the time of departure till the time of arrival back to the workplace.

Outside the cluster (for PFT) and district (for DPMU members) DA and TA will be given by the unit/office/organization, who calls the meeting/training etc.

5.15 Rate of Daily Allowance:
The rates of Daily Allowance admissible on tours will be as specified in the table below:

<table>
<thead>
<tr>
<th>#</th>
<th>D.A. Rates Per Day (in Rs.)</th>
<th>Grades of Officers/Consultants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Grade -I</td>
</tr>
<tr>
<td>1</td>
<td>Metro Cities</td>
<td>1500</td>
</tr>
<tr>
<td>2</td>
<td>States’ Capital</td>
<td>1000</td>
</tr>
<tr>
<td>3</td>
<td>Divisional HQs</td>
<td>750</td>
</tr>
<tr>
<td>4</td>
<td>Other Cities/Towns</td>
<td>600</td>
</tr>
</tbody>
</table>

5.16 Lodging Charges:
Lodging charges actually paid by an employee while on tour shall be reimbursed to the extent indicated below on production of actual receipts:

**Lodging Charges per day:**

Grade-I & II: AC room tariff of Indian Tourist Development Corporation (ITDC) hotels or its equivalent.

Grade –III: Air cooled room tariff of Rajasthan Tourist Development Corporation (RTDC) hotels or its equivalent.

**Note:**

♦ The claim for lodging charges must be supported by printed receipts, duly serial numbered and dated. The receipts should indicate the time and date of arrival and departure from the hotel/lodge.

♦ If the charges are inclusive of full boarding & lodging, no daily allowance is permissible and if only one major meal is provided, 75% of DA is permissible.

♦ First Preference for lodging should be Govt. /Semi Govt. Managed accommodation.

♦ State Project Director is the competent authority to authorize/permit an employee to stay in a higher class of accommodation than his eligibility during official tour.

5.17 Local Conveyance:
An employee who while on tour outside the State incurs expenditure on hiring a conveyance for making journeys within the city of halt, may draw actual charges paid by him for the distance travelled subject to a maximum Rs.1000/- per day, in Metro Cities and in other cities Rs. 800/- per day. For travelling short distance, the employee may hire city taxi/auto and can claim actual bills.

Employees need to furnish a declaration with detailed account of journeys undertaken and expenditure incurred by them while claiming the reimbursements and entitlements.

5.18 Entitlement to Travel:
The eligibility to travel by the various modes while on tour will be as in the table below:

<table>
<thead>
<tr>
<th>#</th>
<th>Grades of Officers / Consultants</th>
<th>Travel Entitlements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air</td>
<td>Rail</td>
<td>Road</td>
</tr>
<tr>
<td>1</td>
<td>Grade-I</td>
<td>Economy Class</td>
</tr>
<tr>
<td>2</td>
<td>Grade-II</td>
<td>Economy Class*</td>
</tr>
<tr>
<td>3</td>
<td>Grade-III</td>
<td>Not Allowed</td>
</tr>
</tbody>
</table>

* Only prior written permission of State Project Director

Notes:
♦ The actual fare paid includes-
♦ Service Charges collected by travel agency and deductions made by it on cancellation of travel arrangement, when the cancellation of journey is solely due to official reasons.
♦ Reservation charges for travel by air, rail or bus.
♦ Employee is required to travel by the class as per the entitlements. In any case, if the person travels by a class lower than the entitlements, the person will be paid on the basis of actual travel bills only.

5.19. Journey by Own conveyance:
If an employee undertakes journey on tour in his own conveyance he will be entitled to road mileages as follows:-

<table>
<thead>
<tr>
<th>#</th>
<th>Mode of Conveyance</th>
<th>Rate Per Kilometer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Two Wheeler (Scooter/Motor Bike)</td>
<td>3.00</td>
</tr>
<tr>
<td>2</td>
<td>Four Wheeler (Car/Jeep/SUV etc.)</td>
<td>5.00</td>
</tr>
</tbody>
</table>

If two or more employees travel together in a common conveyance belongs to one of them, the claim, as mentioned in above table, would be reimbursed to the employee whose vehicle is used for the said journey. The others will be entitled for their daily allowance only (not the conveyance charges).

5.20 Journey on a course of training/ study:
The grant of travelling expenses to an employee selected to undergo a course of training will require sanction of the competent authority i.e. State Project Director through proper channel.

If the lodging and boarding arrangement have been made by the training organization then no daily allowance would be permissible. If the organization makes only lodging arrangement, then daily allowance as per the entitlements would be permissible.
5.21 Conveyance Allowance:

- For State Project Director, Rs. 2000/- per month would be given against conveyance charges
- For other members of SPMU Rs. 1500/- per month would be given against conveyance charges
- For DPMU members Rs. 1000/- per month would be given against conveyance charges
- For PFT Coordinator and for PFT Member Rs. 1200/- would be given against conveyance charges (It is essential that they should maintain their respective logbooks to avail conveyance allowance). The officers who are granted Conveyance Allowance under these orders will not be entitled to any other travelling allowance i.e. daily or mileage allowance for journeys within the cluster.
- Journeys performed by foot or on bicycle shall not qualify for the grant of allowance under these orders.

5.22 Advance to Employees for official purpose:

Advance for official purpose such as tour advance and the advance for purchase of certain articles/material from the market may be granted to the employees of the RRLP. Proper record will be maintained pertaining to such advances. The advance to be granted should be restricted to the probable expenditure likely to be incurred by the employees on the object and further to the amount required for one month only.

The employees to whom these advances are given should furnish a detailed account of expenditure incurred duly supported by vouchers or by refund as the case may be within a month period. Normally no further advance should be granted until and unless the first advance is adjusted/recovered.

It is the personal responsibility of the employee to whom the advance is granted to follow the prescribed procedure in incurring expenditure. The employee will be responsible for keeping the vouchers and balance amount safely.

The power to sanction second advance when first advance is outstanding in exceptional circumstances, is delegated to the State Project Director within the limit as specified in administrative order in this behalf.

The advances granted but not adjusted within the required period is liable to be recovered form the salary of the employee concerned with the interest of 18% of total amount advanced.

5.23 Advance to Employees of the RRLP on Personal Account:

Employees of the RRLP shall NOT be paid advances on personal account.

5.24 Service Records of RRLP Employees:

Service records of the RRLP employees shall be maintained as per the rules and procedures preserved by Govt. of Rajasthan.

5.25 Transfer of charge:

When an employee of the Project entrusted with the charge of cash, store, stationary, valuable articles or any other property, is transferred or has to relinquish the charge due to transfer, retirement, resignation or for any other reason, the full charge thereof should
be given by the employee to the successor (or any other employee designated for the same). **The following points should be observed:** -

i. The cash book, imprest amount and other accounts as the case may be, should be closed on the date of transfer and a note recorded in each of them over the signature of both the relieved and relieving employee, showing the cash balance, number of unused cheques, blank receipt books, balance of postage stamps made over and received in transfer by them respectively.

ii. In case of stores and stationery, a list of articles handed over giving reference of page of the Stock Register where the articles in balance are recorded should be prepared and signed by the respective employees after examination and counting.

iii. The relieving employees shall report to their reporting officer that the transfer of charges has been completed & should bring to the notice of the reporting officer regarding shortage or irregularity, if any, in this regard.

iv. In the case of absence of an employee due to death or any other reason, the relieved employee is not present to hand over the charge, the employee who is asked to take over charge, should examine the accounts/ Registers concerned and take action as above.

5.26 **Security Deposits:**

Employees of the Project who are handling cash stores, stamps, or any other property shall be required to furnish security of the following amount:

<table>
<thead>
<tr>
<th>#</th>
<th>Employee</th>
<th>Deposit (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Cashier</td>
<td>5000.00</td>
</tr>
<tr>
<td>(2)</td>
<td>Stores and Stationery Clerk</td>
<td>2000.00</td>
</tr>
<tr>
<td>(3)</td>
<td>Any other employee</td>
<td>Amount will be decided by the State Project Director/ Finance Controller</td>
</tr>
</tbody>
</table>

All documents in respect of security should be kept in the personal custody of Accounts Officers.

5.27 **Provision for Staff on Deputation and Staff Hired on Contract:**

<table>
<thead>
<tr>
<th>#</th>
<th>Provisions for Staff on Deputation</th>
<th>Provisions for Staff hired on Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Selection will be based on experience and pay scale (grade pay)</td>
<td>Selection will be based on educational qualifications; relevant experience and performance in the recruitment processes e.g. written test/personal interview etc.</td>
</tr>
<tr>
<td>2.</td>
<td>Deputation for the project period, in general</td>
<td>Contract for one year initially, extendable for the project duration in case of satisfactory performance. The extension would be for every year.</td>
</tr>
<tr>
<td>3.</td>
<td>Will get higher grade pay than getting currently; increment in the salary as per the govt./ parent department's rules</td>
<td>Fixed remuneration as per the grades; 5% increase every year in case of satisfactory performance.</td>
</tr>
<tr>
<td>4.</td>
<td>Annual performance appraisal as per</td>
<td>Quarterly and annual performance</td>
</tr>
</tbody>
</table>
6. **Training & Capacity Building Programme**

Training & Capacity Building Programme is one of the important aspects of RRLP. The Training and Capacity Building of Human Resources engaged in RRLP would be focused in improving their:

- **Knowledge:** It includes knowledge regarding the Project, upcoming relevant issues, Current Scenario of poverty, efforts are being made to alleviate poverty, community mobilization, and information and principles related to their job.

- **Technical Skills:** It includes the technical knowledge and skills of the individual required for implementing the project and executing the job responsibilities of an employee.

- **Managerial Skills:** This contains the project management skills i.e. Planning, Logical Framework Analysis, Team Building, Leadership, Monitoring and Evaluation, Documentation, Reporting, Communication etc. This emphasis will also be given on Motivation and Attitude Development.

### 6.1 Areas of Training in RRLP

The Training and Capacity Building are divided into following steps

<table>
<thead>
<tr>
<th>#</th>
<th>Modules</th>
<th>Objectives</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Orientation cum Induction Programme (Common for all the members)</td>
<td>Orient the new employees to acquire basic knowledge of Project.</td>
<td>Project Orientation on Community Operation; Project Implementation Plan; Environment Management Framework; LFA etc. for Project Staff.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Performance Training (Subject Wise)</td>
<td>To help employees function more effectively in their present position by imparting subject wise knowledge</td>
<td><strong>Community Institution Training</strong>&lt;br&gt;1. Orientation about role of SHG&lt;br&gt;2. Account Keeping&lt;br&gt;3. Function of SHG&lt;br&gt;4. Livelihood Planning &amp;...</td>
</tr>
<tr>
<td>#</td>
<td>Modules</td>
<td>Objectives</td>
<td>Details</td>
</tr>
<tr>
<td>----</td>
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</tr>
<tr>
<td></td>
<td><strong>Objectives</strong></td>
<td><strong>Details</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Project Staff Training</strong></td>
<td>• Social Empowerment and Institution Building&lt;br&gt;• Livelihood Investment Support&lt;br&gt;• Project Implementation &amp; Support&lt;br&gt;• Training on Financial, Procurement &amp; Microfinance Issues&lt;br&gt;• Capacity Building and Training&lt;br&gt;• Monitoring and Evaluation; Reporting and Documentation</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Potential Development Training</td>
<td>To upgrade the knowledge of existing subject</td>
<td>Need based subjective training</td>
</tr>
<tr>
<td>4</td>
<td>Personal Training (For Non-Performers)</td>
<td>Identify the problematic areas and reorient the Potential Development Training</td>
<td>Identify the problematic areas and reorient the Potential Development Training</td>
</tr>
<tr>
<td>5</td>
<td>Leadership Training</td>
<td>Inculcate the Leadership Qualities</td>
<td>This training will be given to PFT Coordinators, DPM, SPMU and CEO of Producer company &amp; Office bearers of Utthan Sansthan and SHG and CFOs &amp; Federations</td>
</tr>
<tr>
<td>#</td>
<td>Modules</td>
<td>Objectives</td>
<td>Details</td>
</tr>
<tr>
<td>----</td>
<td>--------------------------------</td>
<td>-------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>Management Development Training</td>
<td>Develop the Managerial Skills</td>
<td>Management Training on developing managerial skills including Motivation and Attitude Development.</td>
</tr>
<tr>
<td>7</td>
<td>Training on administrative aspects i.e. HR Policy, Performance appraisal etc.</td>
<td>Training of HR Policies and all administrative related work.</td>
<td>Training on performance appraisal to all supervisory staff within 3 months of joining.</td>
</tr>
</tbody>
</table>

Note: These training are indicative; the details of training under RRLP may be seen in the PIP, RRLP

7. **Grievance Redressal Systems**

RRLP recognizes that grievances need to be positively addressed and resolved for smooth functioning of the project. A Grievance Redressal Mechanism has been considered necessary towards providing a channel to staff across all levels for expressing a grievance and seeking quick redressal.

The Grievance Redressal Mechanism has the following precepts:

- That every grievance needs to be registered and addressed at the earliest
- That redressal delayed implies redressal denied

7.1 **Definition of Grievance**

It is a cause or source of grief or hardship or burden or distress. In the context of the work environment, the aforesaid maybe of various types as:

- Those related to terms of service and benefits and their interpretations. Examples under this category would be issues related to leave, working beyond normal hours, workload etc.
- Those related to the work environment. Examples under this category would be issues related to cleanliness of premises, space for functioning, furniture, office automation etc.
- Those relating to interpersonal relationships, discipline and conduct of colleagues
- Those related to Sexual Harassment
- Others do not fall under the above-mentioned categories.

7.2 **Grievance and Complaints Handling Mechanism:**

- **Complaint registration and coding:** A complaint registration and coding system will be developed at all the levels of project management (SPMU /DPMU /PFT). Online complaints handling system will be introduced at the Project’s website.
- **Accessibility by telephone:** A telephone number may be dedicated for the registration of complaints. This number will be displayed up to grass root levels.
- **Remedies:** According to the nature and seriousness of the complaints the complaints will be prioritized. Consequently a team, comprising members of different districts
and disciplines, will be formed to enquire by giving equal opportunity to the complainant and report in a prescribed time.

♦ Feedback system: The decision will be taken based on the findings of the enquiry team and the same will be communicated to the complainant.

8. Disciplinary Control System

The power to dismissal and disciplinary control of employees of the RRLP is vested through its Empowered Committee. All lapses acts of misconduct, fraud, negligence in discharging duty, indiscipline discourtesy, insubordination, general inefficiency and contravention of any official instructions or directions already issued or that may be issued from time to time can therefore be dealt with in accordance with the disciplinary powers conferred to the RRLP.

Disciplinary action is warranted only in a situation where an employee commits an act of misconduct. The objective of a disciplinary action is to inform the employee the type of behaviour desired and reasons for it.

Misconduct is an act which is inconsistent with the fulfilment of expressed or implied conditions of service of it has a material bearing on the smooth and efficient working of the concerns or which is otherwise considered a criminal act by the law of the country.

An act of misconduct can be broadly classified as follows.

Minor acts of misconduct – acts of misconduct which are not of a serious nature
Major acts of misconduct – acts of misconduct which are of a serious nature

8.1 Action by authorized officers

In the case of minor acts of misconduct-

(i) The employee will be cautioned in written and an entry made in his or her personal record.

(ii) If the offence requires more than two written cautions, the authorized official may call upon the employee concerned to furnish his or her explanation in writing and caution or advice.

In the case of major acts(s) of misconduct following where procedures will be adopted-

♦ At State Level, a “Disciplinary Committee” headed by Adl. Director/Dy. Director (Admin & HR) with the other members namely Dy. Director/Manager/ Dy. Director (Finance) will be eligible to enquire the case; frame the charges and recommend the action against the culprit/person concerned. The final authority would be the State Project Director for taking the final decision.

♦ In the case of the misconduct made by the State Project Director, the disciplinary authority shall be the Principal Secretary (RD&PR).

♦ At the District level, “Disciplinary Committee” headed by District Collector (or his/her nominee) with the other members namely District Project Manager and Finance Manager would be eligible to enquire the case; frame the charges and recommend the action against the culprit/person concerned. The final authority would be the State Project Director for taking the final decision.
♦ At the Project Facilitation Team (PFT) level, a “Disciplinary Committee” headed by Block Development Officer with the other members namely PFT Coordinator and one Block Finance Officer (AAO or Accountant) of that Block will be eligible to enquire the case; frame the charges and recommend the action against the culprit/person concerned. The final authority would be the State Project Director for taking the final decision.

The Committee has to furnish its recommendation within two weeks period starting from the date where the misconduct observed/registered first time. The State Project Director has to give his decision within a week time. The decision shall be communicated to person concerned and his/her reporting officer within 3 days of the decision taken by committee through all established means of communication (registered/speed post, e-mail and on the telephone/mobile of the person concerned/culprit) with cc to his/her reporting officer.

If a prima-face case against the staff is disclosed in such a preliminary investigation he or she will be issued a charge sheet. The accused officer is expected to reply to the charge sheet within a stipulated period (between one to two weeks). If s/he fails to submit an explanation to the charge-sheet within that period, it will be deemed that s/he has no explanation to offer and action will be taken accordingly.

Note:
♦ It is to be noted that the person concerned must be given due opportunity to put his/her views and explanation both in written and verbal. The “Disciplinary Committee” must hear the person concerned properly and personally before recommending the action.
♦ In case of satisfactory explanation form the person concerned, the charges should be withdrawn.
♦ A written record of proceedings at the inquiry must be maintained by the Disciplinary Committee”. Punishments are clarified into minor and major punishments.
♦ An employee, who is not satisfied with the decision taken by the State Project Director, has the right to make an appeal to the Executive Committee. An appeal against the punishment decision should be made in writing within 14 days from the date of communication of the punishment decision.
♦ The decision taken by the Executive Committee of on any disciplinary matter of any employee or officer is deemed to be final.

All acts of misconduct or lapses by employees liable for punishment in any form should be dealt with, under these rules should be brought to the notice of the relevant authority as soon as possible by the officer holding supervisory or administrative authority over the employee or officer concerned.

Failure to report such instances by officers holding supervisory or administrative authority also amounts to misconduct calling for disciplinary action against the staff holding supervisory and/or administrative authority over the concerned staff.

9 Communications

9.1 Disclosure of Information

An employee of the RRLP shall except in the proper course of his duties, whether of a general nature or special nature, not divulge to any unauthorized person or body any information relating to administration, programme of work, experiment.
No employee of RRLP shall be in possession of any minute or document circulated within the Society for any purpose other than those conveyed to him for his information, compliance or action.

An employee is prohibited from making use of any unpublished or confidential information made known to him in the normal course of his work within the Society for any purpose other than his normal duties.

An employee shall obtain prior approval from the State Project Director in writing for any publication of any book or article or any other work, subject matter of which is connected to the official functions of the Society.

An employee shall not release any information to media and/or involved in any interview with media without explicit approval of the State Project Director.

9.2 Relationship with outside organizations

An employee shall not engage in any outside occupation that is likely to affect the proper discharge of his duties as an employee of the Project. Proper permission from the State Project Director should be taken if any employee is directed to carry out any assignment other than the job responsibility ensuring that this will not lay any effect on the project work.

An employee shall not accept any favour or a gift for any services rendered by him on behalf of the Project without explicit approval of the State Project Director.

9.3 Channel of Communication

Reports or any submissions to the senior management or to outside parties for official business should be made through the immediate supervisory officer unless explicit approval has been obtained from the State Project Director to deviate from the normal channel. Correspondence must follow the norms and standards and respond to the message as laid dawn.

9.4 Use of office property

The Employee shall not use telephone, transport, computers, internet or consumable items for personal use. Unauthorised use may be subject to reimbursement by the Company, or even termination of contract. The employee shall take every precaution to safeguard the RRLP’s property against misuse, damage, or loss.

10 Governance and Accountability

Good governance has much to do with the ethical grounding of governance and must be evaluated with reference to specific norms and objectives as may be laid down. Good governance, as a concept, is applicable to all sections of society such as the government, legislature, judiciary, the media, the private sector, the corporate sector, the cooperatives, societies registered under the Societies Registration Act, duly registered trusts, organisations such as the trade unions and lastly the non-government organisations (NGOs). Public accountability and transparency are as relevant for the one as for the other. As the term good governance implies, it assumes that there is a government which would like to govern with a
firm hand. The Rajasthan Rural Livelihood Project-RRLP aims to provide such governance for wherein the efficiency, accountability and excellent working environment can be ensured.

10.1 Key Principles:

The key principles are:

- **Transparency**: Transparency in all the activities undertaken will involve decisions to be taken involving all those directly concerned and the process followed would be open, clear and accessible to all.

- **Equity Issues**: The project will ensure participation of all stakeholders. Each decision taken would follow a participatory process and there would be no imposition at any level.

- **Team Work and Accountability**: At each level the responsibilities will be mutually and collectively owned. Each stakeholder is responsible for actions taken.

- **Sharing of Information**: The information generated at all level will be shared regularly.

- **Timely Decision Making**: Project will develop an efficient and responsive grievance redressal mechanism based on a responsive administration, with provisions of online tracking/monitoring in a time bound manner.

10.2 Current Policy in Rajasthan on mitigating and tackling corruption will be adhered to tackle and mitigate corruption in RRLP.

10.3 Good Governance and Accountability Parameters for the Project:

(i) **Transparency and Disclosure**:

- **Right to Information (RTI)**: For the Implementation of RTI, at the SPMU the Dy. Director/Adl. Director/ Dy. Director (HR & Admin) will act as a Public Information Officer (PIO) and Dy. Director/Manager/ Dy. Director (Finance) will be the Additional Public Information Officer (APIO). The Secretary, Rural Development will be the first appealing authority. At the DPMU the District Project Manager of respective district shall be the PIO and District Finance Manager will be the APIO. The District Collector will be the first appealing authority. The PFT Coordinator of respective PFT shall be the PIO and one of the members appointed by PFT Coordinator will be the APIO. The DPM will be the first appellate authority. The Chief Information Commissioner, State Information Commission is the final appellate authority. The training programs for the staff concerned appointed for the purpose and systematic progress reporting system will be developed and strengthened

- **Information Technology**: With the intention of allowing greater access to information, all the information will be displayed at the Project Website including candidates selected for the contractual positions, disclosure of mid-term review reports, safeguards information, audit reports and selected information on the entire procurement & recruitment process. Publish vacancy positions; tenders and other relevant information on the website.

- **Project Publications**: The project will publish its own quarterly magazine/newsletter containing case-studies, best practices, news, and failures,
with the views of various stakeholders. These publications will be circulated to the relevant departments, district and sub district level offices and CBO’s.

- **Research and Thematic Studies:** Various key activities of the project would be reviewed by a specially contracted independent individual or agency who will conduct Research and thematic studies on specific issues. The studies will not only be evaluative in nature but will also capture the good practices of the project. These Research and studies will be published and displayed.

- **Statutory Audits:** The project as per norms will adopt a statutory audit of implementation process, performance and fund utilized as per the governmet rules.

- **Periodic Review:** The periodic review exercise is an important tool for independent monitoring that leads to internal learning. The selective members of the project would form the Periodic Review Team, which would visit the operation areas and review the programme on a pre-decided parameters and methodologies. This exercise will also include the parameters on good governance like:
  1. Timely assessment of CBOs
  2. Timely transfer of funds
  3. Proper Display of information
  4. Utilization of funds for intended purpose.
  5. Timely disposal of complaints and RTI applications.
  6. Record Keeping
  7. Proper maintenance of progress
  8. Social Accountability System:

11 **Performance Management System**

11.1 **Objectives of Performance Management System**

Performance management is an integral part of a comprehensive human resource management strategy. Its objective is to maximize staff performance and potential with a view to attaining organizational goals and enhancing overall effectiveness and productivity. A performance management system aims:

- **To enhance Performance of individuals/Teams/ and thus help achieve Project objectives.**
  Projects formulate strategies and objectives to support their vision, mission and values. To achieve these broad objectives, the teams have to turn them into specific objectives and targets for the districts, PFTs and subsequently individual job objectives and targets for implementation. Performance Management acts as a tool to define and focus on critical elements on which the overall performance of the organization depends.

- **To enhance self esteem of the staff by rewarding performance**
  The staff performance management system provides a mechanism to monitor and evaluate staff/ team performance. Progress is monitored regularly and feedback from staff is collated to help clarify objectives and output expectation; and to enhance performance. Teams that perform are then recognized and rewarded for their achievements. Thus the system should also be seen as a tool for enhancing the self esteem of the performing employee and to bring in a culture of healthy competition to perform.
To identify gaps in performance and pave way for future capacity building
The performance management system serves as a multi-purpose management tool. It provides valuable information to help identify gaps in performance and hence training needs of staff/teams to develop their potential further.

11.2 Guiding Principles of Performance Management System

Based on the principles of the Project,

a. As far as possible, the System should be based on clear, simple, Key Performance Areas, each with well defined Key Performance Indicators. These should be linked with the action plan for the State/District/PFT Levels.

b. The methods of verification of these Key Performance Areas should be developed to make the process transparent.

c. The system should look at the team as a unit of assessment as well. The rewards should be based on the performance of the individual as well as that of the team.

d. Behavioural assessment, if required would be done only by persons who have been trained to assess individuals on these parameters. It could be introduced in the first year, but not used to measure performance for the purpose of rewards, but shall be seen as a developmental tool. Once the Organization is comfortable with the system, it could be used as an assessment tool for determined rewards as well.

11.3 Measuring Performance

What would be assessed

The Performance Management System would focus on monitoring the performance of the Project based on the project objectives.

The performance of the individuals hired on contractual basis would be done on the basis of the performance appraisal format mentioned at annex in the HR manual. While performance of individuals hired on deputation would be done as per their parent departments’/govt. rules.

How will Performance be assessed

Performance assessment would be done by mentioning by the required information/indicators by the individual in the given format, which would be then appraised by the supervisor concerned on the indicators mentioned in the format. The same would be finally appraised by the reviewing authority.

Who will be assessed

All staff working in the Project including those on deputation would be assessed. For the staff on deputation, the annual performance appraisal would be done as per their parent department’s rules, while the contractual staff would be undergone quarterly and annual performance appraisal as per the format given in the HR manual. Apart from measuring individuals, team performances too would be assessed.
All the personnel working under RRLP would be having performance appraisal on quarterly basis. *Annual & Quarterly Performance Appraisal form is placed at Annex-2*

11.4 **Define Performance Year**

It is suggested that the Project assigns from the starting date of contract.

11.5 **Identification of Capacity Building Needs**

The appraising authorities would identify areas of growth and capacity building for staff based on the performance, behavioural assessment and data from one to one interaction. Areas in which performance is below 60% could be explored for further capacity building. This could be done at the time of the Personal Interview with each staff for reviewing Performance Appraisal Scores.

These would be consolidated by the DPM (for all PFT Teams) and HR Cell (for all DPMU and SPMU staff). The areas emerging as capacity building needs would be shared with the SPMU and a plan to address the gaps developed and approved State Project Director.

11.6 **Behavioural Assessment**

All staff of PFT, DPMU, SPMU level would also be assessed on their work related behaviour and attitudes through a Behavioural Assessment system. The assessment would be a 360 degree system with feedback taken from superior, self, peers and subordinates.

For PFT and DPMU Level staff, a team comprising the State Project Director, Adl. Director / Dy. Director (HR & Admin) and one State Project Manager (the DPM concerned could be included while interacting with PFT level staff) would hold one to one interaction with each staff once the performance scores too are collated. The scores of the performance appraisal as well as behavioural assessment would be discussed at this interaction. Areas in which the performance has been below par would be explored to identify areas of capacity building.

11.7 **Rewarding Performance:**

A combination of monetary and non monetary incentive system based on performance would be awarded. The details are provided below.

**Monetary Incentive :-**

<table>
<thead>
<tr>
<th>Performance</th>
<th>Incentive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on peer review the Chief Minister awards the best district a cash incentive</td>
<td>Rs 10,000/-</td>
</tr>
<tr>
<td>Based on peer review the Chief Minister awards the best 2 PFTs get an cash award</td>
<td>Rs 5,000/- each</td>
</tr>
</tbody>
</table>

**Non Monetary Incentives**

i) **Recognition:** A best performing Block Team Shield for each district will be instituted and awarded to the best PFT in each PFT by the Minister on the occasions of 26th Jan/ 15th August/2nd Oct.

ii) Similarly a best performing DPMU Shield would also be instituted. These awards will
be presented to the best teams in an event organized for the entire Project.

iii) Decision on this can be taken by the State Project Director in consent with Secretary RD.
1. **Composition of Project Management Units**

<table>
<thead>
<tr>
<th>State Project Management Unit (SPMU)</th>
<th>Divisional HQ Level</th>
<th>District Project Management Unit (DPMU)</th>
<th>Project Facilitation Team (PFT)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Staff</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. State Project Director.</td>
<td>1. Agriculture (Gr. B)</td>
<td>1. District Project Manager</td>
<td></td>
</tr>
<tr>
<td>2. Additional Director (Project Coordination)</td>
<td>2. Livestock (Gr. B)</td>
<td>2. Finance Manager</td>
<td></td>
</tr>
<tr>
<td>4. Adl. Director / Dy. Director (HR &amp; Admin)</td>
<td>4. Coordinator -Tribal Area Developme nt (for Udaipur Division only) (Gr.B)</td>
<td>4. HR &amp; Admin (Gr. B)</td>
<td></td>
</tr>
<tr>
<td>5. Dy. Director / Manager/ Dy. Director (Finance)</td>
<td></td>
<td>5. Microfinance (Gr. B)</td>
<td></td>
</tr>
</tbody>
</table>

| Coordinators-                       |                     |                                        |                                 |
| 6. Capacity Development and Training (Gr. A) |                     | 6. Livelihood & Environment (Gr. B)    |
| 7. Microfinance (Gr. A)              |                     | 7. M&E (Gr. C)                         |
| 8. Livelihood (Gr. A)                |                     | 8. MIS (Gr. C)                         |
| 9. Community Mobilisation & Gender (Gr. A) |                     | 9. Accountant (Gr. –C)                |
| 10. Environment (Gr. A)              |                     | 10. Accountant (Gr. -C)               |
| 11. M&E (Gr. A)                      |                     | 11. Cashier (Gr. C)                   |
| 12. MIS (Gr. A)                      |                     | 12. Account Assistant (Gr.- C-)       |
| 13. Procurement (Gr. A)              |                     | 13. Computer Operator                 |
| 15. Livestock (Gr. B)                |                     |                                        |                                 |
| 16. PPP (Gr. B)                      |                     |                                        |                                 |
| 17. Micro Enterprise (Gr. B)         |                     |                                        |                                 |
| 18. HR & Admin (Gr. B)               |                     |                                        |                                 |
| 19. Public Relation & IEC (Gr. B)    |                     |                                        |                                 |
| 20. Audit (Gr. B)                    |                     |                                        |                                 |
| 21. Program Assistant (Gr.C)         |                     |                                        |                                 |
| 22. Office Support Assistant (Gr. C-) |                     |                                        |                                 |
| 23. Progress Assistant (Gr.C-)       |                     |                                        |                                 |
| 24. Accountant (Gr. C)               |                     |                                        |                                 |
| 25. Account Assistant (Gr.C-)        |                     |                                        |                                 |
| 26. Office Assistant                 |                     |                                        |                                 |
| 27. Attendants & Drivers            |                     |                                        |                                 |

**Note:**
- PFT Coordinator will be from any one of the project's subject specialist and thereby will be responsible for that particular subject area. In this case, the coordinator of that particular subject area will not be selected and the PFT Coordinator will look after the job of coordinator of that particular subject/discipline, hence there would be a total of (1+3) 4 persons in a PFT including PFT Coordinator.
- The government of employee on deputation will be given one grade higher from the present grade drawn.
- The upper age limit for all the post would be 50 years except for the officers/employees working in RD department, GoR.
- Govt./ PSU officers selected as specialists/ experts would be designated according to Grade pay.
- The outstanding personnel, retired from govt. and its allied services, having relevant & specific experience may be recruited for the benefit of the project. The upper age limit of such personnel would be 65 years.
- The Annual increment of 5% would be given on the satisfactory performance of all the personnel
- All the personnel working under RRLP would be having performance appraisal on quarterly basis.
- The decision of making any change in any position is reserved with the Empowered Committee, RRLP.
2. **Number of Posts & Eligibility criteria for State Project Management Unit (SPMU)**

<table>
<thead>
<tr>
<th>#</th>
<th>Posts (SPMU)</th>
<th>Number of Posts</th>
<th>Grade Pay/Salary offered</th>
<th>Source of Recruitment</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>State Project Director</td>
<td>01</td>
<td>7600</td>
<td>Deputation</td>
<td>IAS Officer of Inter State Cadre</td>
</tr>
<tr>
<td>2.</td>
<td>Additional Director Project Coordination</td>
<td>01</td>
<td>7600; (6000/- for contractual)</td>
<td>Deputation / Contractual</td>
<td>MBA/MSW/PG in Rural Management with a minimum post qualification work experience of 10 years including 5 years experience in similar kind of externally aided project(s). For deputation - the pay scale of 15600-39100 (Grade Pay 6600). Specialised in any of the following discipline- Livelihood &amp; Microfinance/ M&amp;E/MIS / Capacity Building &amp; Training / Environment / Gender etc.</td>
</tr>
<tr>
<td>3.</td>
<td>Finance Controller</td>
<td>01</td>
<td>7600</td>
<td>Deputation</td>
<td>Officer from Finance Department not below the rank of Financial Advisor and preference to MBA/PGDBM (Finance) Desirable: 5 years experience in similar kind of externally aided project(s)</td>
</tr>
<tr>
<td>4.</td>
<td>Adl. Director / Dy. Director (HR &amp; Admin)</td>
<td>01</td>
<td>7600/6600</td>
<td>Deputation</td>
<td>For Additional Director MBA (HR/Personnel Management) with a minimum post qualification work experience of 10 years including 5 years experience in similar kind of externally aided project(s) and in the pay scale of 15600-39100 (Grade Pay 6600) For Dy. Director MBA (HR/Personnel Management) with a minimum post qualification work experience of 8 years including 5 years experience in similar kind of externally aided project(s) and in the pay scale of 15600-39100 (Grade Pay 5400)</td>
</tr>
<tr>
<td>5.</td>
<td>Manager /Dy. Director Finance</td>
<td>01</td>
<td>6600</td>
<td>Deputation</td>
<td>MBA (Finance)/CA from Govt./PSUs/ Govt. Undertakings with a minimum work experience of 8 years in Finance including 5 years experience in similar kind of externally aided project(s) and having the pay scale of 15600-39100 (Grade Pay 5400)</td>
</tr>
<tr>
<td>#</td>
<td>Posts (SPMU)</td>
<td>Number of Posts</td>
<td>Salary</td>
<td>Source of Recruitment</td>
<td>Eligibility</td>
</tr>
<tr>
<td>----</td>
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<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>Coordinators</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Capacity Development and Training (Gr. A)</td>
<td>01</td>
<td>Gr. Pay 6600; (40000/- for contractual)</td>
<td>Contractual/Deputation</td>
<td>PG with minimum 50% in RD/ Sociology/MBA/MSW and 8 years of post qualification experience in the relevant field. For deputation - the pay scale of 15600-39100 (Grade Pay 5400).</td>
</tr>
<tr>
<td>7</td>
<td>Community Mobilisation &amp; Gender (Gr. A)</td>
<td>01</td>
<td>Gr. Pay 6600; (40000/- for contractual)</td>
<td>Contractual/Deputation</td>
<td>PG with minimum 50% in RD/ Psychology/Sociology/MSW/MBA and 8 years of post qualification experience in the relevant field. For deputation - the pay scale of 15600-39100 (Grade Pay 5400).</td>
</tr>
<tr>
<td>8</td>
<td>Microfinance (Gr. A)</td>
<td>01</td>
<td>Gr. Pay 6600; (40000/- for contractual)</td>
<td>Contractual/Deputation</td>
<td>PG with minimum 50% in RD/Economics/MBA/MSW and 8 years of post qualification experience in the relevant field i.e. Microfinance etc. For deputation - the pay scale of 15600-39100 (Grade Pay 5400).</td>
</tr>
<tr>
<td>9</td>
<td>Livelihood (Gr. A)</td>
<td>01</td>
<td>Gr. Pay 6600; (40000/- for contractual)</td>
<td>Contractual / Deputation</td>
<td>PG with minimum 50% in RD/MBA/MSW and 8 years of post qualification experience in the relevant field i.e. Livelihood Investment; Income generation etc. For deputation - the pay scale of 15600-39100 (Grade Pay 5400).</td>
</tr>
<tr>
<td>10</td>
<td>Environment (Gr. A)</td>
<td>01</td>
<td>Gr. Pay 6600; (40000/- for contractual)</td>
<td>Contractual/Deputation</td>
<td>PG with Minimum 50% marks in Environmental Science/ Natural Resource Management /Social Extension with Min 8 years of experience in the relevant field. For deputation - the pay scale of 15600-39100 (Grade Pay 5400).</td>
</tr>
<tr>
<td>11</td>
<td>Procurement (Gr. A)</td>
<td>01</td>
<td>Gr. Pay 6600; (40000/- for contractual)</td>
<td>Contractual / Deputation</td>
<td>PG Minimum 50% marks in Commerce / Business Admin / Accountancy / MBA (Finance)/ CA Inter/ICWA Inter and 8 years of post qualification experience in procurement process in national or international organization</td>
</tr>
<tr>
<td>#</td>
<td>Posts (SPMU)</td>
<td>Number of Posts</td>
<td>Salary</td>
<td>Source of Recruitment</td>
<td>Eligibility</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------</td>
<td>----------------</td>
<td>----------------------------</td>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>12</td>
<td>M&amp;E (Gr. A)</td>
<td>01</td>
<td>Gr. Pay 6600; (40000/- for contractual)</td>
<td>Contractual/ Deputation</td>
<td>PG with minimum 50% in RD/MBA/PG Dip. in Management/ MSW/Statistics/Demography and 8 years of post qualification experience in the relevant field. For deputation - the pay scale of 15600-39100 (Grade Pay 5400).</td>
</tr>
<tr>
<td>13</td>
<td>MIS (Gr. A)</td>
<td>1</td>
<td>Gr. Pay 6600; (40000/- for contractual)</td>
<td>Contractual/ Deputation</td>
<td>PG with minimum 50% in Computer Application (MCA)/BE in Computer Science /’B’ level course in computer application from Govt. recognised institute and minimum 8 years of experience in the relevant field. For deputation - the pay scale of 15600-39100 (Grade Pay 5400).</td>
</tr>
<tr>
<td>14</td>
<td>HR &amp; Admin. (Gr. B)</td>
<td>01</td>
<td>Gr. Pay 5400; (25000/- for contractual)</td>
<td>Contractual / Deputation</td>
<td>PG in HR/Personnel Management with minimum 50% and 5 years of post qualification experience in the relevant field</td>
</tr>
<tr>
<td>15</td>
<td>Public Private Partnership (Gr. B)</td>
<td>01</td>
<td>Gr. Pay 5400; (25000/- for contractual)</td>
<td>Contractual / Deputation</td>
<td>PG in RD/MBA/MSW and 5 years of post qualification experience in the relevant field. Degree in Law is desirable. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>16</td>
<td>Agriculture (Gr. B)</td>
<td>01</td>
<td>Gr. Pay 5400; (25000/- for contractual)</td>
<td>Contractual / Deputation</td>
<td>Graduate in Agriculture Engineering / B.Sc. (Ag)/PG in Agro Business and 5 years of post qualification experience in the relevant field. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>17</td>
<td>Micro Enterprise (Gr. B)</td>
<td>01</td>
<td>Gr. Pay 5400; (25000/- for contractual)</td>
<td>Contractual</td>
<td>PG with minimum 50% in RD/Economics/MBA/MSW and 5 years of post qualification experience in the relevant field i.e. Micro enterprising, income generation etc</td>
</tr>
<tr>
<td>#</td>
<td>Posts (SPMU)</td>
<td>Number of Posts</td>
<td>Salary</td>
<td>Source of Recruitment</td>
<td>Eligibility</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------</td>
<td>----------------</td>
<td>-----------------</td>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>18</td>
<td>Livestock (Gr. B)</td>
<td>01</td>
<td>Gr. Pay 5400; (25000/- for contractual)</td>
<td>Contractual / Deputation</td>
<td>Graduation in veterinary/ PG in Diary Technology/Agro Extension with minimum 50% marks and 5 years of post qualification experience in the relevant field. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>19</td>
<td>Public Relations &amp; IEC (Gr. B)</td>
<td>01</td>
<td>Gr. Pay 5400; (25000/- for contractual)</td>
<td>Contractual / Deputation</td>
<td>PG with minimum 50% in Mass Communication / Journalism / Public Relations / MBA / MSW / Social Sciences and 5 years of post qualification experience in the relevant field</td>
</tr>
<tr>
<td>20</td>
<td>Audit (Gr. B)</td>
<td>01</td>
<td>Gr. Pay 5400; (25000/- for contractual)</td>
<td>Contractual / Deputation</td>
<td>PG with minimum 50% in Commerce /MBA (Finance) /CA-inter/ICWA-Inter and 4 years of post qualification experience in accounts and audits. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>21</td>
<td>Accountant (Gr. C)</td>
<td>03</td>
<td>15000</td>
<td>Contractual / Deputation</td>
<td>PG with minimum 50% in Commerce and 3 years of post qualification experience in accounting OR Graduate in commerce with accounting as main subject with 50% marks and 5 years of post qualification experience in accounting. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>22</td>
<td>Account Assistant (Gr. C-)</td>
<td>02</td>
<td>10000</td>
<td>Contractual</td>
<td>Graduation with ‘O’ level course of computer /DCA/ from recognised institute with 50% marks and 3 years experience in relevant field.</td>
</tr>
<tr>
<td>#</td>
<td>Posts (SPMU)</td>
<td>Number of Posts</td>
<td>Salary</td>
<td>Source of Recruitment</td>
<td>Eligibility</td>
</tr>
<tr>
<td>----</td>
<td>--------------</td>
<td>----------------</td>
<td>--------</td>
<td>-----------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>23</td>
<td>Office Support Assistant (Gr. C-)</td>
<td>05</td>
<td>12000</td>
<td>Contractual</td>
<td>Graduation in any discipline and course in Stenography from govt. recognised institute. Working knowledge of computer with English &amp; Hindi Typing. 2 years experience in relevant field. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>24</td>
<td>Program Assistant (Gr. C)</td>
<td>03</td>
<td>15000</td>
<td>Contractual</td>
<td>PG in any discipline and Diploma in Computers with 4 years experience in office management in similar projects</td>
</tr>
<tr>
<td>25</td>
<td>Project Assistant (Gr. C-)</td>
<td>04</td>
<td>10000</td>
<td>Contractual</td>
<td>Graduation in any discipline and Diploma in Computers with 2 years experience in office management in similar projects</td>
</tr>
<tr>
<td>26</td>
<td>Computer Operators</td>
<td>10</td>
<td>As per GoR norms</td>
<td>Contractual/Service Agency</td>
<td>Graduation with ‘O’ level course of computer/DCA/ from recognised institute with minimum 50% marks and 3 years of experience in the relevant field</td>
</tr>
<tr>
<td>27</td>
<td>Clerical Staff</td>
<td>10</td>
<td>As per GoR norms</td>
<td>Deputation/Contractual</td>
<td>Graduation and 3 years relevant working experience in government/public sector. Retired government employee from ministerial services will be preferred</td>
</tr>
<tr>
<td>28</td>
<td>Attendants and Drivers</td>
<td>15</td>
<td>5000</td>
<td>Contractual/Service Agency</td>
<td>8th pass</td>
</tr>
</tbody>
</table>
3. **Number of Positions & Eligibility criteria for Divisional Level Positions**

<table>
<thead>
<tr>
<th>#</th>
<th>Posts (Div.)</th>
<th>Number of Posts</th>
<th>Grade Pay/ Salary Offered</th>
<th>Source of Recruitment</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Coordinators</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Micro Enterprise (Gr. B)</td>
<td>04</td>
<td>Gr. Pay 5400; 25000/- for contractual</td>
<td>Deputation/ Contractual</td>
<td>PG with minimum 50% in RD/MBA/MSW and 5 years of post qualification experience in the relevant field i.e. Micro enterprising, income generation etc. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>2</td>
<td>Agriculture (Gr. B)</td>
<td>04</td>
<td>Gr. Pay 5400; 25000/- for contractual</td>
<td>Deputation/ Contractual</td>
<td>Graduate in Agriculture Engineering / B.Sc. (Ag)/PG in Agro Business and 5 years of post qualification experience in the relevant field. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>3</td>
<td>Livestock (Gr. B)</td>
<td>04</td>
<td>Gr. Pay 5400; 25000/- for contractual</td>
<td>Deputation/ Contractual</td>
<td>Graduation in veterinary/ PG in Diary Technology/Agro Extension with minimum 50% marks and 5 years of post qualification experience in the relevant field. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>4</td>
<td>Tribal Area Development (Gr. B)</td>
<td>01 (for Udaipur division only)</td>
<td>Gr. Pay 5400; 25000/- for contractual</td>
<td>Deputation/ Contractual</td>
<td>PG with minimum 50% in RD/MBA/MSW and 5 years of post qualification experience in the relevant field</td>
</tr>
</tbody>
</table>
### 4. Number of Positions & Eligibility criteria for District Project Management Unit

<table>
<thead>
<tr>
<th>#</th>
<th>Posts (DPMU)</th>
<th>Number of Posts</th>
<th>Grade Pay/ Salary Offered</th>
<th>Source of Recruitment</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>District Project Manager</td>
<td>17</td>
<td>6600</td>
<td>Deputation</td>
<td>Officer from State Government or affiliated services in the pay scale of 15600-39100 (Grade Pay 5400) and having minimum work experience of 8 years in Rural Development including atleast 3 years experience in similar kind of externally aided project(s). Incumbent having MBA/MSW/PG in Rural Management/RD would be preferred</td>
</tr>
<tr>
<td>2.</td>
<td>District Finance Manager</td>
<td>17</td>
<td>5400</td>
<td>Deputation</td>
<td>Officer having the pay scale of 9300-34800 (Grade Pay 4200) with a total work experience of 6 years in Finance including 2 years experience in similar kind of externally aided project(s)</td>
</tr>
</tbody>
</table>

**Coordinators**

<p>| 3. | M&amp;E (Gr. B)                      | 17             | Gr. Pay 5400; (25000/- for contractual) | Contractual / Deputation | PG with minimum 50% in RD/ MBA/ MSW/Statistics/Demography/ PG Dip. in Management and 5 years of post qualification experience in the relevant field. Government servant having similar experience and qualifications may also apply. |
| 4. | Microfinance (Gr. B)              | 17             | Gr. Pay 5400; (25000/- for contractual) | Contractual / Deputation | PG with minimum 50% in RD/Economics/MBA/MSW/ and 5 years of post qualification experience in the relevant field i.e. microfinance, income generation etc. Government servant having similar experience and qualifications may also apply. |
| 5. | Livelihood &amp; Environment (Gr. B) | 17             | Gr. Pay 5400; (25000/- for contractual) | Contractual / Deputation | PG with minimum 50% in RD/MBA/MSW and 5 years of post qualification experience in the relevant field i.e. Livelihood Investment etc. Knowledge in environment conservation / Natural Resource Management is desirable. Government servant having similar experience and qualifications may also apply. |</p>
<table>
<thead>
<tr>
<th>#</th>
<th>Posts (DPMU)</th>
<th>Number of Posts</th>
<th>Grade Pay/ Salary Offered</th>
<th>Source of Recruitment</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>MIS (Gr. C)</td>
<td>17</td>
<td>Gr. Pay 5400; (25000/- for contractual)</td>
<td>Contractual / Deputation</td>
<td>PG with minimum 50% in Computer Application (MCA) /BE in Computer Science/ IT and ‘B’ level course in computer application from Govt. recognised institute and minimum 3 years of experience in the relevant field. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>7.</td>
<td>Community Mobilization &amp; Capacity Building (Gr. B)</td>
<td>17</td>
<td>Gr. Pay 5400; (25000/- for contractual)</td>
<td>Contractual / Deputation</td>
<td>PG with minimum 50% in RD/Sociology/MBA/MSW and 5 years of post qualification experience in the relevant field. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>8.</td>
<td>HR &amp; Admin. (Gr. B)</td>
<td>17</td>
<td>Gr. Pay 5400; (25000/- for contractual)</td>
<td>Contractual / Deputation</td>
<td>PG in HR/Personnel Management with minimum 50% and 5 years of post qualification experience in the relevant field. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>9.</td>
<td>Accountant (Gr. –B)</td>
<td>34</td>
<td>Gr. Pay 5400; (25000/- for contractual)</td>
<td>Contractual / Deputation</td>
<td>PG with minimum 50% in Finance/Accountancy and 3 years of post qualification experience in accounting OR Graduate in commerce with accounting as main subject with 50% marks and 5 years of post qualification experience in accounting Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>10.</td>
<td>Cashier (Gr. C)</td>
<td>17</td>
<td>15000</td>
<td>Contractual / Deputation</td>
<td>PG with minimum 50% in Commerce/Accountancy and 2 years of post qualification experience in accounting OR Graduate in commerce with accounting as main subject with 50% marks and 3 years of post qualification experience in accounting Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>11.</td>
<td>Account Assistant</td>
<td>17</td>
<td>10000</td>
<td>Contractual</td>
<td>Graduation with ‘O’ level course of</td>
</tr>
<tr>
<td>#</td>
<td>Posts (DPMU)</td>
<td>Number of Posts</td>
<td>Grade Pay/ Salary Offered</td>
<td>Source of Recruitment</td>
<td>Eligibility</td>
</tr>
<tr>
<td>----</td>
<td>----------------------</td>
<td>----------------</td>
<td>---------------------------</td>
<td>------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>(Gr.C-)</td>
<td></td>
<td></td>
<td></td>
<td>computer /DCA/ from recognised institute with 50% marks and 3 years experience in relevant field.</td>
</tr>
<tr>
<td>12</td>
<td>Computer Operators</td>
<td>51 (3 per DPMU)</td>
<td>As per GoR norms</td>
<td>Contractual/Service Agency</td>
<td>Graduation with ‘O’ level course of computer/DCA/ from recognised institute with minimum 50% marks and 3 years of experience in the relevant field</td>
</tr>
<tr>
<td>13</td>
<td>Clerical Staff</td>
<td>34 (2 per DPMU)</td>
<td>As per GoR norms</td>
<td>Deputation/Contractual</td>
<td>Graduation and 2 years relevant working experience in government/public sector Retired government employee from ministerial services will be preferred.</td>
</tr>
<tr>
<td>14</td>
<td>Attendants</td>
<td>34 (2 per DPMU)</td>
<td>4000</td>
<td>Contractual/Service Agency</td>
<td>8th pass</td>
</tr>
</tbody>
</table>
### Number of Positions & Eligibility criteria for PFT Level

<table>
<thead>
<tr>
<th>#</th>
<th>Posts (PFT)</th>
<th>Number of Posts</th>
<th>Grade Pay/Salary Offered</th>
<th>Source of Recruitment</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>PFT Coordinator (Gr. C+)</td>
<td>110</td>
<td>Gr. Pay 5400; (20000/- for contractual)</td>
<td>Contractual/Deputation</td>
<td>PG with minimum 50% in RD/MBA/MSW/Social Sciences and 3 years of post qualification experience in the relevant field. Specialised in any of the following discipline- Livelihood &amp; Microfinance/Social &amp; Capacity Building/MIS&amp; Accounts</td>
</tr>
<tr>
<td>2.</td>
<td>Microfinance (Gr. C)</td>
<td>110</td>
<td>15000</td>
<td>Contractual</td>
<td>PG with minimum 50% in RD/Economics/MBA/MSW. Experience in the relevant field would be preferred.</td>
</tr>
<tr>
<td>3.</td>
<td>Livelihood &amp; Environment (Gr. C)</td>
<td>110</td>
<td>15000</td>
<td>Contractual</td>
<td>PG with minimum 50% in RD/MBA/MSW/Social Sciences. Experience in the relevant field would be preferred. Knowledge in environment conservation / natural resource management is desirable.</td>
</tr>
<tr>
<td>4.</td>
<td>Community Mobilization and Capacity Building (Gr. C)</td>
<td>110</td>
<td>15000</td>
<td>Contractual</td>
<td>PG with minimum 50% in RD/MBA/MSW/Social Sciences. Experience in the relevant field would be preferred.</td>
</tr>
<tr>
<td>5.</td>
<td>MIS and Accounts (Gr. C)</td>
<td>110</td>
<td>15000</td>
<td>Contractual/Deputation</td>
<td>Graduate in commerce with accounting as main subject with 50% marks and BSc (IT)/Computer Science/Advance course in computer application from Govt. recognised institute and minimum 2 years of experience in the relevant field i.e. MIS and Accountancy. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>6.</td>
<td>Computer Operators</td>
<td>110 (1 per PFT)</td>
<td>As per GoR norms</td>
<td>Contractual/Service Agency</td>
<td>Graduation with ‘O’ level course of computer with minimum 50% marks and 1 years of experience in the relevant field</td>
</tr>
<tr>
<td>7.</td>
<td>Attendants</td>
<td>110 (1 per PFT)</td>
<td>2500</td>
<td>Contractual/Service Agency</td>
<td>8th pass</td>
</tr>
</tbody>
</table>

- Note: PFT Coordinator will be from any one of the project’s subject specialist and thereby will be responsible for that particular subject area. In this case, the coordinator of that particular subject area will not be selected and the PFT Coordinator will look after the job of coordinator of that particular subject/discipline, hence there would be a total of (1+3) 4 persons in a PFT including PFT Coordinator.
5. Telephone /Mobile Reimbursement for the Employees of RRLP

The Project involves extensive travelling by officers and staff and they are required to be in touch with each other and with their district and head offices. Therefore the project will reimburse telephone / mobile charges other than at office. The limit (excludes Taxes & Surcharges) for the reimbursement will be as follows:

<table>
<thead>
<tr>
<th>Posts</th>
<th>Entitlements (Per Month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honourable Minister (RD&amp;PR)</td>
<td>Rs. 2500</td>
</tr>
<tr>
<td>Principal Secretary (RD&amp;PR)</td>
<td>Rs. 2500</td>
</tr>
<tr>
<td>Secretary (RD)</td>
<td>Rs. 2500</td>
</tr>
<tr>
<td>State Project Director</td>
<td>Rs. 2500</td>
</tr>
<tr>
<td>Additional Directors, Finance Controller &amp; Dy. Directors</td>
<td>Rs. 2000</td>
</tr>
<tr>
<td>State level Coordinator at SPMU level</td>
<td>Rs. 1000</td>
</tr>
<tr>
<td>DPMs</td>
<td>Rs. 1000</td>
</tr>
<tr>
<td>District level Coordinator at DPMU</td>
<td>Rs. 800</td>
</tr>
<tr>
<td>PFT Coordinators</td>
<td>Rs. 500</td>
</tr>
<tr>
<td>Members (Deputation/Consultant at PFT</td>
<td>Rs. 500</td>
</tr>
<tr>
<td>Any other staff with the permission of the SPD</td>
<td>Rs. 500</td>
</tr>
</tbody>
</table>
6. **Job Descriptions of the Employees (both Government and Contractual) of RRLP**

**A. State Level Positions**

**ToR for State Project Director (SPD)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>State Project Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State Level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Officer from Inter State Indian Administrative Services</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Deputation</td>
</tr>
<tr>
<td>Grade Pay offered</td>
<td>7600</td>
</tr>
</tbody>
</table>

**Job Description:**

The SPD will be the executive head of the RRLP project at the State level and will be responsible for the overall implementation of the project, monitoring, evaluation, day to day guidance and support, recruitment of the staff, representing RRLP to Government of Rajasthan, Govt. of India, World Bank and other agencies i.e. Planning Commission etc. The SPD will be the key decision maker for the RRLP.

**Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur**

**Role Summary:**

The GoR is being implementing Rajasthan Rural Livelihood Project - RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The State Project Director will be executive head of the RRLP project at the State level and will be responsible for the overall implementation of the project, monitoring, evaluation, day to day guidance and support, recruitment of the staff, representing RRLP to Government of Rajasthan, Govt. of India, World Bank and other agencies i.e. Planning Commission etc. The SPD will be the key decision maker for the RRLP.

**Job Profile**

- Overall responsible for the implementation of the RRLP on the aspects i.e. programmatic and financial.
• Coordinate, Liaison, Networking on programmatic and financial aspects with government and non-government authorities, state and central governments, World Bank.

• Any other activities as assigned by the Principal Secretary, Rural Development & Panchayati Raj, GoR, as required.

**Reporting**

• As part of State Project Management Unit, the incumbent will report to Principal Secretary, Rural Development & Panchayati Raj, GoR.

**Qualification and Experience**

• Officer from Inter State Indian Administrative Services

**Core Competencies**

• **Technical Knowledge and Skills**
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajevika 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
Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Additional Director (Project Coordination)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State Level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>MBA/MSW/PG in Rural Management with a minimum post qualification work experience of 10 years including 5 years experience in similar kind of externally aided project(s). For deputation - the pay scale of 15600-39100 (Grade Pay 6600). Specialised in any of the following discipline- Livelihood &amp; Microfinance/ M&amp;E/MIS / Capacity Building &amp; Training / Environment / Gender etc</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Deputation / Contractual</td>
</tr>
<tr>
<td>Grade Pay offered</td>
<td>6600 (Salary Rs. 60000/- for contractual employment)</td>
</tr>
<tr>
<td>Pay Scale</td>
<td>15600-39100 (Grade Pay 7600)</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>The Additional Director (Project Coordination) will be responsible for the implementation part of all project related activities, such as Livelihoods; Monitoring &amp; Evaluation; Microfinance; Community Development etc. and will assist the State Project Director for all the activities mentioned above.</td>
</tr>
</tbody>
</table>

Position-1 (State Level) **Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur**

**Role Summary**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The Additional Director (Project Coordination) will be responsible for the implementation part of all project related activities, such as Livelihoods; Monitoring & Evaluation; Microfinance; Community Development etc. and will assist the State Project Director for all the activities mentioned above.

**Job Profile**

- Overall responsible for the implementation of programmatic aspects i.e. supervision, monitoring, evaluation, coordination, capacity building, training, documentation, reporting, day to day progress etc. of the RRLP.
- Assist the State Project Director (SPD) in his all the assignments pertaining to the smooth implementation of the RRLP except finance and HR issues.
• Assist the State project Director (SPD) in Liasioning with Govt. of Rajasthan, Govt. of India, World Bank.
• Represent RRLP in the absence of the State Project Director or asked to do so by the SPD.
• Any other activities as assigned by the State Project Director as required.

**Reporting**
• As part of State Project Management Unit, the incumbent will report to State Project Director, RRLP.

**Qualification and Experience**
• MBA/MSW/PG in Rural Management with a total work experience of 15 years including 5 years experience in similar kind of externally aided project(s).
• Specialised in any of the following discipline- Livelihood & Microfinance/ M&E /MIS/ Gender/Capacity Building & Training/ Environment etc.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.
• Government servant having similar experience and qualifications and have the pay scale of 15600-39100 (Grade Pay 6600) may also apply.

**Core Competencies**

**Technical Knowledge and Skills**
• Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

Salary

• Consolidated salary of Rs. 60000/- per month for contractual employment and for Govt. employee would be given the scale of 15600-39100 and Grade Pay would be 7600.
• This position will require travel of at least one week in a month.

Terms and Conditions

• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director.
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Finance Controller(FA)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Finance Controller</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State Level</td>
</tr>
</tbody>
</table>
| Qualifications & Experience | Officer from Finance Department not below the rank of Financial Advisor and preference to MBA/PGDBM (Finance)  
Desirable: 5 years experience in similar kind of externally aided project(s) |
| Source of Appointment | Deputation |
| Grade Pay offered | 7600 |
| Pay Scale | 15600-39100 (Grade Pay 7600) |
| Duration | 12 Months initially however position is for the entire project period initially however position is for the entire project period |

**Job Description-**

Head of Finance & Accounting Team of the SPMU. Develop satisfactory financial and accounting policies for the project and ensure systematic management & control of Finance and Accounts, coordination with GoI, State Government, World Bank & other Departments, timely approval of budget, be responsible for the internal controls in the project from programmatic as well as financial perspective, ensure internal and external audit arrangements timely submission of reimbursement claims and other reports as per agreements with world bank, Government of India and the state Government.

**Position-1 (State Level)** **Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur**

**Role Summary-**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

Being the head of Finance & Accounts of the SPMU the Finance Controller will be responsible to Develop satisfactory financial and accounting policies for the project and ensure systematic management & control of Finance and Accounts, coordination with GoI, State Government, World Bank & other Departments, timely approval of budget, be responsible for the internal controls in the project from programmatic as well as financial perspective, ensure internal and external audit arrangements timely submission of reimbursement claims and other reports as per agreements with world bank, Government of India and the state Government

**Job Profile**
• Overall responsible for the implementation of financial and accounting aspects i.e. budgeting, accounting, maintenance of books of accounts, audit, financial forecast, fund release, keep track on expenditure and fund flow etc. and day to day fund management of the RRLP at SPMU level.
• Coordinate, Liaison, Networking on finance management issues with government and non government authorities, state and central governments, World Bank.
• Represent RRLP particularly on the matter related to finance and accounts.
• Any other activities as assigned by the State Project Director, as required.

Reporting
• As part of State Project Management Unit, the incumbent will report to State Project Director, RRLP.

Qualification and Experience
• Officer from Finance Department not below the rank of Chief Account Officer and having MBA/PGDBM (Finance) & Officers with a total work experience of 15 years in Finance including 5 years experience in similar kind of externally aided project(s)
• Must be computer literate – able to use MS office applications and internet.
• Must be proficient in English and Hindi.

Core Competencies

• Technical Knowledge and Skills
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**

• Grade Pay would be 7600 in the scale of 15600-39100.
• This position will require travel as when required.
ToR for Adl. Director /Dy. Director (Administration & HR)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Adl. Director /Dy. Director (Administration &amp; HR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State Level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>For Additional Director</td>
</tr>
<tr>
<td></td>
<td>MBA (HR/Personnel Management) with a minimum post qualification work experience of 10 years including 5 years experience in similar kind of externally aided project(s).and in the pay scale of 15600-39100 (Grade Pay 6600)</td>
</tr>
<tr>
<td></td>
<td>For Dy. Director</td>
</tr>
<tr>
<td></td>
<td>MBA (HR/Personnel Management) with a minimum post qualification work experience of 8 years including 5 years experience in similar kind of externally aided project(s).and in the pay scale of 15600-39100 (Grade Pay 5400)</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Deputation</td>
</tr>
<tr>
<td>Grade Pay offered</td>
<td>Adl. Director 7600/ Dy. Director 6600</td>
</tr>
<tr>
<td>Pay Scale</td>
<td>15600-39100 (Grade Pay 6600/5400)</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>The Adl. Director/Dy. Director (HR &amp; Admin) will be responsible for all project related administration activities, such as recruitment, selection of project personnel and coordination of related activities, coordination with district units for administrative arrangements, and coordination with departments concerned and making policies for capacity building in the project.</td>
</tr>
</tbody>
</table>

Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur

Role Summary-

The GoR is implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The Adl. Director/Dy. Director (HR & Admin) will be responsible for all project related administration activities, such as recruitment, selection of project personnel and coordination of related activities, coordination with district units for administrative arrangements, and coordination with departments concerned and making policies for capacity building in the project.
Job Profile

- Responsible for the aspects related to Human Resource & Administration of RRLP as a whole
- Responsible for the assignments pertaining to the Human Resource and Administration i.e. recruitment, administration etc. of RRLP.
- Guide the HR cell to prepare contract agreement, ToR, human resource /staff/employee records etc.
- Keep track record of leaves, attendance, salary, increment and grievances of the staff of the RRLP.
- Liaison with Govt. of Rajasthan, Govt. of India, World Bank on the issues related to HR and Administration.
- Represent RRLP when asked to do so by the SPD.
- Any other activities as assigned by the State Project Director as required.

Reporting

- As part of State Project Management Unit, the incumbent will report to State Project Director, RRLP.

Qualification and Experience

For Additional Director

- MBA (HR/Personnel Management) with a minimum post qualification work experience of 10 years including 5 years experience in similar kind of externally aided project(s).and in the pay scale of 15600-39100 (Grade Pay 6600).

For Dy. Director

- MBA (HR/Personnel Management) with a minimum post qualification work experience of 8 years including 5 years experience in similar kind of externally aided project(s).and in the pay scale of 15600-39100 (Grade Pay 5400).
- Must be computer literate – able to use MS office applications and internet.
- Must be proficient in English and Hindi.

Core Competencies

Technical Knowledge and Skills

- Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**
• Grade Pay would be 7600 for Adl. Director and 6600 for Dy. Director in the scale of 15600-39100.
• This position will require travel as when required.
ToR for Manager /Dy. Director (Finance)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Manager /Dy. Director (Finance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State Level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>MBA (Finance)/CA from Govt./PSUs/ Govt. Undertakings with a minimum work experience of 8 years in Finance including 5 years experience in similar kind of externally aided project(s) and having the pay scale of 15600-39100 (Grade Pay 5400)</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Deputation</td>
</tr>
<tr>
<td>Grade Pay offered</td>
<td>6600</td>
</tr>
<tr>
<td>Pay Scale</td>
<td>15600-39100 (Grade Pay 5400)</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

Job Description -

Assist Finance Controller for satisfactory operations of Finance & Accounting Functions of the project including management of supporting staff, consolidation of the budget estimates and preparation of financial management reports. Timely submissions of the withdrawal applications & other information to GoI, GoR and ensure timely flow of the fund to the project. Backup support to DPMU for Finance and accounting functions. Development of capability in the finance and accounting staff. Linkage between Physical & Financial progress

Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur

Role Summary-
The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The Dy. Director/Manager (Finance) will assist Finance Controller for satisfactory operations of Finance & Accounts. He/She will look into the functions of the project including management of supporting staff, consolidation of the budget estimates and preparation of financial management reports. Timely submissions of the withdrawal applications & other information to GoI, GoR and ensure timely flow of the fund to the project. He/She will provide backup support to DPMUs for Finance and accounting functions; develop the capability in the finance and accounting staff; establish linkage between Physical & Financial progress.

Job Profile

- Assist Finance Controller in implementation of financial and accounting aspects i.e. budgeting, accounting, maintenance of books of accounts, audit, financial forecast, fund release, keep track on expenditure and fund flow etc. and day to day fund management of the RRLP at SPMU level.
• Represent RRLP particularly on the matter related to finance and accounts when asked to do so.
• Any other activities as assigned by the State Project Director OR Finance Controller, as required.

**Reporting**
• As part of State Project Management Unit, the incumbent will report to Finance Controller, RRLP.

**Qualification and Experience**
• MBA (Finance)/CA from Govt./PSUs/ Govt. Undertakings with a minimum work experience of 8 years in Finance including 5 years experience in similar kind of externally aided project(s) and having the pay scale of 15600-39100 (Grade Pay 5400)
• Must be computer literate – able to use MS office applications and internet.
• Must be proficient in English and Hindi.

**Core Competencies**

• **Technical Knowledge and Skills**
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**
• Grade Pay would be 6600 in the scale of 15600-39100.
• This position will require travel as when required.
ToR for Capacity Development and Training Coordinator (CD&TC)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Capacity Development and Training Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in RD/Sociology//MBA/MSW and 8 years of post qualification experience in the relevant field</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>A</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>40000; For deputation - the pay scale of 15600-39100 (Grade Pay 6600).</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

Job Description

The functions of the CB&T Coordinator, shall include analysis of training needs (area, subject, skill), coordinating with other institutions to prepare various training modules, evaluation of training programs, preparing district-wise training calendar, identification of resource persons, preparation of training schedule, coordination for mutual learning, workshop and exposure, preparing training manuals and appraisal of training needs of different units of the project and community.

Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur

Role Summary:

The GoR is implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The functions of the CB&T Coordinator, shall include analysis of training needs (area, subject, skill), coordinating with other institutions to prepare various training modules, evaluation of training programs, preparing district-wise training calendar, identification of resource persons, preparation of training schedule, coordination for mutual learning, workshop and exposure, preparing training manuals and appraisal of training needs of different units of the project and community.

Job Profile

- Responsible for the capacity building and training of the project as a whole.
- Analyse the Training needs with respect to the area, subject and skills of the project and project’s employees; prepare and appraisal of training needs of different units of the project and community.
- Coordinate with other institutions to prepare various training modules as per the need for mutual learning.
• Monitor, evaluate various training programs implemented by the project and suggest corrective actions for improving the capacity building aspects.
• Prepare district-wise training calendar, training schedule, training manuals; identify resource persons for training and other capacity building activities.
• Organise and coordinate workshops and exposure visits etc.
• Represent RRLP when asked to do so by the SPD.
• Any other activities as assigned by the State Project Director as required.

**Reporting**

• As part of State Project Management Unit, the incumbent will report to Additional Director (Project Coordination), RRLP.

**Qualification and Experience**

• PG with minimum 50% in RD/Sociology/MBA/MSW and 8 years of post qualification experience in the relevant field.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

**Core Competencies**

• **Technical Knowledge and Skills**
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

Salary
• 40000; For deputation - the pay scale of 15600-39100 (Grade Pay 6600).
• This position will require travel of one week in a month.

Terms and Conditions
• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director.
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Community Mobilisation & Gender Coordinator (G&SDC)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Community Mobilisation &amp; Gender Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in RD/ Psychology/ MSW/MBA and 8 years of post qualification experience in the relevant field</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>A</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>40000; For deputation - the pay scale of 15600-39100 (Grade Pay 6600).</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>The functions of the Coordinator, includes making analysis of socially downtrodden and making plan for reaching the benefits of the project to the vulnerable. Monitoring related to reach of project on gender aspects of the project and sensitize project staff regarding gender and other vulnerable population issues.</td>
</tr>
</tbody>
</table>

**Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur**

**Role Summary:**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The functions of the Coordinator, includes making analysis of socially downtrodden and making plan for reaching the benefits of the project to the vulnerable. Monitoring related to reach of project on gender aspects of the project and sensitize project staff regarding gender and other vulnerable population issues.

**Job Profile**

- Responsible for the aspects related to Community Mobilisation & Gender of the project as a whole.
- Analyse the key issues related to socially downtrodden people, women, and vulnerable community for their backwardness and put forth them with the project persons concerned for making the corrective actions.
- Develop and inclusion of gender equity and equality strategy and activities in the project mainstream.
- Monitor the reach of project on gender aspects of the project including vulnerable community and sensitize project staff regarding gender and other relevant issues.
• Coordinate with other staff of the project and other institutions for ensuring gender and vulnerable community equality and equity within the project framework.
• Monitor, evaluate the project activists with respect to the gender and vulnerable community sensitivity and suggest corrective actions.
• Represent RRLP when asked to do so by the SPD.
• Any other activities as assigned by the State Project Director as required.

**Reporting**
• As part of State Project Management Unit, the incumbent will report to Additional Director (Project Coordination), RRLP.

**Qualification and Experience**

• PG with minimum 50% in RD/ Psychology/ MSW/MBA and 8 years of post qualification experience in the relevant field.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

**Core Competencies**

• **Technical Knowledge and Skills**
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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
Salary

- 40000; For deputation - the pay scale of 15600-39100 (Grade Pay 6600).
- This position will require travel of at least one week in a month.

Terms and Conditions

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director.
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Microfinance Coordinator (MC)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Microfinance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in RD/Economics//MBA/MSW and 8 years of post qualification experience in the relevant field i.e. Microfinance etc.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>A</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>40000; For deputation - the pay scale of 15600-39100 (Grade Pay 6600).</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>The function of the Microfinance Coordinator shall include survey of Microfinance opportunities within and outside of project area, develop skills and capacity to capitalise those market opportunities, supervise process monitoring, identification of innovative activities, and develop strategy for partnership development in this regard.</td>
</tr>
</tbody>
</table>

**Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur**

**Role Summary:**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The function of the Microfinance Coordinator shall include survey of Microfinance opportunities within and outside of project area, develop skills and capacity to capitalise those market opportunities, supervise process monitoring, identification of innovative activities, and develop strategy for partnership development in this regard.

**Job Profile**

- Responsible for the aspects related to Microfinance of the project as a whole.
- Identify and analyse the key issues/strategies/activities related to microfinance and its opportunity at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the microfinance aspects and its effective implementation.
- Supervise and monitor the reach of project on microfinance aspects of the project.
• Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of microfinance by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework.
• Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions.
• Represent RRLP when asked to do so by the SPD.
• Any other activities as assigned by the State Project Director as required.

Reporting
• As part of State Project Management Unit, the incumbent will report to Additional Director (Project Coordination), RRLP.

Qualification and Experience
• PG with minimum 50% in RD/Economics/MBA/MSW and 8 years of post qualification experience in the relevant field i.e. Microfinance etc.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

Core Competencies

• Technical Knowledge and Skills
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

Salary

• Consolidated salary of Rs. 40000/- per month. For deputation - the pay scale of 15600-39100 (Grade Pay 6600).
• This position will require travel of at least one week in a month.

Terms and Conditions

• The contract /deputation is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Livelihood Coordinator (LC)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Livelihood Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in RD/MBA/MSW and 8 years of post qualification experience in the relevant field i.e. Livelihood Investment; Income generation etc.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>A</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>40000; For deputation - the pay scale of 15600-39100 (Grade Pay 6600).</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>The function of the Livelihood Coordinator shall include survey of livelihood opportunities within and outside of project area, develop skills and capacity to capitalise those market opportunities, supervise process monitoring, identification of innovative activities, and develop strategy for partnership development in this regard.</td>
</tr>
</tbody>
</table>

**Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur**

**Role Summary:**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The function of the Livelihood Coordinator shall include survey of livelihood opportunities within and outside of project area, develop skills and capacity to capitalise those market opportunities, supervise process monitoring, identification of innovative activities, and develop strategy for partnership development in this regard.

**Job Profile**

- Responsible for the aspects related to Livelihood of the project as a whole.
- Identify and analyse the key issues/strategies/activities related to livelihood and its opportunity at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the livelihood aspects and its effective implementation.
- Supervise and monitor the reach of project on Livelihood aspects of the project.
• Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of livelihood by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework.
• Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions.
• Represent RRLP when asked to do so by the SPD.
• Any other activities as assigned by the State Project Director as required.

**Reporting**

• As part of State Project Management Unit, the incumbent will report to Additional Director (Project Coordination), RRLP.

**Qualification and Experience**

• PG with minimum 50% in RD/MBA/MSW and 8 years of post qualification experience in the relevant field i.e. Livelihood Investment; Income generation etc.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

**Core Competencies**

**Technical Knowledge and Skills**

• Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

Salary

• Consolidated salary of Rs. 40000/- per month. For deputation - the pay scale of 15600-39100 (Grade Pay 6600).
• This position will require travel of at least one week in a month.

Terms and Conditions

• The contract/deputation is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
ToR for Environment Coordinator (EC)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Environment Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with Minimum 50% marks in Environmental Science/ Natural Resource Management/Social Extension with Min 8 years of experience in the relevant field</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>A</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>40000; For deputation - the pay scale of 15600-39100 (Grade Pay 6600).</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>Environment Coordinator will ensure effective implementation of the Environment Management Framework, training of project staff and sensitize all stockholders regarding environmental issues, should liaise with experts, scientists, and resource persons to make available required inputs to the districts and state.</td>
</tr>
</tbody>
</table>

Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur

Role Summary:

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

Environment Coordinator will ensure effective implementation of the Environment Management Framework, training of project staff and sensitize all stockholders regarding environmental issues, should liaise with experts, scientists, and resource persons to make available required inputs to the districts and state.

Job Profile

- Responsible for the aspects related to environment of the project as a whole.
- Identify and analyse the key issues/strategies/activities pertaining to environment framework of the project.
- Develop the roadmap of ensuring the environmental aspects in the project and its effective implementation.
- Supervise and monitor the reach of project on environmental aspects of the project.
• Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of environment protection within the project framework.
• Train the project staff and sensitize all stockholders regarding environmental issues, liaise with experts, scientists, and resource persons to make available required inputs for the.
• Provide technical and managerial input to component of RRLP on climate change and adaptation.
• Represent RRLP when asked to do so by the SPD.
• Any other activities as assigned by the State Project Director as required.

Reporting
• As part of State Project Management Unit, the incumbent will report to Additional Director (Project Coordination), RRLP.

Qualification and Experience
• PG with Minimum 50% marks in Environmental Science/ Natural Resource Management/Social Extension with Min 8 years of experience in the relevant field.
• Knowledge and experience on climate change will be an asset.
• Experience in RD programme is desirable.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

Core Competencies
• Technical Knowledge and Skills
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

Salary
• 40000; For deputation - the pay scale of 15600-39100 (Grade Pay 6600).
• This position will require travel of at least one week in a month.

Terms and Conditions
• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Monitoring and Evaluation Coordinator (M&EC)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Monitoring and Evaluation Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in RD/MBA/MSW/Statistics/Demography / PG Dip. in Management and 8 years of post qualification experience in the relevant field</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>A</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>40000 For deputation - the pay scale of 15600-39100 (Grade Pay 6600).</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

**Job Description:**

The responsibilities of the Coordinator, Monitoring & Evaluation include: monitoring the project to gather data from various units and its dissemination and transmit learning during monitoring visits. Develop monitoring formats; arrange training programmes for monitoring coordinators and prepare computerized database; coordinate baseline survey, mid-term assessment, and coordinate with various institutions in finalizing indicators for project evaluation.

**Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur**

**Role Summary:**

The GoR is being implementing Rajasthan Rural Livelihood Project - RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The responsibilities of the Coordinator, Monitoring & Evaluation include: monitoring the project to gather data from various units and its dissemination and transmit learning during monitoring visits. Develop monitoring formats; arrange training programmes for monitoring coordinators and prepare computerized database; coordinate baseline survey, mid-term assessment, and coordinate with various institutions in finalizing indicators for project evaluation.

**Job Profile**

- Responsible for the aspects related to monitoring and evaluation of the project as a whole.
- Monitoring the project to gather data from various units and its dissemination and transmit learning during monitoring of various District Units and community institutions.
- Develop monitoring formats; finalize yardsticks for assessment of Self Help Groups Livelihoods Plan;
• Arrange training programmes for monitoring coordinators of district units and prepare computerized database;
• Coordinate baseline survey, mid-term assessment, and coordinate with various institutions in finalizing indicators for project evaluation;
• Use instruments like LFA to prepare project work plan on ground level and finally ensure that minimum data enables maximum information for monitoring.
• Represent RRLP when asked to do so by the SPD.
• Any other activities as assigned by the State Project Director as required.

**Reporting**

• As part of State Project Management Unit, the incumbent will report to Additional Director (Project Coordination), RRLP.

**Qualification and Experience**

• PG with minimum 50% in RD/MBA/MSW/Statistics/Demography/PG Dip. in Management and 8 years of post qualification experience in the relevant field
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

**Core Competencies**

• Technical Knowledge and Skills
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

Salary
• Consolidated salary of Rs. 40000/- per month. For deputation - the pay scale of 15600-39100 (Grade Pay 6600).
• This position will require travel of at least one week in a month.

Terms and Conditions

• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Management Information System (MIS) Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in Computer Application (MCA)/BE in Computer Science /Advance course in computer application from Govt. recognised institute and minimum 8 years of experience in the relevant field</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/ Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>A</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>40000. For deputation - the pay scale of 15600-39100 (Grade Pay 6600).</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>The MIS Coordinator 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.</td>
</tr>
</tbody>
</table>

Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur

Role Summary:

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The MIS Coordinator 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.

Job Profile

- Responsible for the aspects related to MIS as a whole.
- Data, management, data analysis, data/information dissemination to SPMU, Divisional level, DPMUs, PFTs on the issues related to progress, quality of data, Monthly Progress Report, project related other information/data, timeliness, accuracy etc. Identify and analyse the key issues related to MIS, current shortfalls and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the establishing and strengthening MIS and its effective implementation.
- Supervise and monitor the regularity and efficacy of project on MIS aspects of the project.
• Coordinate with other staff of the project and other institutions concerned for ensuring the regularity and efficacy of the identified issues of MIS by identify the needs i.e. capacity building etc. within the project framework.
• Any other activities as assigned by the State Project Director as required.

**Reporting**
• As part of State Project Management Unit, the incumbent will report to the Additional Director (Project Coordination), RRLP.

**Qualification and Experience**
• PG with minimum 50% in Computer Application (MCA)/BE in Computer Science /Advance course in computer application from Govt. recognised institute and minimum 8 years of experience in the relevant field
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

**Core Competencies**

• **Technical Knowledge and Skills**
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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
Salary

- Consolidated salary of Rs. 40000/- per month. For deputation - the pay scale of 15600-39100 (Grade Pay 6600).
- This position will require travel as and when required.

Terms and Conditions

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director.
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Coordinator - Human Resource and Administration (HR&AC)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Coordinator - Human Resource and Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG in HR/Personnel Management with minimum 50% and 5 years of post qualification experience in the relevant field</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>Gr. Pay 5400; (25000/- for contractual)</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>The Coordinator HR will assist the Adl. Director/Dy. Director HR &amp; Administration for his/her activities, such as recruitment, selection of project personnel and coordination of related activities, coordination with district units for administrative arrangements, preparing HR contracts etc.</td>
</tr>
</tbody>
</table>

**Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur**

**Role Summary-**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The Coordinator HR will assist the Adl. Director/Dy. Director HR & Administration for his/her activities, such as recruitment, selection of project personnel and coordination of related activities, coordination with district units for administrative arrangements, preparing HR contracts etc.

**Job Profile**

- Responsible for the aspects related to Human Resource & Administration of the project as a whole under the guidance of Adl. Director/Dy. Director (HR & Admin).
- Assist the Adl. Director/Dy. Director (HR & Admin) in all his assignments pertaining to the Human Resource and Administration i.e. recruitment, administration etc. of RRLP.
- Prepare contract agreement, ToR, human resource /staff/employee records etc.
- Keep track record of leaves, attendance, salary, increment and grievances of the staff of the RRLP.
- Assist the Adl. Director/Dy. Director (HR & Admin) in Liaisoning with Govt. of Rajasthan, Govt. of India, World Bank on the issues related to HR and Administration.
- Represent RRLP when asked to do so by the SPD.
- Any other activities as assigned by the State Project Director as required.
Reporting
• As part of State Project Management Unit, the incumbent will report to the Adl. Director/Dy. Director (HR & Admin.), RRLP.

Qualification and Experience
• PG in HR/Personnel Management with minimum 50% and 5 years of post qualification experience in the relevant field.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

Core Competencies
• Technical Knowledge and Skills
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

Salary
• For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual.
• This position will require field travel as and when required.
Terms and Conditions

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director.
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Procurement Coordinator - (Pr. C)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Procurement Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in Commerce/Business Administration/Accountancy/MBA (Finance)/CA Inter/ICWA Inter and 8 years of post qualification experience in procurement process in national or international organization. Government servant having similar experience and qualifications may also apply.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual / Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>A</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>40000. For deputation - the pay scale of 15600-39100 (Grade Pay 6600).</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>Procurement Coordinator will be in charge of all procurement activities of the project at various levels, preparation of procurement plan for every year and trained district and PFT staff for procurement issues at community level.</td>
</tr>
</tbody>
</table>

**Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur**

**Role Summary:**

The GoR is implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

Procurement Coordinator will be in charge of all procurement activities of the project at various levels, preparation of procurement plan for every year and trained district and PFT staff for procurement issues at community level.

**Job Profile**

- Responsible for the aspects related to procurements as a whole under the guidance of Finance Advisor.
- Assist the Finance Controller and Manager/Dy. Director (Finance) in all their assignments pertaining to the procurements and inventory management.
- Prepare procurement plan, inventory management, keep track on articles procured and issued at all levels in the RRLP.
• Assist the Finance Controller and Manager/Dy. Director (Finance) in Liaisoning for procurement with Govt. of Rajasthan, Govt. of India, World Bank.
• Represent RRLP when asked to do so by the SPD.
• Any other activities as assigned by the State Project Director as required.

Reporting
• As part of State Project Management Unit, the incumbent will report to the Finance Controller and Manager/Dy. Director (Finance), RRLP.

Qualification and Experience
• PG with minimum 50% in Commerce/Business Administration/ Accountancy/MBA (Finance) /CA Inter/ICWA Inter and 8 years of post qualification experience in procurement process in national or international organization
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.
• Government servant having similar experience and qualifications may also apply

Core Competencies

• Technical Knowledge and Skills
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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
Salary
- Rs. 40000. For deputation - the pay scale of 15600-39100 (Grade Pay 6600).
- This position will require field travel as and when required.

Terms and Conditions
- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director.
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Agriculture Coordinator - (Ag. C)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Agriculture Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
</tbody>
</table>

**Qualifications & Experience**
- Graduate in Agriculture Engineering/B.Sc. (Ag)/PG in Agro Business and 5 years of post qualification experience in the relevant field
- Government servant having similar experience and qualifications may also apply

**Source of Appointment**
- Contractual / Deputation

**Grade**
- B

**Salary (Rs.)**
- For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual

**Duration**
- 12 Months initially however position is for the entire project period

**Job Description**
- The functions of the Agriculture Coordinator, shall include identifying agricultural avenues in the community, develop, promote and support such avenues and facilitate in establishing their linkages to bank and markets. Provide training and capacity building of Divisional level teams and DPMUs on Agricultural aspects and their suitability. Analyse the shortcomings of existing agro practices and take necessary action to mitigate those shortfalls.

**Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur**

**Role Summary:**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The Agriculture Coordinator will be responsible for identifying agricultural avenues in the community, develop, promote and support such avenues and facilitate in establishing their linkages to bank and markets. Provide training and capacity building of Divisional level teams and DPMUs on Agricultural aspects and their suitability. Analyse the shortcomings of existing agro practices and take necessary action to mitigate those shortfalls.

**Job Profile**

- Responsible for the aspects related to Agricultural avenues and activities as a whole.
• Identify and analyse the key issues/strategies/activities related to Agricultural and Agro Business, its existing scenario, current shortfalls and opportunities available at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
• Develop the roadmap of the Agricultural and Agro Business aspects and its effective implementation.
• Supervise and monitor the reach of project on Agricultural and Agro Business aspects of the project.
• Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of Agricultural and Agro Business by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework.
• Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions.
• Represent RRLP when asked to do so by the SPD.
• Any other activities as assigned by the State Project Director as required.

Reporting
• As part of State Project Management Unit, the incumbent will report to the Additional Director (Project Coordination), RRLP.

Qualification and Experience
• Graduate in Agriculture Engineering/B.Sc. (Ag)/PG in Agro Business and 5 years of post qualification experience in the relevant field
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.
• Government servant having similar experience and qualifications may also apply

Core Competencies

• Technical Knowledge and Skills
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**
• For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual.
• This position will require travel of at least one week in a month.

**Terms and Conditions**
• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Micro Enterprise Coordinator - (MEC)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Micro Enterprise Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in RD/ Economics /MBA/MSW and 5 years of post qualification experience in the relevant field i.e. Micro enterprising, income generation etc.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

**Job Description**

The functions of the Micro Enterprise Coordinator, shall include identifying micro enterprise avenues in the community, develop, promote and support such avenues and facilitate in establishing their linkages to bank and markets. Provide training and capacity building of division level teams and DPMUs on micro enterprises. Analyse the shortcomings of existing micro enterprises and take necessary action to mitigate those shortfalls.

**Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur**

**Role Summary**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The functions of the Micro Enterprise Coordinator, shall include identifying micro enterprise avenues in the community, develop, promote and support such avenues and facilitate in establishing their linkages to bank and markets. Provide training and capacity building of division level teams and DPMUs on micro enterprises. Analyse the shortcomings of existing micro enterprises and take necessary action to mitigate those shortfalls.

**Job Profile**

- Responsible for the aspects related to micro enterprise avenues and activities as a whole.
- Identify and analyse the key issues/strategies/activities related to micro enterprise, its existing scenario, current shortfalls and opportunities available at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the micro enterprise aspects and its effective implementation.
• Supervise and monitor the reach of project on micro enterprise aspects of the project.
• Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of micro enterprise by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework.
• Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions.
• Represent RRLP when asked to do so by the SPD.
• Any other activities as assigned by the State Project Director as required.

Reporting
• As part of State Project Management Unit, the incumbent will report to the Additional Director (Project Coordination), RRLP.

Qualification and Experience
• PG with minimum 50% in RD/Economics/MBA/MSW and 5 years of post qualification experience in the relevant field i.e. Micro enterprising, income generation etc.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

Core Competencies

Technical Knowledge and Skills
• Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

Salary
• For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual.
• This position will require travel of at least one week in a month.

Terms and Conditions
• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Livestock Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Graduation in veterinary/ PG in Diary Technology/Agro Extension with minimum 50% marks and 5 years of post qualification experience in the relevant field. Government servant having similar experience and qualifications may also apply.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual / Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

Job Description:

The functions of the Livestock Coordinator, shall include identifying livestock related avenues in the community, develop, promote and support such avenues and facilitate in establishing their linkages to bank and markets. Provide training and capacity building of division level teams and DPMU on livestock related aspects and their suitability. Analyse the shortcomings of existing practices in this regard and take necessary action to mitigate those shortfalls.

Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur

Role Summary:

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The functions of the Livestock Coordinator, shall include identifying livestock related avenues in the community, develop, promote and support such avenues and facilitate in establishing their linkages to bank and markets. Provide training and capacity building of division level teams and DPMU on livestock related aspects and their suitability. Analyse the shortcomings of existing practices in this regard and take necessary action to mitigate those shortfalls.

Job Profile

- Responsible for the aspects related to Livestock avenues and activities as a whole.
• Identify and analyse the key issues/strategies/activities related to Livestock, its existing scenario, current shortfalls and opportunities available at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
• Develop the roadmap of the Livestock aspects and its effective implementation.
• Supervise and monitor the reach of project on Livestock aspects of the project.
• Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of Livestock by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework.
• Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions.
• Represent RRLP when asked to do so by the SPD.
• Any other activities as assigned by the State Project Director as required.

**Reporting**
• As part of State Project Management Unit, the incumbent will report to the Additional Director (Project Coordination), RRLP.

**Qualification and Experience**
• Graduation in veterinary/ PG in Diary Technology/Agro Extension with minimum 50% marks and 5 years of post qualification experience in the relevant field
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.
• Government servant having similar experience and qualifications may also apply.

**Core Competencies**

**Technical Knowledge and Skills**
• Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**
• For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual.
• This position will require travel of at least one week in a month.

**Terms and Conditions**

• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Coordinator - Public Relations & IEC (PR& IEC-C)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Coordinator- Public Relations &amp; IEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in Mass Communication / Journalism / Public Relations / MBA / MSW / Social Sciences and 5 years of post qualification experience in the relevant field</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

**Job Description**

IEC and public relations activities play a key role in the project. The Coordinator helps SPMU, DPMU and PFTs in establishing communication with the community to provide them information about the objectives of the project. The Coordinator, by using positive and exemplary aspects of the project, will prepare articles, features, news, success stories etc. and make these materials periodically available to print and electronic media and in charge of online complaint handling cell.

**Position-1 (State Level)**

**Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur**

**Role Summary**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The Coordinator helps SPMU, DPMU and PFTs in establishing communication with the community to provide them information about the objectives of the project. The Coordinator, by using positive and exemplary aspects of the project, will prepare articles, features, news, success stories etc. and make these materials periodically available to print and electronic media and in charge of online complaint handling cell.

**Job Profile**

- Responsible for the aspects related to Public Relations & IEC of the project as a whole under the guidance of Adl. Director/Dy. Director (HR & Admin).
- Assist the Adl. Director/Dy. Director (HR & Admin) in all his assignments pertaining to the Public Relations & IEC i.e. strengthening communication within and outside the project, prepare articles,
features, news, success stories etc. on a regular basis, developing better public relation to promote the project’s objectives and efforts to mitigate the poverty.

- Assist the Adl. Director/Dy. Director (HR & Admin) in publishing, tele/broadcasting the IEC materials periodically
- Assist the Adl. Director/Dy. Director (HR & Admin) in handling online complaint under the project.
- Any other activities as assigned by the State Project Director as required.

**Reporting**
- As part of State Project Management Unit, the incumbent will report to the Adl. Director/Dy. Director (HR & Admin.), RRLP.

**Qualification and Experience**
- PG with minimum 50% in Mass Communication/Journalism/Public Relations/MBA/MSW/ Social Sciences and 5 years of post qualification experience in the relevant field.
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

**Core Competencies**
- **Technical Knowledge and Skills**
  - Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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
Salary
- For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual.
- This position will require field travel as and when required.

Terms and Conditions
- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director.
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Coordinator - Public Private Partnership (PPP -C)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Coordinator- Public Private Partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG in RD/MBA/MSW and 5 years of post qualification experience in the relevant field. Degree in Law is desirable. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual / Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>The PPP coordinator will be responsible for exploring and establishing partnerships with similar, supportive and relevant organisations/institutions and agencies working mainly in private sector. Developing draft MOUs / contract letters / benchmark / assessment tools of such organisations etc. would be carried out by the PPP Coordinator.</td>
</tr>
</tbody>
</table>

**Position-1 (State Level)**

**Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur**

**Role Summary-**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The PPP coordinator will be responsible for exploring and establishing partnerships with similar, supportive and relevant organisations/institutions and agencies working mainly in private sector. Developing draft MOUs / contract letters / benchmark / assessment tools of such organisations etc. would be carried out by the PPP Coordinator.

**Job Profile**

- Responsible for the aspects related to Public Private Partnership of the project as a whole under the guidance of Adl Director (Coordination).
• Assist the Adl Director (Coordination) in all his assignments pertaining to the Public Private Partnership i.e. exploring and establishing partnerships with similar, supportive and relevant organisations/institutions and agencies working mainly in private sector. Developing draft MOUs / contract letters / benchmark / assessment tools of such organisations etc.
• Work closely with the Manager/Dy. Director (Finance) also on the relevant issues.
• Any other activities as assigned by the State Project Director as required.

Reporting
• As part of State Project Management Unit, the incumbent will report to the Additional Director (Coordination), RRLP.

Qualification and Experience
• PG in RD/MBA/MSW and 5 years of post qualification experience in the relevant field. Degree in Law is desirable.
• Government servant having similar experience and qualifications may also apply
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

Core Competencies
• Technical Knowledge and Skills
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**

• For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual.
• This position will require field travel as and when required.

**Terms and Conditions**

• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
ToR for Coordinator Audit - (Ad. C)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Coordinator- Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in Commerce /CA-inter/ICWA-Inter and 4 years of post qualification experience in accounts and audits. Government servant having similar experience and qualifications may also apply.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual / Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

Job Description

- Responsible for coordinating internal audit to be conducted by an outside agency and external audit to be conducted by AG for the project as per arrangements agreed with the World Bank, GoR, GoI. Follow up on issues arising out of internal, external audit. Liaise effectively with auditors to ensure timely audit and publication of Financial Statements. Ensure coverage of procurement observations in internal audits and follow-up.

Position-1 (State Level) Duty Station - Office of the RRLP, Yojana Bhawan, Jaipur

Role Summary

The GoR is implementing Rajasthan Rural Livelihood Project - RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The Coordinator Audit will be responsible for coordinating internal audit to be conducted by an outside agency and external audit to be conducted by AG for the project as per arrangements agreed with the World Bank, GoR, GoI. Follow up on issues arising out of internal, external audit. Liaise effectively with auditors to ensure timely audit and publication of Financial Statements. Ensure coverage of procurement observations in internal audits and follow-up.

Job Profile

- Responsible for the aspects related to Audit as a whole under the guidance of Finance Advisor.
- Assist the Finance Controller and Manager/Dy. Director (Finance) in all their assignments pertaining to Audit and Finance Management.
• Prepare Audit plan, coordinate and liaison with person concerned and agencies (i.e. CAG, LAD, CA firm, World Bank, Govt. of Rajasthan, Govt. of India) within and outside the project for conducting audit properly at all levels.
• Represent RRLP when asked to do so by the SPD.
• Any other activities as assigned by the State Project Director as required.

Reporting
• As part of State Project Management Unit, the incumbent will report to the Finance Controller and Manager/Dy. Director (Finance), RRLP.

Qualification and Experience
• PG with minimum 50% in Commerce /CA-inter/ICWA-Inter and 4 years of post qualification experience in accounts and audits
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.
• Government servant having similar experience and qualifications may also apply

Core Competencies

• Technical Knowledge and Skills
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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
Salary
• For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual.
• This position will require field travel as and when required.

Terms and Conditions
• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.

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ToR for Accountant

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Accountant (3 posts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in Commerce and 3 years of post qualification experience in accounting OR Graduate in commerce with accounting as main subject with 50% marks and 5 years of post qualification experience in accounting</td>
</tr>
<tr>
<td></td>
<td>Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual / Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>C</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>15000</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

Job Description

(1) Assist Manager/Dy. Director (Finance) For Satisfactory operations of Finance &accounting functions of the project viz. preparation of budget estimates, Allocation of budget, information’s/ reports to GOI, GoR, AG reconciliation, Payments related to staff, NGO, Service Provides etc. Parliamentary and Assembly information’s related to Finance & Accounts section and other work assigned by Finance Controller or Manager/Dy. Director (Finance).

(2) Assist Manager/Dy. Director (Finance) for satisfactory operations of Finance & Accounting functions of the project i.e. maintenance of books of accounts, Bank reconciliation, reconciliation with Dumps, operation of accounting software & consolidation of Accounts, Reimbursement Claims, Reconciliation of Financial progress with Computerized Management Information System (CMIS), other work assigned by Finance Controller or Manager/Dy. Director (Finance), Timely deposit of Govt. dues, taxes etc.

(3) Assist Manager Audit for satisfactory timely operations of internal, external and other audits for the project. Follow-up of the audit reports received other work as and when assigned by Finance Controller or Manager/Dy. Director (Finance).

Position-1 (State Level) Duty Station- Office of the RRLP, Yojana Bhawan, Jaipur

Role Summary:

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.
Job Profile

There would be three Accounts needed in the project and their job profile would be –

Accountant-1: Assist Manager/Dy. Director (Finance) For Satisfactory operations of Finance & accounting functions of the project viz. preparation of budget estimates, Allocation of budget, information’s/ reports to GOI, GoR, AG reconciliation, Payments related to staff, NGO, Service Providers etc. Parliamentary and Assembly information’s related to Finance & Accounts section and other work assigned by Finance Controller or Manager/Dy. Director (Finance).

Accountant-2: Assist Manager/Dy. Director (Finance) for satisfactory operations of Finance & Accounting functions of the project i.e. maintenance of books of accounts, Bank reconciliation, reconciliation with Dumps, operation of accounting software & consolidation of Accounts, Reimbursement Claims, Reconciliation of Financial progress with Computerized Management Information System (CMIS), other work assigned by Finance Controller or Manager/Dy. Director (Finance), Timely deposit of Govt. dues, taxes etc.

Accountant-3: Assist Manager Audit for satisfactory timely operations of internal, external and other audits for the project. Follow-up of the audit reports received other work as and when assigned by Finance Controller or Manager/Dy. Director (Finance).

• Any other activities as assigned by the State Project Director as required.

Reporting
• As part of State Project Management Unit, the incumbent will report to the Finance Controller and Manager/Dy. Director (Finance), RRLP.

Qualification and Experience

• PG with minimum 50% in Commerce and 3 years of post qualification experience in accounting OR Graduate in commerce with accounting as main subject with 50% marks and 5 years of post qualification experience in accounting
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.
• Government servant having similar experience and qualifications may also apply

Core Competencies

• Technical Knowledge and Skills
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**
• Consolidated salary of Rs. 15000/- per month.
• This position will require field travel as and when required.

**Terms and Conditions**

• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Account Assistant (02 Posts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Graduation with ‘O’ level course of computer /DCA/ from recognised institute with 50% marks and 3 years experience in relevant field.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual</td>
</tr>
<tr>
<td>Grade</td>
<td>C-</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>10000</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>Maintain the account work in tally and other related account work</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Office Support Assistant (05 Posts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Graduation in any discipline and course in Stenography from govt. recognised institute. Working knowledge of computer with English &amp; Hindi Typing. 2 years experience in relevant field.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual</td>
</tr>
<tr>
<td>Grade</td>
<td>C-</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>12000</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>Back office support to the SPD, Adl PD, Manager HR&amp; Finance for drafting, taking dictation, notes and make them computerised</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Program Assistant (03 Posts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG in any discipline and Diploma in Computers with 4 years experience in office management in similar projects.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual</td>
</tr>
<tr>
<td>Grade</td>
<td>C-</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>12000</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>Managerial &amp; Programmatic related support to the SPD, Adl PD, Manager HR&amp; Finance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Project Assistant (04 Posts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Graduation in any discipline and Diploma in Computers with 2 years experience in office management in similar projects</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual</td>
</tr>
<tr>
<td>Grade</td>
<td>C-</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>10000</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>Managerial &amp; Programmatic related support to the State level coordinators working under SPMU of RRLP</td>
</tr>
<tr>
<td>Name of the Post-</td>
<td>Computer Operators (10 Posts)</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td><strong>Level of posting</strong></td>
<td>State level</td>
</tr>
<tr>
<td><strong>Qualifications &amp; Experience</strong></td>
<td>Graduation with ‘O’ level course of computer/DCA/ from recognised institute with minimum 50% marks and 2 years of experience in the relevant field</td>
</tr>
<tr>
<td><strong>Source of Appointment</strong></td>
<td>Contractual / Service Agency</td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td>NA</td>
</tr>
<tr>
<td><strong>Salary (Rs.)</strong></td>
<td>As fixed by the Department of Personnel, GoR</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td><strong>Job Description</strong></td>
<td>Computer related work typing in Hindi and English, data entry; any other work assigned by the SPD and other State level officials / coordinators.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Office Clerk (20 posts)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level of posting</strong></td>
<td>District level</td>
</tr>
</tbody>
</table>
| **Qualifications & Experience** | Graduation and 3 years relevant working experience in government /public sector  
Government servant having similar experience and qualifications may also apply. Retired government employee from ministerial services will be preferred |
| **Source of Appointment** | Contractual / Deputation |
| **Grade** | NA |
| **Salary (Rs.)** | As fixed by the Department of Personnel, GoR |
| **Duration** | 12 Months initially however position is for the entire project period |
| **Job Description** | File initiation, file movement, file tracking, file maintenance Office procedure maintenance etc. Any other work assigned by the SPD and other State level officials / coordinators. |

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Attendants &amp; Drivers (15 posts)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level of posting</strong></td>
<td>State level</td>
</tr>
</tbody>
</table>
| **Qualifications & Experience** | 8th Pass. Person having relevant experience will be preferred  
For Driver valid driving licence is needed |
| **Source of Appointment** | Contractual / Service Agency |
| **Grade** | NA |
| **Salary (Rs.)** | 5000 |
| **Duration** | 12 Months initially however position is for the entire project period |
| **Job Description** | Support services in the office. Any other work assigned by the SPD and other State level officials / coordinators, |
### Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Agriculture Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>Division level (Kota, Udaipur, Bikaner, Dausa)</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Graduate in Agriculture Engineering / B.Sc. (Ag) / PG in Agro Business and 5 years of post qualification experience in the relevant field. Government servant having similar experience and qualifications may also apply.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Deputation/Contractual</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>The functions of the Agriculture Coordinator, shall include identifying agricultural avenues in the community, develop, promote and support such avenues and establish their linkages to bank and markets. Provide training and capacity building of DPMUs, PFT and village level institutions on Agricultural aspects and their suitability. Analyse the shortcomings of existing agro practices and take necessary action to mitigate those shortfalls.</td>
</tr>
</tbody>
</table>

### Position-1 (Division Level) Duty Station- Office of the DPM in the selected districts (Kota, Udaipur, Bikaner, Dausa) of RRLP

**Role Summary:-**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The Agriculture Coordinator will be responsible for identifying agricultural avenues in the community, develop, promote and support such avenues and facilitate in establishing their linkages to bank and markets. Provide training and capacity building of DPMUs and PFT on Agricultural aspects and their suitability. Analyse the shortcomings of existing agro practices and take necessary action to mitigate those shortfalls.
Job Profile

- Responsible for the aspects related to Agricultural avenues and activities at division and below levels.
- Identify and analyse the key issues/strategies/activities related to Agricultural and Agro Business, its existing scenario, current shortfalls and opportunities available at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the Agricultural and Agro Business aspects and its effective implementation at division and below levels.
- Supervise and monitor the reach of project on Agricultural and Agro Business aspects of the project at division and below level.
- Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of Agricultural and Agro Business by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework at division and below levels.
- Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions.
- Any other activities as assigned by the State Project Director OR Additional Director (Project Coordination) as required.

Reporting

- The incumbent will report to the Additional Director (Project Coordination), RRLP.

Qualification and Experience

- Graduate in Agriculture Engineering/B.Sc. (Ag)/PG in Agro Business and 5 years of post qualification experience in the relevant field
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.
- Government servant having similar experience and qualifications may also apply

Core Competencies

- Technical Knowledge and Skills
  - Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**
• For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual.
• This position will require travel of at least ten days in a month.

**Terms and Conditions**

• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Livestock Coordinator - (LC)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Livestock Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>Division level (Kota, Udaipur, Bikaner, Dausa)</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Graduation in veterinary/ PG in Diary Technology/Agro Extension with minimum 50% marks and 5 years of post qualification experience in the relevant field. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Deputation/ Contractual</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

**Job Description:**

The functions of the Livestock Coordinator, shall include identifying livestock related avenues in the community, develop, promote and support such avenues and establish their linkages to bank and markets. Provide training and capacity building of DPMU and PFTs on livestock related aspects and their suitability. Analyse the shortcomings of existing practices in this regard and take necessary action to mitigate those shortfalls.

**Position-1 (Division Level) Duty Station- Office of the DPM in the selected districts (Kota, Udaipur, Bikaner, Dausa) of RRLP**

**Role Summary:**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The functions of the Livestock Coordinator, shall include identifying livestock related avenues in the community, develop, promote and support such avenues and facilitate in establishing their linkages to bank and markets. Provide training and capacity building of DPMU and PFTs on livestock related aspects and their suitability. Analyse the shortcomings of existing practices in this regard and take necessary action to mitigate those shortfalls.
Job Profile

- Responsible for the aspects related to Livestock avenues and activities at Division, DPMU and below levels.
- Identify and analyse the key issues/strategies/activities related to Livestock, its existing scenario, current shortfalls and opportunities available at the field level with sustainability and put forth them with the project persons concerned for the necessary actions at Division, DPMU and below levels.
- Develop the roadmap of the Livestock aspects and its effective implementation at Division, DPMU and below levels.
- Supervise and monitor the reach of project on Livestock aspects of the project at Division, DPMU and below levels.
- Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of Livestock by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework at Division, DPMU and below levels.
- Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions.
- Any other activities as assigned by the State Project Director OR Additional Director (Project Coordination) as required.

Reporting

- As part of State Project Management Unit, the incumbent will report to the Additional Director (Project Coordination), RRLP.

Qualification and Experience

- Graduation in veterinary/ PG in Dairy Technology/Agro Extension with minimum 50% marks and 5 years of post qualification experience in the relevant field
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.
- Government servant having similar experience and qualifications may also apply.

Core Competencies

- Technical Knowledge and Skills
  - Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**
• For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual
• This position will require travel of at least ten days in a month.

**Terms and Conditions**

• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
## ToR for Micro Enterprise Coordinator - (MEC)

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Micro Enterprise Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level of posting</strong></td>
<td>Division level (Kota, Udaipur, Bikaner, Dausa)</td>
</tr>
<tr>
<td><strong>Qualifications &amp; Experience</strong></td>
<td>PG with minimum 50% in RD/MBA/MSW and 5 years of post qualification experience in the relevant field i.e. Micro enterprising, income generation etc.</td>
</tr>
<tr>
<td><strong>Source of Appointment</strong></td>
<td>Contractual/deputation</td>
</tr>
<tr>
<td><strong>Salary (Rs.)</strong></td>
<td>For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

### Position-1 (Division Level) Duty Station- Office of the DPM in the selected districts (Kota, Udaipur, Bikaner, Dausa) of RRLP

**Role Summary:**

The GoR is being implementing Rajasthan Rural Livelihood Project - RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The functions of the Micro Enterprise Coordinator, shall include identifying micro enterprise avenues in the community, develop, promote and support such avenues and establish their linkages to bank and markets. Provide training and capacity building of DPMU, PFT and village level institutions on micro enterprises. Analyse the shortcomings of existing micro enterprises and take necessary action to mitigate those shortfalls at the division and district levels.

**Job Profile**

- Responsible for the aspects related to micro enterprise avenues and activities at the division and district levels.
• Identify and analyse the key issues/strategies/activities related to micro enterprise, its existing scenario, current shortfalls and opportunities available at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
• Develop the roadmap of the micro enterprise aspects and its effective implementation.
• Supervise and monitor the reach of project on micro enterprise aspects of the project at the division and district levels.
• Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of micro enterprise by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework at the division, district and PFT levels.
• Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions.
• Any other activities as assigned by the State Project Director OR Additional Director (Project Coordination) as required.

Reporting
• As part of State Project Management Unit, the incumbent will report to the Additional Director (Project Coordination), RRLP.

Qualification and Experience
• PG with minimum 50% in RD/MBA/MSW and 5 years of post qualification experience in the relevant field i.e. Micro enterprising, income generation etc.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

Core Competencies
• Technical Knowledge and Skills
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**
• For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual.
• This position will require travel of at least ten days in a month.

**Terms and Conditions**

• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
### ToR for Tribal Area Development Coordinator (TADC)

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Tribal Area Development Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>Division level (for Udaipur division Only)</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in RD/MBA/MSW and 5 years of post qualification experience in the relevant field.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Job Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The functions of the Tribal Area Development Coordinator shall include support in identifying specific issues of development pertaining to tribal areas, their inclusion in the plan and the project, linked the project activities into other tribal area development schemes, build the capacity of DPMU and PFT members on the same.</td>
</tr>
</tbody>
</table>

**Position-1** (at Udaipur Division Only) **Duty Station- Office of the DPM in Udaipur district**

**Role Summary:**

The GoR is being implementing Rajasthan Rural Livelihood Project - RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The functions of the Tribal Area Development Coordinator shall include support in identifying specific issues of development pertaining to tribal areas, their inclusion in the plan and the project, linked the project activities into other tribal area development schemes, build the capacity of DPMU and PFT members on the same.

**Job Profile**

- Responsible for identifying specific issues of development pertaining to tribal areas in the division/districts, their inclusion in the plan and the project, linked the project activities into other tribal area development schemes, build the capacity of DPMU and PFT members on the same.
- Identify and analyse the key issues/strategies/activities related to tribal area development, its existing scenario, current shortfalls and opportunities available at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the tribal area development in terms of poverty mitigation and its effective implementation.
• Supervise and monitor the reach of project on the related issues at the division and district levels.
• Any other activities as assigned by the State Project Director OR Additional Director (Project Coordination) as required.

Reporting
• As part of State Project Management Unit, the incumbent will report to the Additional Director (Project Coordination), RRLP.

Qualification and Experience
• PG with minimum 50% in RD/MBA/MSW and 5 years of post qualification experience in the relevant field. Knowledge of developmental issues on tribal areas is desirable.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

Core Competencies
• Technical Knowledge and Skills
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

Salary
• For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual.
• This position will require travel of at least ten days in a month.

Terms and Conditions

• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
C. District Level Positions

**ToR for District Project Manager (DPM)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>District Project Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>District Level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Officer from State Government or affiliated services in the pay scale of 15600-39100 (Grade Pay 5400) and having minimum work experience of 7 years in Rural Development including atleast 3 years experience in similar kind of externally aided project(s). Incumbent having MBA/MSW/PG in Rural Management/RD would be preferred</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Deputation</td>
</tr>
<tr>
<td>Grade Pay offered</td>
<td>6600</td>
</tr>
<tr>
<td>Pay Scale</td>
<td>15600-39100 (Grade Pay 5400)</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

**Job Description**

The DPM will provide guidance and leadership to the DPMU and will coordinate with other departments for effective execution of the project. DPM will also help DPMU accessing technical assistance. Finalization of annual budget, approval of proposals of Utthan Sansthan, financial allocation, preparation of annual work plan of the activity under the project, reporting and coordination with state units, coordinate with banks for arranging working capital and loans for SHGs. The DPM will be from the background of any one of the project’s subject specialist and thereby will also be responsible for that particular subject area i.e. livestock, M&E, Agriculture etc.

**Position-1 at each District; Duty Station- Office of the DPM, RRLP at District**

**Role Summary**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The DPM will provide guidance and leadership to the DPMU and will coordinate with other departments for effective execution of the project. DPM will also help DPMU accessing technical
assistance. Finalization of annual budget, approval of proposals of Utthan Sansthan, financial allocation, preparation of annual work plan of the activity under the project, reporting and coordination with state units, coordinate with banks for arranging working capital and loans for SHGs. The DPM will be from the background of any one of the project’s subject specialist and thereby will also be responsible for that particular subject area i.e. livestock, M&E, Agriculture etc.

**Job Profile**

- Provide leadership to the district and below level teams and ensuring good ‘Team Work’ by showing self examples for better implementation of RRLP.
- Overall responsible for the implementation of programmatic aspects i.e. implementation, supervision, monitoring, evaluation, coordination, capacity building, training, documentation, timely and accurate reporting, day to day progress etc. of the RRLP.
- Coordinate, Liaison, Networking with District level government and non government authorities, visit of World Bank team, other teams related to RRLP.
- Represent RRLP at the district level.
- Any other activities as assigned by the State Project Director as required.

**Reporting**

- As part of District Project Management Unit, the incumbent will report to District OIC and Additional Director-Coordination/ Adl. Director –HR&Admin/ Finance Controller, RRLP.

**Qualification and Experience**

- Officer from State Government or affiliated services in the pay scale of 15600-39100 (Grade Pay 5400) and having minimum work experience of 7 years in Rural Development including atleast 3 years experience in similar kind of externally aided project(s).
- Incumbent having MBA/MSW/PG in Rural Management/RD would be preferred
- Computer literacy – able to use MS office applications and internet is desirable.
- Must be proficient in English and Hindi.

**Core Competencies**

- **Technical Knowledge and Skills**
  - Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**

• Grade Pay would be 6600 in the scale of 15600-39100.
• This position will require travel of at least ten days in a month.

**Terms and Conditions**

• The deputation is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
ToR for District Finance Manager (DFM)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>District Finance Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>District Level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Officer from the Finance Department having MBA (Finance) /PG (Accounts/ Commerce/ Finance), and having the pay scale of 9300-34800 (Grade Pay 4200) with a total work experience of 6 years in Finance including 2 years experience in similar kind of externally aided project(s)</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Deputation from Govt. or government institutions</td>
</tr>
<tr>
<td>Grade Pay offered</td>
<td>5400</td>
</tr>
<tr>
<td>Pay Scale</td>
<td>9300-34800 (Grade Pay 4200)</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

Job Description-

Head of Finance & Accounting Team of the DPMU. Satisfactory operation of Finance & Accounting Functions of DPMU including management of supporting staff. Ensure timely preparation of budget estimates, expenditure reports & information related to world Bank, GoR and SPMU as per requirements. Smooth Flow of Funds to all level of District. Liaise effectively with internal, external auditors & follow-up thereof. Ensuring training in accounts & audit to the district and PFT staffs. Any other work assigned by District Project Manager.

Position-1 at each District; Duty Station- Office of the DPM, RRLP at District

Role Summary-

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

Being the head of Finance & Accounts of the DPMU, the District Finance Manager will be responsible for satisfactory operation of Finance & Accounting Functions of DPMU including management of supporting staff. Ensure timely preparation of budget estimates, expenditure reports & information related to World Bank, GoR and SPMU as per requirements. Smooth Flow of Funds to all level of District. Liaise effectively with internal, external auditors & follow-up thereof. Ensuring training in accounts & audit to the district and PFT staffs. Any other work assigned by District Project Manager.

Job Profile

• Overall responsible for the implementation of financial and accounting aspects i.e. budgeting, accounting, maintenance of books of accounts, audit, financial forecast, fund release, keep track on expenditure and fund flow etc. and day to day fund management of the RRLP at DPMU level.
• Coordinate, Liaison, Networking on finance management issues with District level government and non government authorities, visit of World Bank team, other teams related to RRLP.
• Represent RRLP at the district level particularly on the matter related to finance and accounts.
• Any other activities as assigned by the State Project Director or DPM as required.

**Reporting**
• As part of District Project Management Unit, the incumbent will report to District Project Manager, RRLP.

**Qualification and Experience**
• Officer from the Finance Department having MBA (Finance) /PG (Accounts/ Commerce/ Finance), and having the pay scale of 9300-34800 (Grade Pay 4200) with a total work experience of 6 years in Finance including 2 years experience in similar kind of externally aided project(s)
• Must be computer literate – able to use MS office applications and internet.
• Must be proficient in English and Hindi.

**Core Competencies**

**Technical Knowledge and Skills**
• Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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
Salary

- Grade Pay would be 5400 in the scale of 9300-34800.
- This position will require travel of at least 7 days in a month.

Terms and Conditions

- The deputation will be initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director.
ToR for Community Mobilization & Capacity Building Coordinator  
( SD&CBC)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Community Mobilization &amp; Capacity Building Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>District level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in RD/Sociology/MBA/MSW and 5 years of post qualification experience in the relevant field</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

Job Description-

The functions of the CB&SD Coordinator, shall include analysis of training needs (area, subject, skill), coordinating with other institutions to prepare various training modules, evaluation of training programs, preparing district & PFT wise training calendar, identification of resource persons, preparation of training schedule, coordination for mutual learning, workshop and exposure, preparing training manuals, appraisal of training needs of different units of the project and community. Look into the aspects related to Social Development and extend support to DPMUs and PFTs on such social development aspects.

Position-1; Duty Station- Office of the DPM in the selected districts of RRLP

Role Summary-

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The functions of the Community Mobilization & Capacity Building Coordinator, shall include analysis of training needs (area, subject, skill), coordinating with other institutions to prepare various training modules, evaluation of training programs, preparing district-wise training calendar, identification of resource persons, preparation of training schedule, coordination for mutual learning, workshop and exposure, preparing training manuals and appraisal of training needs of different units of the project and community. Look into the aspects related to Social Development and extend support to DPMUs and PFTs on such social development aspects.

Job Profile

- Responsible for the Community Mobilization & Capacity Building aspects of the project at the districts and below level.
• Analyse the Training needs with respect to the area, subject and skills of the project and project’s employees; prepare and appraisal of training needs of different units of the project and community.
• Coordinate with other institutions to prepare various training modules as per the need for mutual learning at the districts and below level.
• Monitor, evaluate various training programs being implemented by the project at the division, districts and below level and suggest corrective actions for improving the Community Mobilization & Capacity Building aspects.
• Prepare district-wise training calendar, training schedule, training manuals; identify resource persons for training and other Community Mobilization & Capacity Building activities.
• Organise and coordinate workshops and exposure visits etc.
• Any other activities as assigned by the State Project Director or Additional Director (Project Coordination) or District Project Manager of the district concerned as required.

**Reporting**
• The incumbent will report to District Project Manager, RRLP.

**Qualification and Experience**
• PG with minimum 50% in RD/Sociology/MBA/MSW and 5 years of post qualification experience in the relevant field.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

**Core Competencies**

- **Technical Knowledge and Skills**
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**

• For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual.
• This position will require travel of at least ten days in a month.

**Terms and Conditions**

• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Livelihood & Environment Coordinator (L&EC)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Livelihood &amp; Environment Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>District level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in RD/MBA/MSW and 5 years of post qualification experience in the relevant field i.e. Livelihood Investment etc. Knowledge in environment conservation / Natural Resource Management is desirable</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

**Job Description**

The function of the Livelihood & Environment Coordinator shall include survey of livelihood opportunities within and outside of project area, develop skills and capacity to capitalise those market opportunities, supervise process monitoring, identification of innovative activities, and develop strategy for partnership development in this regard; Ensure that the environmental screening/assessment of the business plan proposed by producer organizations is conducted; Ensure all the legal requirements and environmental guidelines have been followed; Coordinate with PFT on the training requirement and technical support.

**Position-1 (District Level)** **Duty Station- Office of the DPM, RRLP, at District**

**Role Summary**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The function of the Livelihood & Environment Coordinator shall include survey of livelihood & opportunities within and outside of project area, develop skills and capacity to capitalise those market opportunities, supervise process monitoring, identification of innovative activities, and develop strategy for partnership development in this regard. The incumbent will also work with the Environment Coordinator at state level for ensuring effective implementation of the Environment Management Framework, training of project staff and sensitize all stockholders regarding environmental issues, should liaison with experts, scientists, and resource persons to make available required inputs to the districts and state. Ensure that the environmental screening/assessment of the business plan proposed by producer organizations is conducted;
Ensure all the legal requirements and environmental guidelines have been followed; Coordinate with PFT on the training requirement and technical support

**Job Profile**

- Responsible for the aspects related to Livelihood & Environment of the project at the DPMU and below level.
- Identify and analyse the key issues/strategies/activities related to livelihood and its opportunity at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
- Ensure that the environmental screening/assessment of the business plan proposed by producer organizations is conducted; Ensure all the legal requirements and environmental guidelines have been followed; Coordinate with PFT on the training requirement and technical support.
- Ensure implementation of pilot proactive environmental subprojects.
- Develop the roadmap of the livelihood and Environment aspects and its effective implementation at the DPMU and below level.
- Supervise and monitor the reach of project on Livelihood and Environment aspects of the project at the DPMU and below level.
- Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of livelihood and Environment by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework at the DPMU and below level.
- Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions at the DPMU and below level.
- Provide technical and managerial input to component of RRLP on climate change and adaptation.
- Any other activities as assigned by the State Project Director OR DPM as required.

**Reporting**

- As part of District Project Management Unit, the incumbent will report to District Project Manager concerned, RRLP.

**Qualification and Experience**

- PG with minimum 50% in RD/MBA/MSW and 5 years of post qualification experience in the relevant field i.e. Livelihood Investment etc. Knowledge in environment conservation / Natural Resource Management is desirable.
- Knowledge and experience on climate change will be an asset.
- Experience in RD programme is desirable.
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

**Core Competencies**

- **Technical Knowledge and Skills**
  - Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**

• For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual.
• This position will require travel of at least ten days in a month.

**Terms and Conditions**

• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
ToR for Microfinance Coordinator (L&MC)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Microfinance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>District level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in RD/Economics/MBA/MSW/ and 5 years of post qualification experience in the relevant field i.e. microfinance, income generation etc.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>The function of the Microfinance Coordinator shall include survey of livelihood opportunities within and outside of project area, develop skills and capacity to capitalise those market opportunities, supervise process monitoring, identification of innovative activities, and develop strategy for partnership development in this regard.</td>
</tr>
</tbody>
</table>

Position-1 (District Level) Duty Station- Office of the DPM, RRLP, at District

Role Summary:

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The function of the Microfinance Coordinator shall include survey of Microfinance opportunities within and outside of project area, develop skills and capacity to capitalise those market opportunities, supervise process monitoring, identification of innovative activities, and develop strategy for partnership development in this regard.

Job Profile

- Responsible for the aspects related to Microfinance of the project at the DPMU and below level.
- Identify and analyse the key issues/strategies/activities related to microfinance and its opportunity at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the microfinance aspects and its effective implementation at the DPMU and below level.
- Supervise and monitor the reach of project on microfinance aspects of the project at the DPMU and below level.
• Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of microfinance by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework at the DPMU and below level.
• Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions at the DPMU and below level.
• Any other activities as assigned by the State Project Director OR DPM as required.

**Reporting**
• As part of District Project Management Unit, the incumbent will report to District Project Manager concerned, RRLP.

**Qualification and Experience**
• PG with minimum 50% in RD/Economics/MBA/MSW/ and 5 years of post qualification experience in the relevant field i.e. microfinance, income generation etc.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

**Core Competencies**

**Technical Knowledge and Skills**
• Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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
Salary

- For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual.
- This position will require travel of at least ten days in a month.

Terms and Conditions

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
ToR for Coordinator - Human Resource and Administration (HR&AC)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Coordinator - Human Resource and Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>District level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG in HR/Personnel Management with minimum 50% and 5 years of post qualification experience in the relevant field</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>The Coordinator HR will assist the DPM for the activities, such as recruitment, selection of project personnel and coordination of related activities, coordination with district &amp; PFT units for administrative arrangements, preparing HR contracts, IEC, Establishment, Office support services i.e. hiring of vehicle; Governance and Accountability etc. He/she will report to DPM and work in close collaboration with DFM for the relevant issues.</td>
</tr>
</tbody>
</table>

- **Position-1** (District Level) **Duty Station- Office of the DPMU, RRLP, at District.**

**Role Summary.**

The GoR is being implementing Rajasthan Rural Livelihood Project - RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karamau, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The Coordinator HR will assist the DPM for the activities, such as recruitment, selection of project personnel and coordination of related activities, coordination with district & PFT units for administrative arrangements, preparing HR contracts, IEC, Establishment, Office support services i.e. hiring of vehicle; Governance and Accountability etc. He/she will report to DPM and work in close collaboration with DFM for the relevant issues.

**Job Profile**

- Responsible for the aspects related to Human Resource & Administration of the project as a whole under the guidance of District Program Manager and work with close collaboration with DFM.
- Assist the DPM in all his assignments pertaining to the Human Resource and Administration i.e. recruitment, administration, Establishment, Office support services i.e. hiring of vehicle; Governance and Accountability etc. of RRLP.
- Prepare contract agreement, ToR, human resource /staff/employee records etc.
- Keep track record of leaves, attendance, salary, increment and grievances of the staff of the RRLP at DPMU level.
• Design, Implement, Supervise the IEC activities in the district.
• Assist the DPM in Liaisioning with Govt. of Rajasthan, Govt. of India, World Bank on the issues related to HR and Administration.
• Any other activities as assigned by the DPM as required.

**Reporting**
• As part of District Project Management Unit, the incumbent will report to the District Project Manager, DPMU, RRLP.

**Qualification and Experience**
• PG in HR/Personnel Management with minimum 50% and 5 years of post qualification experience in the relevant field.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

**Core Competencies**

**Technical Knowledge and Skills**
• Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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
Salary

- For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual.
- This position will require field travel as and when required.

Terms and Conditions

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director.
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
ToR for Monitoring and Evaluation Coordinator (M&EC)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Monitoring and Evaluation Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>District level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in RD/MBA/MSW/Statistics/Demography /PG Dip. in Management/ and 5 years of post qualification experience in the relevant field.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

Job Description:

The responsibilities of the Coordinator M&E include: monitoring the project to gather data from various units and its dissemination and transmit learning during monitoring of various PFTs and community institutions. Develop monitoring formats; finalize yardsticks for assessment of Self Help Groups’ Livelihoods Plan; arrange training programmes for MIS and other coordinators of district/PFT units and prepare computerized database; coordinate baseline survey, mid-term assessment, and coordinate with various institutions in finalizing indicators for project evaluation; Use instruments like LFA to prepare project work plan on ground level and finally ensure that minimum data enables maximum information for monitoring.

• **Position-1 (District Level)** **Duty Station- Office of the DPMU, RRLP, at District.**

Role Summary:
The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The responsibilities of the Coordinator M&E include: monitoring the project to gather data from various units and its dissemination and transmit learning during monitoring of various PFTs and community institutions. Develop monitoring formats; finalize yardsticks for assessment of Self Help Groups’ Livelihoods Plan; arrange training programmes for MIS and other coordinators of district/PFT units and prepare computerized database; coordinate baseline survey, mid-term assessment, and coordinate with various institutions in finalizing indicators for project evaluation; Use instruments like LFA to prepare project work plan on ground level and finally ensure that minimum data enables maximum information for monitoring.
**Job Profile**

- Responsible for the aspects related to monitoring and evaluation of the project at district and below level.
- Monitoring the project to gather data from various units and its dissemination and transmit learning during monitoring of DPMU and PFTs and community institutions.
- Develop monitoring formats; finalize yardsticks for assessment of Self Help Groups Livelihoods Plan at district and below level.
- Arrange training programmes for monitoring coordinators of DPMU and prepare computerized database at district and below level;
- Coordinate baseline survey, mid-term assessment, and coordinate with various institutions in finalizing indicators for project evaluation at district and below level;
- Use instruments like LFA to prepare project work plan on ground level and finally ensure that minimum data enables maximum information for monitoring at district and below level.
- Any other activities as assigned by the State Project Director or DPM as required.

**Reporting**

- As part of District Project Management Unit, the incumbent will report to District Project Manager, RRLP.

**Qualification and Experience**

- PG with minimum 50% in RD/MBA/MSW/Statistics/Demography / PG Dip. in Management and 5 years of post qualification experience in the relevant field.
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

**Core Competencies**

**Technical Knowledge and Skills**

- Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**
• For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual
• This position will require travel of at least ten days in a month.

**Terms and Conditions**

• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Management Information System Coordinator - (MISC)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Management Information System (MIS) Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>District level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in Computer Application (MCA)/BE in Computer Science /Advance course in computer application from Govt. recognised institute and minimum 3 years of experience in the relevant field</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>C</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>15000</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>The MIS Coordinator will be responsible for data collection, data management, data analysis and the dissemination of the same and will report to the SPMU via DPMU. Also inform below level institutions on the required progress of the project.</td>
</tr>
</tbody>
</table>

- **Position-1 (District Level)** **Duty Station- Office of the DPMU, RRLP, at District.**

**Role Summary:**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The MIS Coordinator will be responsible for data collection, data management, data analysis and the dissemination of the same and will report to the SPMU via DPMU. Also inform below level institutions on the required progress of the project.

**Job Profile**

- Responsible for the aspects related to MIS at district and below level.
- Data, management, data analysis, data /information dissemination to DPMU, and PFTs on the issues related to progress, quality of data, Monthly Progress Report, project related other information/data, timeliness, accuracy etc. Identify and analyse the key issues related to MIS, current shortfalls and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the establishing and strengthening MIS and its effective implementation at district and below level.
- Supervise and monitor the regularity and efficacy of project on MIS aspects of the project at district and below level.
• Coordinate with other staff of the project and other institutions concerned for ensuring the regularity and efficacy of the identified issues of MIS by identify the needs i.e. capacity building etc. within the project framework at district and below level.
• Any other activities as assigned by the State Project Director OR DPM as required.

**Reporting**

• As part of District Project Management Unit, the incumbent will report to the District Project Manager, RRLP.

**Qualification and Experience**

• PG with minimum 50% in Computer Application (MCA)/BE in Computer Science /Advance course in computer application from Govt. recognised institute and minimum 3 years of experience in the relevant field
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.

**Core Competencies**

• **Technical Knowledge and Skills**
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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
Salary

- Consolidated salary of Rs. 15000/- per month.
- This position will require travel as and when required.

Terms and Conditions

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director.
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
Summary of the post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Accountant (2 posts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>District level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in Finance/Accountancy and 3 years of post qualification experience in accounting OR Graduate in commerce with accounting as main subject with 50% marks and 5 years of post qualification experience in accounting. Government servant having similar experience and qualifications may also apply.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual / Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

Job Description:

1. Assist District Finance Manager for Satisfactory operations of Finance & accounting functions of the project viz. preparation of budget estimates, Allocation of budget, information’s/ reports to SPMU, GoR, AG reconciliation, Payments related to staff, NGO, Service Provides etc. Parliamentary and Assembly information’s related to Finance & Accounts section and other work assigned by the DPM or District Finance Manager.

2. Assist District Finance Manager for satisfactory operations of Finance & Accounting and Audit functions of the project i.e. maintenance of books of accounts, Bank reconciliation, reconciliation with Dumps, operation of accounting software & consolidation of Accounts, Reimbursement Claims, Reconciliation of Financial progress with CMIS, other work assigned by DPM or DFM. Timely deposit of govt.’s dues, taxes etc.

- **Position-1 (District Level)** Duty Station- Office of the DPMU, RRLP, at District.

**Role Summary**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

**Job Profile**

There would be two Accounts needed in the project and their job profile would be –
Accountant-1: Assist District Finance Manager for satisfactory operations of Finance & accounting functions of the project viz. preparation of budget estimates, Allocation of budget, information’s/ reports to SPMU, GoR, AG reconciliation, Payments related to staff, NGO, Service Provides etc. Parliamentary and Assembly information’s related to Finance & Accounts section and other work assigned by the DPM or District Finance Manager.

Accountant-2: Assist District Finance Manager for satisfactory operations of Finance & Accounting and Audit functions of the project i.e. maintenance of books of accounts, Bank reconciliation, reconciliation with Dumps, operation of accounting software & consolidation of Accounts, Reimbursement Claims, Reconciliation of Financial progress with CMIS, other work assigned by DPM or DFM. Timely deposit of govt.’s dues, taxes etc.

- Any other activities as assigned by the DPM as required.

**Reporting**
- As part of District Project Management Unit, the incumbent will report to the District Finance Manager, DPMU, RRLP.

**Qualification and Experience**
- PG with minimum 50% in Finance/Accountancy and 3 years of post qualification experience in accounting OR Graduate in commerce with accounting as main subject with 50% marks and 5 years of post qualification experience in accounting.
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.
- Government servant having similar experience and qualifications may also apply.

**Core Competencies**

- **Technical Knowledge and Skills**
  - Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**

- For deputation Gr. Pay 5400; Rs. 25000/- per month for contractual.
- This position will require field travel as and when required.

**Terms and Conditions**

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Cashier**

**Summary of the post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Cashier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>District level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in Commerce/Accountancy and 2 years of post qualification experience in accounting OR Graduate in commerce with accounting as main subject with 50% marks and 3 years of post qualification experience in accounting. Government servant having similar experience and qualifications may also apply.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual / Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>C</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>15000</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>Responsible for preparation of payments, receipts journal and other related vouchers, writing of Cash/ Bank Book manually till the software reach up-to mark, all payment related records as per the accounting policy of the project. Deposit of Govt. dues, taxes, remittances of CPS, Gratuity etc. related to employees on deputation.</td>
</tr>
</tbody>
</table>

- **Position-1** (District Level) **Duty Station- Office of the DPMU, RRLP, at District.**

**Role Summary.**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhiwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

**Job Profile**

- Responsible for preparation of payments, receipts journal and other related vouchers, writing of Cash/ Bank Book manually till the software reach up-to mark, all payment related records as per the accounting policy of the project. Deposit of Govt. dues, taxes, remittances of GPF, Gratuity etc. related to employees on deputation.
- Any other activities as assigned by the DPM as required.

**Reporting**

- As part of District Project Management Unit, the incumbent will report to the District Finance Manager, DPMU, RRLP.
Qualification and Experience

- PG with minimum 50% in Finance/Accountancy and 2 years of post qualification experience in accounting OR Graduate in commerce with accounting as main subject with 50% marks and 3 years of post qualification experience in accounting
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.
- Government servant having similar experience and qualifications may also apply

Core Competencies

- Technical Knowledge and Skills
  - Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

Salary

- Consolidated salary of Rs. 15000/- per month.
- This position will require field travel as and when required.
Terms and Conditions

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
ToR for Account Assistant

Summary of the post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Account Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>District level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Graduation with ‘O’ level course of computer /DCA/ from recognised institute with 50% marks and 3 years experience in relevant field. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual / Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>C-</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>10000</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>Maintenance &amp; Data entry work of Software. All the typing and other work as &amp; when assigned by District Finance Manager. Reconciliation of financial progress with CMIS</td>
</tr>
</tbody>
</table>

• **Position-1 (District Level)** **Duty Station- Office of the DPMU, RRLP, at District.**

**Role Summary**
The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

**Job Profile**

• Maintenance & Data entry work of Software; All the typing and other work as & when assigned by District Finance Manager.
• Reconciliation of financial progress with CMIS.
• Any other activities as assigned by the DPM as required.

**Reporting**
• As part of District Project Management Unit, the incumbent will report to the District Finance Manager, DPMU, RRLP.

**Qualification and Experience**

• Graduation with ‘O’ level course of computer /DCA/ from recognised institute with 50% marks and 3 years experience in relevant field.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in English and Hindi.
• Government servant having similar experience and qualifications may also apply.
Core Competencies

- **Technical Knowledge and Skills**
  - Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**

- Consolidated salary of Rs. 10000/- per month.
- This position will require field travel as and when required.

**Terms and Conditions**

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Computer Operators (51 Posts; 3 for each DPMU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>District level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Graduation with ‘O’ level course of computer/DCA/ from recognised institute with minimum 50% marks and 3 years of experience in the relevant field</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual / Service Agency</td>
</tr>
<tr>
<td>Grade</td>
<td>NA</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>As fixed by GoR</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>Computer related work typing in Hindi and English, data entry; any other work assigned by the district coordinators, DPM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Office Clerk (34 posts; 2 per DPMU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>District level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Graduation and 2 years relevant working experience in government/public sector Retired government employee from ministerial services will be preferred. Government servant having similar experience and qualifications may also apply. Retired government employee from ministerial services will be preferred</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual / Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>NA</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>As fixed by GoR</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>File initiation, file movement, file tracking, file maintenance Office procedure maintenance etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Attendants (34 post; 2 per DPMU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>8th Pass. Person having relevant experience will be preferred</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual / Service Agency</td>
</tr>
<tr>
<td>Grade</td>
<td>NA</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>4000</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>Support services in the office.</td>
</tr>
</tbody>
</table>
D. Project Facilitation Team (PFT) Level Positions

**ToR for Project Facilitation Team (PFT) Coordinator**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Project Facilitation Team (PFT) Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>Project Facilitation Team level (Block/below block level)</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in RD/MBA /MSW/Social Sciences and 3 years of post qualification experience in the relevant field. Specialised in any of the following discipline- Livelihood &amp; Microfinance/ Social &amp; Capacity Building /MIS&amp; Accounts. Government employee having similar qualifications and experiences may also apply.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual /Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>C+</td>
</tr>
<tr>
<td>Pay Scale</td>
<td>For deputation Gr. Pay 5400; Rs. 20000/- per month for contractual</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

**Job Description:**

The PFT Coordinator is the key implementer of the project. S/he will provide guidance and leadership to the PFT and will coordinate with village community for effective execution of the project. The PFT Coordinator will create a favourable environment in the cluster villages, initiate and introduce the project to community. Prepare list of families through BPL and left out poor and conducting base line survey. Support community people in the formation of SHGs. Ensure need-based training of SHGs and Utthan Sansthan and Monitoring community institutions. The PFT Coordinator will be from the background of any one of the project’s subject specialist and thereby will also be responsible for that particular subject area i.e. livestock, M&E, Agriculture etc.

Position-1 at each PFT level; Duty Station- at block level of RRLP Districts

**Role Summary:**

The GoR is implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The PFT Coordinator is the key implementer of the project. S/he will provide guidance and leadership to the PFT and will coordinate with village community for effective execution of the project. The PFT Coordinator will create a favourable environment in the cluster villages, initiate and introduce the project to community. Prepare list of families through BPL & left out poor and conducting base line
survey. Support community people in the formation of SHGs. Ensure need-based training of SHGs and Utthan Sansthan and Monitoring community institutions. The PFT Coordinator will be from the background of any one of the project’s subject specialist and thereby will also be responsible for that particular subject area i.e. livestock, M&E, Agriculture etc.

**Job Profile**

- Provide leadership to the PFT level teams and ensuring good ‘Team Work’ by showing self examples for better implementation of RRLP.
- Overall responsible for the implementation of programmatic aspects i.e. implementation, supervision, monitoring, evaluation, coordination, capacity building, training, documentation, timely and accurate reporting, day to day progress etc. of the RRLP at the PFT level.
- Coordinate, Liaison, Networking with Block and below level government and non government authorities, visit of World Bank team, other teams related to RRLP.
- Carry out the subject specialist’s job of any of the following discipline - livestock, M&E, Agriculture etc.
- Represent RRLP at the Bock level.
- Any other activities as assigned by the District Project Manager, as required.

**Reporting**

- The incumbent will report to District Project Manager, RRLP.

**Qualification and Experience**

- PG with minimum 50% in RD/MBA /MSW/Social Sciences and 3 years of post qualification experience in the relevant field
- Specialised in any of the following discipline- Livelihood & Microfinance/ Social & Capacity Building /MIS& Accounts
- Government employee having similar qualifications and experiences may also apply
- Must be computer literate – able to use MS office applications and internet.
- Must be proficient in Hindi, local language and working knowledge of English.

**Core Competencies**

- **Technical Knowledge and Skills**
  - Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**
• For deputation Gr. Pay 5400; Rs. 20000/- per month for contractual.
• This position will require travel of at least ten days in a month.

**Terms and Conditions**

• The deputation/contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• For contractual employees, the engagement is purely contractual and can be terminated at any time with one month notice from either party.
ToR for Community Mobilization & Capacity Building Coordinator (CM&CBC)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Community Mobilization &amp; Capacity Building Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>Project Facilitation Team level (Block/below block level)</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in RD/Social Sciences/MBA/MSW. Experience in the relevant field would be preferred.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual</td>
</tr>
<tr>
<td>Grade</td>
<td>C</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>15000</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

Job Description -

The functions of the CM&CB Coordinator, shall include analysis of training needs (area, subject, skill), coordinating with other institutions to prepare various training modules, evaluation of training programs, preparing district-wise training calendar, identification of resource persons, preparation of training schedule, coordination for mutual learning, workshop and exposure, preparing training manuals, appraisal of training needs of different units of the project and community. Look into the aspects related to Social Development and extend support to DPMUs and PFTs on such social development aspects.

Position-1 at each PFT level; Duty Station- at block level of RRLP Districts

Role Summary-

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The functions of the CB&SD Coordinator, shall include analysis of training needs (area, subject, skill), coordinating with other institutions to prepare various training modules, evaluation of training programs, preparing district-wise training calendar, identification of resource persons, preparation of training schedule, coordination for mutual learning, workshop and exposure, preparing training manuals, appraisal of training needs of different units of the project and community. Look into the aspects related to Social Development and extend support to DPMUs and PFTs on such social development aspects.

Job Profile

- Responsible for the Community Mobilization & Capacity Building aspects of the project at the PFT and below levels.
• Analyse the Training needs with respect to the area, subject and skills of the project and project’s employees; prepare and appraisal of training needs of different units of the project and community at the PFT and below levels.
• Coordinate with other institutions to prepare various training modules as per the need for mutual learning at the PFT and below levels.
• Monitor, evaluate various training programs being implemented by the project at the PFT and below levels and suggest corrective actions for improving the Community Mobilization & Capacity Building aspects.
• Prepare PFT-wise training calendar, training schedule, training manuals; identify resource persons for training and other Community Mobilization & Capacity Building activities.
• Organise and coordinate workshops and exposure visits etc at the PFT and below levels.
• Any other activities as assigned by the PFT Coordinator, as required.

**Reporting**
• The incumbent will report to PFT Coordinator, RRLP.

**Qualification and Experience**

• PG with minimum 50% in RD/Social Sciences/MBA/MSW. Experience in the relevant field would be preferred.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in Hindi, local language and working knowledge of English.

**Core Competencies**

• **Technical Knowledge and Skills**
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**
• Consolidated salary of Rs. 15000/- per month.
• This position will require travel of at least ten days in a month.

**Terms and Conditions**
• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
ToR for Microfinance Coordinator (MC)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Microfinance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>Project Facilitation Team level (Block/below block level)</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in RD/Economics/MBA/MSW. Experience in the relevant field would be preferred.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual</td>
</tr>
<tr>
<td>Grade</td>
<td>C</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>15000</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

Position-1 at each PFT level; Duty Station- at block level of RRLP Districts

Role Summary-

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The function of the Microfinance Coordinator shall include survey of Microfinance opportunities within and outside of project area, develop skills and capacity to capitalise those market opportunities, supervise process monitoring, identification of innovative activities, and develop strategy for partnership development in this regard.

Job Profile

- Responsible for the aspects related to Microfinance of the project at the PFT and below levels.
- Identify and analyse the key issues/strategies/activities related to microfinance and its opportunity at the field level with sustainability and put forth them with the project persons concerned for the necessary actions at the PFT and below levels.
- Develop the roadmap of the microfinance aspects and its effective implementation at the PFT and below levels.
- Supervise and monitor the reach of project on microfinance aspects of the project at the PFT and below levels.
• Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of microfinance by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework at the PFT and below levels.
• Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions at the PFT and below levels.
• Any other activities as assigned by the PFT Coordinator, as required.

**Reporting**
• The incumbent will report to PFT Coordinator, RRLP.

**Qualification and Experience**
• PG with minimum 50% in RD/Economics/MBA/MSW. Experience in the relevant field would be preferred.
• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government would be an added advantage.
• Must be proficient in Hindi, local language and working knowledge of English.

**Core Competencies**

• **Technical Knowledge and Skills**
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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
Salary

- Consolidated salary of Rs. 15000/- per month.
- This position will require travel of at least one week in a month.

Terms and Conditions

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director.
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Livelihood & Environment Coordinator (L&EC)**

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Livelihood &amp; Environment Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>Project Facilitation Team level (Block/below block level)</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>PG with minimum 50% in RD/MBA/MSW/Social Sciences. Experience in the relevant field would be preferred. Knowledge in environment conservation / natural resource management is desirable</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual</td>
</tr>
<tr>
<td>Grade</td>
<td>C</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>15000</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

**Job Description**

The function of the Livelihood & Environment Coordinator shall include survey of livelihood opportunities within and outside of project area, develop skills and capacity to capitalise those market opportunities, supervise process monitoring, identification of innovative activities, and develop strategy for partnership development in this regard; Conducting Village level Natural resource Assessment; Ensure the use of environmental guidelines; Environmental appraisal of the proposed SHGs’ livelihood plans /activities; Coordinate support from relevant departments/institutes for training/technical support to SHG members.

Position-1 at each PFT level; **Duty Station- at block level of RRLP Districts**

**Role Summary**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The function of the Livelihood & Environment Coordinator shall include survey of livelihood & opportunities within and outside of project area, develop skills and capacity to capitalise those market opportunities, supervise process monitoring, identification of innovative activities, and develop strategy for partnership development in this regard. The incumbent will also work with the Livelihood & Environment Coordinator at district level for ensuring effective implementation of the Environment Management Framework, training of project staff and sensitize all stockholders regarding environmental issues, should liaise with experts, scientists, and resource persons to make available required inputs to the districts and state. Conducting Village level Natural resource Assessment; Ensure the use of environmental guidelines; Environmental appraisal of the proposed SHGs’ livelihood plans /activities; Coordinate support from relevant departments/institutes for training/technical support to SHG members.
**Job Profile**

- Responsible for the aspects related to Livelihood & Environment of the project at the PFT and below level.
- Identify and analyse the key issues/strategies/activities related to livelihood and its opportunity at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the livelihood and Environment aspects and its effective implementation at the PFT and below level.
- Conducting Village level Natural resource Assessment; Ensure the use of environmental guidelines; Environmental appraisal of the proposed SHGs’ livelihood plans /activities; Coordinate support from relevant departments/institutes for training/technical support to SHG members.
- Supervise and monitor the reach of project on Livelihood and Environment aspects of the project at the PFT and below level.
- Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of livelihood and Environment by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework at the PFT and below level.
- Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions at the PFT and below level.
- Provide technical and managerial input to component of RRLP on climate change and adaptation.
- Any other activities as assigned by the PFT Coordinator OR DPM as required.

**Reporting**

- The incumbent will report to PFT Coordinator, RRLP.

**Qualification and Experience**

- PG with minimum 50% in RD/MBA/MSW/Social Sciences. Experience in the relevant field would be preferred. Knowledge in environment conservation / natural resource management is desirable
- Knowledge and experience on climate change will be an asset.
- Experience in RD programme is desirable.
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in Hindi, local language and working knowledge of English.

**Core Competencies**

**Technical Knowledge and Skills**

- Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

**Salary**

• Consolidated salary of Rs. 15000/- per month.
• This position will require travel of at least ten days in a month.

**Terms and Conditions**

• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
• The engagement is purely contractual and can be terminated at any time with one month notice from either party.
**ToR for Management Information System & Accounts Coordinator - (MIS&AC)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Management Information System (MIS) &amp; Accounts Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>Project Facilitation Team level (Block/below block level)</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Graduate in commerce with accounting as main subject with 50% marks and BSc (IT)/Advance course in computer application from Govt. recognised institute and minimum 3 years of experience in the relevant field i.e. MIS and Accountancy. Government servant having similar experience and qualifications may also apply</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual/Deputation</td>
</tr>
<tr>
<td>Grade</td>
<td>C</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>15000</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>The MIS &amp; Account Coordinator will be responsible for managing program related and account related data i.e. data collection, data management, data analysis and the dissemination of the same and will report to the DPMU via PFT. Also inform below level institutions on the required progress of the project.</td>
</tr>
</tbody>
</table>

Position-1 at each PFT level; **Duty Station- at block level of RRLP Districts**

**Role Summary:**

The GoR is being implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The MIS & Account Coordinator will be responsible for managing program related and account related data i.e. data collection, data management, data analysis and the dissemination of the same and will report to the DPMU via PFT. Also inform below level institutions on the required progress of the project.

**Job Profile**

- Responsible for the aspects related to MIS and Accounts at the PFT and below levels.
- Data, management, data analysis, data /information dissemination to DPMUs, PFTs on the issues related to progress, quality of data, Monthly Oysical and Financial Progress Reports, project related other information/data, timeliness, accuracy etc. Identify and analyse the key issues related
to MIS and Accounts, current shortfalls and put forth them with the project persons concerned for the necessary actions at the PFT and below levels.

• Develop the roadmap of the establishing and strengthening MIS and Account systems nd its effective implementation at the PFT and below levels.
• Supervise and monitor the regularity and efficacy of project on MIS & Accounts aspects of the project at the PFT and below levels.
• Coordinate with other staff of the project and other institutions concerned for ensuring the regularity and efficacy of the identified issues of MIS & Accounts by identify the needs i.e. capacity building etc. within the project framework at the PFT and below levels.
• Any other activities as assigned by the PFT Coordinator, as required.

Reporting
• The incumbent will report to the PFT Coordinator, RRLP.

Qualification and Experience

• Graduate in commerce with accounting as main subject with 50% marks and BSc.(IT)/Advance course in computer application from Govt. recognised institute and minimum 3 years of experience in the relevant field i.e. MIS and Accountancy.
• Experience of working with government would be an added advantage.
• Government servant having similar experience and qualifications may also apply
• Must be proficient in Hindi, local language and working knowledge of English.

Core Competencies

• Technical Knowledge and Skills
  • Can give help and advice to others based on their specialist 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 clients according to Rajasthan Gramin Ajeevika 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

Salary
• Consolidated salary of Rs. 15000/- per month.
• This position will require travel as and when required.

Terms and Conditions

• The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director.
• For contractual employee, the engagement is purely contractual and can be terminated at any time with one month notice from either party.

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Computer Operators (110 Posts; 1 for each PFT level)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>Project Facilitation Team level (Block/below block level)</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Graduation with ‘O’ level course of computer with minimum 50% marks and 1 years of experience in the relevant field</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual / Service Agency</td>
</tr>
<tr>
<td>Grade</td>
<td>NA</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>As fixed by the GoR</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>Computer related work typing in Hindi and English, data entry; any other work assigned by the district coordinators, DPM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Attendants (110 Posts; 1 for each PFT level)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>Project Facilitation Team level (Block/below block level)</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>8th Pass. Person having relevant experience will be preferred</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contractual / Service Agency</td>
</tr>
<tr>
<td>Grade</td>
<td>NA</td>
</tr>
<tr>
<td>Salary (Rs.)</td>
<td>3000</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>Support services in the office.</td>
</tr>
</tbody>
</table>
**Specimen: Staff Contract Format for RRLP**

**Agreement of Contractual Appointment**

This agreement is made on …………., BETWEEN Rajasthan Gramin Ajeevika Vikas Parishad (hereinafter referred to as ‘The Society’), 3rd Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur, (Rajasthan)

AND

Ms./Mr./Dr. ……………………………………... (hereinafter referred to as ‘Employee’), date of birth……………. Address………………………………………….

……… …………………………………………………………………………………….

WHEREAS

The Society has selected Ms./Mr./Dr. ……………………………………... her/his services through an approved selection process.

Now Therefore the Parties Hereby Agreed as Follows:

1. The Society hereby engages the employee to render his/her services, as ……………………………………….. (name of position) as entrusted by its State Project Director (SPD), or any other officer authorized by the SPD from time to time.

2. The employee would be assigned for the Rajasthan Rural Livelihoods Project being implemented by the Society. In the event of the project being transferred to any other Society or the Project at a later date, the services of the employee would be transferred to the said Society or the Project.

3. The appointment of the employee has been made on a clear understanding that s/he has supplied all necessary information to enable the Society to judge his/her fitness for the job and that the information provided by the employee is true to the best of his/her knowledge and belief. Should it be found later that the employee has given wrong/ insufficient information or misrepresented the facts, the services of the employee would be terminated immediately.

4. The employee would report to ……………………..(name of Reporting Officer with Designation).

5. The Employee will be on probation initially for three months. The period of probation can be extended for a further period of three months at the sole discretion of Society. During the probation period, services of the employee can be terminated without any notice period.

6. The position offered to the employee is on contract extending not more than three years from ……….. (the date of signing this agreement) to……………….. . The Society might rescind the contract if the performance of the employee is found unsatisfactory.
7. This appointment can be terminated by the Society by giving the employee one month’s notice in writing or payment of one month’s remuneration in lieu thereof. The employee may also terminate this contract by giving one month’s notice to the Society in writing or payment of one month’s remuneration in lieu thereof. The Society may also terminate this agreement in the event of 7 days or more continuous absence from duty without any information.

8. That the Society, during the continuance of the service of the employee would pay as remuneration a sum of ` …………………….. per month thus ` ……………….. per annum to the employee. In addition to that the Society would make contribution in provident fund for the employee.

9. The employee would be entitled to an increment of 5 % on total remuneration after completed every year of service in the Society. This increment could be revised by the Empowered Committee of the Society.

10. Apart from the sum mentioned in Clause 8, the employee would be entitled TA/DA allowances as per the Society Rules and Guidelines of the Society.

11. The employee will not be entitled to get his/her salary if s/he willfully neglects or refuses or from other cause be unable to perform any of the duties under this agreement. The Society may suspend employee’s salary with giving sufficient reason during such neglect, negligence or inability as aforesaid and may further terminate engagement.

12. The employee would be entitled to a total of 20 days of leave, in addition to two days weekly off on Saturdays & Sundays for one year of completed service or on a pro-rata basis. For details, the Human Resource Policy document of the Society may be referred. The employee would also be entitled to National Holidays, and other festival holidays as per the provision made by Government of Rajasthan.

13. The employee would not be entitled to any other benefits except those mentioned above, and others, if any, as per HR Policy of the Society.

14. The employee could be transferred to any of the Project Districts of the Society as and when necessary keeping in view the nature of work assigned and in the best interests of the Society. Apart from work in office, the employee can be called upon to perform field duties as and when required by the Society.

15. The employee would not be allowed to take up any part time/ full time employment or assignments elsewhere or do any business during the period of the contract with the Society. For details, the Human Resource Policy document of the Society may be referred.

16. While in contract with the Society or at any time thereafter, the employee shall not divulge any information or knowledge gained and acquired by her/him during the period of contract which could be detrimental to the interests of the Society.

17. The title rights, copyrights and all other rights of whomsoever nature in any material produced by the Society under the period of this contract shall be vested exclusively in the Society, unless otherwise vested in Government by virtue of project document etc.

18. During the period of contract, the employee shall not stand for election as Member of a Municipal Committee, Municipal Corporation, District Board, Panchayat or any other legislative body.
19. The employee would conduct herself/himself at all times with full regard for the purposes and principles of the Society and in a manner befitting her/his relationship with the Society under the contract. The employee will avoid any action and in particular any kind of public announcement which may adversely reflect on that relationship, or on integrity, independence and impartiality which are required by the relationship. The employee will not accept any favour, gift or remuneration from any source external to the Society without first obtaining its approval.

20. Notwithstanding anything contained herein before, rules, regulations, bye-laws, instructions, lawful orders, etc. as and when framed and issued by Society relating to the conditions of the service and additions, amendments, modifications, alterations, etc made in the said conditions of service from time to time shall apply to the employee irrespective of whether these matters are provided for herein or not.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed in their respective names as of the day and year first above written.

<table>
<thead>
<tr>
<th>Signature on behalf of Rajasthan Gramin Ajeevika Vikas Parishad</th>
<th>Signature of the Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Witness -1</td>
<td>Witness -2</td>
</tr>
</tbody>
</table>
Annex-2

Rajasthan Rural Livelihood Project

Department of Rural Development, Government of Rajasthan

Draft

Annual Appraisal Format

for the Employees of Rajasthan Rural Livelihood Project
### Section I – Basic Information

*To be filled by the HR/Administrative Cell*

1. Name of the Employee  
   ![Enter name here]

2. Section (Project Coordination/ HR/ Finance)  
   ![Enter section here]

3. Level: State/Division/District/PFT  
   ![Enter level here]

4. Place of posting  
   ![Enter place of posting here]

5. Period of Evaluation  
   ![Enter period of evaluation here]

6. Present Post  
   ![Enter present post here]

7. Grade of the Employee – A/B/C  
   ![Enter grade here]

8. Reporting Authority (Name & Post)  
   ![Enter reporting authority here]

9. Reviewing Authority (Name & Post)  
   ![Enter reviewing authority here]

10. Accepting Authority (Name & Post)  
    ![Enter accepting authority here]

11. Period of Absence (Leave etc.)  
    ![Enter period of absence here]

12. Training Programme Attended (date, duration, subject, institute)  
    ![Enter training programme here]

13. Awards / Honours  
    ![Enter awards/honours here]
Section II – Self Appraisal

1. Brief Description of duties
(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

2. Annual Work Plan and Achievements:

<table>
<thead>
<tr>
<th>#</th>
<th>Tasks to be Performed</th>
<th>Deliverables</th>
<th>Actual Achievements (Ref. period dd/mm/yy - dd/mm/yy )</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>4.</td>
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</tbody>
</table>

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systematic improvements (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a brief description (within 100 words):

...
4. What are the factors that hindered your performance


5. Please indicate specific areas in which you feel the need to upgrade your skill through training programs

For current assignment:

For future career:

Date: 

Signature of officer reported upon…………………..

Please submit your updated CV, including additional qualifications acquired / training programme attended/publications/ special assignments undertaken, so that the records available with the HR Cell remain updated.
## Section II – Appraisal from the Reporting Authority (Supervisor)

<table>
<thead>
<tr>
<th>#</th>
<th>Attributes</th>
<th>Does Not Meet Expectations</th>
<th>Fully Meet Expectations</th>
<th>Exceeds Expectations</th>
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<tr>
<td>A</td>
<td>Competency Evaluation</td>
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<tr>
<td>1.</td>
<td>Core Values and Commitment</td>
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<td>Work to achieve the goals of RRLP as a</td>
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<td>whole, and demonstrates commitment to</td>
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<td>the RRLP’s core values: respects</td>
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<td>individual, gender and cultural</td>
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<td>differences in dealing with others</td>
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<td>2.</td>
<td>Teamwork</td>
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<td></td>
<td>Work Collaboratively with and supports</td>
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<td>colleagues to achieve organizational</td>
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<td>goal</td>
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<td>3.</td>
<td>Client Orientation</td>
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<td>Establishes and maintain productive</td>
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<td>partnerships with clients by gaining</td>
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<td>their trust and respect and by</td>
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<td>identifying clients’ needs and</td>
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<td>matching them with appropriate</td>
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<td>solutions</td>
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<td>Meets time line for delivery services</td>
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<td>to client</td>
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<td>4.</td>
<td>Planning and Organization</td>
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<td>Identifies priority activities and</td>
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<td>assignments, adjusts priorities as</td>
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<td>required</td>
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<td>Allocates appropriate amount of time</td>
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<td>and resources for completing work</td>
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<td>Foresees risks and allows for</td>
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<td>contingencies when planning</td>
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<td>Uses time efficiently</td>
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<td>Communication</td>
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<td>Speaks and writes clearly and</td>
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<td>effectively; listens to others;</td>
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<td>correctly interprets messages and</td>
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<td>responds appropriately</td>
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<td>Asks questions to clarify, and</td>
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<td>exhibits interest in having two way</td>
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<td>communication</td>
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<td>Demonstrate openness in sharing</td>
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<td>information and keeping people</td>
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<td>informed</td>
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<td>6.</td>
<td>Accountability</td>
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<td>Take ownership for all responsibilities</td>
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<td>and honours commitments</td>
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<td>Delivers outputs for which he/she has</td>
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<td>responsibility within prescribed time,</td>
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<td>cost and quality standards</td>
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<td>Take personal responsibility for his/</td>
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<td>her own shortcomings and those of the</td>
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<td>work unit, where applicable</td>
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<td>7.</td>
<td>Building and Knowledge Sharing</td>
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<td>Contributes to own field of practice</td>
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<td>(e.g. documents and shares knowledge</td>
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<td>inside or outside own office/project,</td>
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<td>engage in practice discussions etc.)</td>
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<td>Attributes</td>
<td>Does Not Meet Expectations</td>
<td>Fully Meet Expectations</td>
<td>Exceeds Expectations</td>
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<td>8.</td>
<td>Commitment to Continuous Learning</td>
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<td>Keeps abreast of new developments in own occupation/profession; actively seeks to develop him/herself professionally and personally; shows willingness top learn from others.</td>
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<td>B competency Evaluation (for the employee having Managerial Responsibility)</td>
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<td>9.</td>
<td>Ability to Lead People</td>
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<td></td>
<td>Lead teams effectively- motivates and manages teams well, inspiring confidence and admiration in others, encourages staff to collaborate.</td>
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<td></td>
<td>Support staff, provides oversight and shares personal knowledge with others who request guidance and advice</td>
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<td>10.</td>
<td>Ability to Support and Develop Staff</td>
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<td></td>
<td>Promote a learning environment in the office – empowers staff to address their development needs and promote an open atmosphere of mutual feedback and support.</td>
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<td></td>
<td>Provide Constructive coaching and feedback-n demonstrate strong coaching skills and commitment to provide coaching regularly, providing helpful feedback and advice to others in the office</td>
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<td>11.</td>
<td>Planning</td>
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<td>Leads development clear office strategy- anticipates and understands client needs, formulates clear strategic plans, prioritizes interventions, and allocates resources according to priorities.</td>
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<td></td>
<td>Manage Project effectively- consistently ensures timeliness and quality of the project work carried out by the office.</td>
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<td>12.</td>
<td>Problem Solving</td>
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<td></td>
<td>Develop innovative solutions- encourages and contributes creative solutions to address challenging situations</td>
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<td>Takes initiatives and calculated risks- makes proactive attempts to engage clients and achieved desired results and follows up regularly to drive successful implementation</td>
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<td>13.</td>
<td>Managing Relationships</td>
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<td></td>
<td>Build Strong relationships with external actors- cultivate productive relationships with donors, clients, partners, and other important institutions and individuals, mobilise</td>
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<td>#</td>
<td>Attributes</td>
<td>Does Not Meet Expectations</td>
<td>Fully Meet Expectations</td>
<td>Exceeds Expectations</td>
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<td>additional resources to achieve strategic results</td>
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<td></td>
<td>Build Strong client relationships- establishes lasting relationships and</td>
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<td>sustentative dialogue with clients that create valuable Intervention</td>
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<td></td>
<td>opportunities for the office/unit</td>
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</tbody>
</table>

C: Rating of overall performance during above contract period –

i. Outstanding Performance

ii. Exceeded Expectations

iii. Fully Met Expectations

iv. Partially Met Expectations

v. Unsatisfactory Performance

D: Would Recommend this individual to work under RRLP again under –

- Contract at the same level? Yes No
- Contract at higher level? Yes No

E: Additional Comments from supervisor on the performance of the individual (attaché additional sheet in required) –

Supervisor Name, Signature, Position and date
Section III – Appraisal from the Reviewing Authority

1. Do you agree with assessment made by the reporting officer – Yes No

2. In case of difference of opinion details and reasons for the same may be given

Reviewer’s Name, Signature, Position and date

Section IV – Appraisal from the Accepting Authority

1. Do you agree with assessment made by the reviewing officer – Yes No

2. In case of difference of opinion details and reasons for the same may be given

Accepter’s Name, Signature, Position and date
Rajasthan Rural Livelihood Project

Department of Rural Development, Government of Rajasthan

Draft

QUARTERLY APPRAISAL FORMAT

for the Employees of Rajasthan Rural Livelihood Project
Section I – Basic Information

(To be filled by the HR/Administrative Cell)

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>14.</td>
<td>Name of the Employee</td>
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<tr>
<td>15.</td>
<td>Section (Project Coordination/ HR/ Finance)</td>
</tr>
<tr>
<td>16.</td>
<td>Level: State/Division/District/PFT</td>
</tr>
<tr>
<td>17.</td>
<td>Place of posting</td>
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<tr>
<td>18.</td>
<td>Period of Evaluation</td>
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<td>19.</td>
<td>Present Post</td>
</tr>
<tr>
<td>20.</td>
<td>Grade of the Employee – A/B/C</td>
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<tr>
<td>21.</td>
<td>Reporting Authority (Name &amp; Post)</td>
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<tr>
<td>22.</td>
<td>Reviewing Authority (Name &amp; Post)</td>
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<tr>
<td>23.</td>
<td>Period of Absence (Leave etc.)</td>
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</tbody>
</table>

Signature of the Employee

Date & Place
Section II – Self Appraisal

1. Brief Description of duties
   (Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

2. Quantitative Achievements During the Quarter

<table>
<thead>
<tr>
<th>#</th>
<th>Particulars</th>
<th>Numbers</th>
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<tbody>
<tr>
<td>1</td>
<td>No. of Matter handled during the quarter</td>
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<td>2</td>
<td>No. of Matter executed/finalized during the quarter</td>
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<td>3</td>
<td>No. of New Matter Initiated during the quarter</td>
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<td>4</td>
<td>No. of New Matter executed/finalized during the quarter</td>
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<td>5</td>
<td>No. of field visited planned during the quarter</td>
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<td>6</td>
<td>No. of field visited made during the quarter</td>
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<td>7</td>
<td>No. of Field visit report submitted during the quarter</td>
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<td>8</td>
<td>No. of relevant Training/Workshop/Seminar organized during the quarter</td>
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<td>9</td>
<td>No. of relevant Training/Workshop/Seminar attended during the quarter</td>
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<tr>
<td>10</td>
<td>No. of Training/Workshop/Seminar conducted during the quarter</td>
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<td>11</td>
<td>No. of grievances against you during the quarter</td>
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<td>12</td>
<td>No. of grievances redressed during the quarter</td>
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<td>13</td>
<td>No. of leaves remained during the quarter</td>
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<td>14</td>
<td>No. of leaves availed during the quarter</td>
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<td>15</td>
<td>No. of days marked absent during the quarter</td>
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</table>
3. Any other relevant qualitative information you would like to mention


4. What are the factors that hindered your performance


5. Rating of overall performance by the Supervisor during the quarter–
   vi. Outstanding Performance
   vii. Exceeded Expectations
   viii. Fully Met Expectations
   ix. Partially Met Expectations
   x. Unsatisfactory Performance

- **Signature of the Employee**
- **Date & Place**
Rajasthan Rural Livelihood Project

REQUEST FOR LEAVE†

Name:              Date (DDMMYY):

Designation:       Place of Posting:

I Herewith Request for Leave Effective

From --------------- To------------- Total Days---------------

(Employee’s Signature)

During my absence, my portfolio/work will be handled by (Name)..........................
(Designation).........................

Recommended By..................................Date..............

Approved By: ............................................. Date..............

† For Maternity OR Paternity leave, documentary evidence would be needed.
Guiding Questions for Exit Interview

- Why have you decided to leave the RRLP?
- Was a single event responsible for your decision to leave?
- Have you shared your concerns with anyone in the RRLP prior to deciding to leave?
- What does your new offer that encouraged you to accept their offer and leave RRLP?
- What did you like most about your job?
- What did you dislike about your job? What would you change about your job?
- Did you have clear goals and know what was expected of you in your job?
- Were your job responsibilities characterized correctly during the orientation?
- Do you feel you had the resources and support necessary to accomplish your job? If not, what was missing?
- Did you receive adequate feedback about your performance day-to-day and in the performance development planning process?
- The quality of supervision is important to most people at work. How was your relationship with your reporting officer?
- What could your supervisor do to improve his or her management style and skill?
- What are your views about management and leadership, in general, in the RRLP?
- Did you clearly understand and feel a part of the accomplishment of the RRLP mission and goals?
- What do you value about the RRLP?
- What did you dislike about the RRLP?
- We try to be an employee-oriented RRLP in which employees experience positive morale and motivation. What is your experience of employee morale and motivation in the RRLP?
- Did the management of the RRLP care about and help you accomplish your personal and professional development and career goals?
- What would you recommend to help us create a better workplace?
- Do the policies and procedures of the RRLP help to create a well-managed, consistent, and fair workplace in which expectations are clearly defined?
- What are the key qualities and skills we should seek in your replacement?
- Do you have any recommendations regarding our compensation, benefits and other reward and recognition efforts?
- What would make you consider working for this RRLP again in the future? Would you recommend the RRLP as a good place to work to your friends and family?
- Can you offer any other comments that will enable us to understand why you are leaving, how we can improve, and what we can do to become a better Organisation?
- If we could change some things to get you back, what would they be?
Travel Claim Format

Name: ..................................... Place of Visit ......................................... Date of Visit (DDMMYY)..........................

Designation............................ Place of Posting ......................................... Purpose of Visit..................................

A. Outstation Travel Details:

<table>
<thead>
<tr>
<th>#</th>
<th>Date &amp; Time</th>
<th>From Departure Place</th>
<th>To Arrival place</th>
<th>Date &amp; Time</th>
<th>Mode of Transport and Ticket Details</th>
<th>Total Days</th>
<th>DA Claim*</th>
<th>Lodging1</th>
<th>TA Claim2</th>
<th>Others3</th>
<th>Total Amount (*+1+2+3)</th>
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</tbody>
</table>

Total (A)

Remarks if any:
B. Local Conveyance Details

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>To</th>
<th>Mode of Transport</th>
<th>Distance</th>
<th>Purpose</th>
<th>Amount</th>
<th>Others</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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</table>

Total (B)

Grand Total (A+B)

Remarks, if any:

This is to certify that I incurred the above expenditure in course of official work and that I have not claimed it from elsewhere.

Signature of
Claimant..................................................

1-Lodging Bills attached
2-Travel bill/tickets Attached
3-Others/Incidental bills attached

Tour Approving Authority.................... Verified By ................. Total Amount Payable (`)........................

.
Tour Diary Format
Name: ........................................ Designation .................................................. Tour Diary for the month........

<table>
<thead>
<tr>
<th>#</th>
<th>Date (DDMMYY)</th>
<th>Time (am/pm)</th>
<th>Place(s) Visited</th>
<th>Purpose of visit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>From</td>
<td></td>
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</table>

Approving Authority
Date

Signature of the Employee
Date
SAMPLE DECLARATION FOR HOUSE IN POSSESSION

RAJASTHAN RURAL LIVELIHOOD PROJECT (RRLP)
DECLARATION FOR OWN/GOVT. HOUSE IN POSSESSION

I.......................................... (Name) ........................................................................................................

(Designation and Office) declare as under: -

a) that I reside in a hired house located at ...........................................................

...................................................................................................................... full postal

address) belonging to Shri /Smt./Ms........................... (Name and full postal address) The house

has been hired by me/my father/mother/wife/husband/son/daughter for which house rent is being

paid @ Rs........... per month. I have been residing in this house since........................... till date.


OR

b) That I reside in a house located at .................................................................

.................................................................................................................... (full postal address) belonging to

me/my father/mother/wife/husband/son/daughter.

c) That no person who is an employee of RRLP or any other employee resides with me.

d) That the following persons are employees of RRLP or other employers e.g. Central Govt. or State

Government or their subsidiary organization or banks etc. reside with me:--

<table>
<thead>
<tr>
<th>#</th>
<th>Name of person</th>
<th>Office/Organization where employed</th>
<th>Relation with RRLP employees</th>
<th>Whether receiving house rent or not</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

The particulars given above are true to the best of my knowledge.

SIGNATURE ...........................................

NAME ...................................................

DATE ...............................................
Expression of Interest
For Hiring Human Resource Agency for Rajasthan Rural Livelihood
Project in Rajasthan

The GoR is implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) for empowering the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015 in the 17 districts. The project has its multi tier structure corresponding to State, Division, District and PFT levels. At each level, a team of professionals would be inducted to manage the Project. A total of around 700 professionals would be hired at all three levels.

For hiring human resources, RRLP is looking for suitable Human Resource Agency who must have following ability and prerequisite-

• Past experience and proven track record of hiring the Human Resources particularly in Rural Development Sector in the country.
• Agency must have knowledge of Rural Development System and government procedures
• Proven track record of working with the state and/or central government.
• Agency must have necessary team of full time experts and subject specialists such as Rural Development, MIS, M&E, Governance and HR specialists etc. required to recruit the desired professionals. One expert of each discipline should be in a team.
• Preference will be given to agency(ies) that has/have similar experience of working with Government of Rajasthan.

The total duration of the assignment will for a period of maximum 3 months. However the retainer ship of the selected agency would be for the entire project duration (2010-15).

The interested agencies who fulfil the above conditions may apply within 15 days of publishing of this advertisement in sealed envelop with documentary evidences (past work orders, CVs of team members etc.) along with financial bid in a separate sealed envelop quoted “Financial Bid” and a demand draft (refundable) Rs. 10000/- in favour of ‘State Project Director, RRLP, Rajasthan”. The details may be seen in our website:  ……………………………………..

SPD, RRLP, Rajasthan
1. Introduction

The GoR has decided to start Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) for empowering the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project will be implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 Lakhs BPL & poor population live in around 110 blocks of these districts of Rajasthan.

Since, RRLP has to cover huge area and population and offer various activities to alleviate poverty, the project management aspects must be very robust. This can largely be done by engaging the best of the professionals and provide conducive working environment. Therefore, the services of a Human Resource Agency are required to hire professionals who can manage the project at all levels efficiently.

The project has its multi tier structure corresponding to State, Division, District and PFT levels. At each level, a team of professionals would be inducted to manage the Project to achieve its objectives. A total of around 700 professionals would be hired at all three levels.

2. Objectives of the assignment:

The objective of this assignment is to recruit human resources at all levels under the project structure.

3. Key Tasks:

- **Staff selection process:** The agency will have to lay out the steps as well processes of recruitment for approved positions. The agency will clearly outline the entire process steps and requirements for selection; it will lay out the pre-tests to be conducted and the interview system. The agency will propose a method by which final decision on the selected staff be taken by RRLP and system by which the selected candidate will be informed. A clear procedure for contracting individuals from open market need to be adhered. The schedule of the recruitment will be finalised by the recruitment agency in consultation with RRLP.

- **Call for application:** The agency will have to advertise the call for application that would be robust and effective enough to reach out to as many suitable and competent applicants at possible. The agency has to advertise at least in two leading state level daily newspaper (Hindi); one national level newspaper (English) and floated on reputed web-portals visited by job seekers in the development sector.

- **Screening of applicants:** The agency will screen the applications received in response of call for application. The screening process must be objective and more importantly, will be able to filter out the best applicants to be considered for further round of selection.

- **Selection of staff:** The agency will conduct telephonic interviews/written test/personal interviews for selecting the best suitable candidates for their respective job profiles. The transparency, honesty and professionalism will be maintained in selecting the appropriate candidates and informing them properly about their selections. Considering the higher turnover rates, proper waiting list (at least 3 waitlist candidates per post) will be prepared for each
position. The waitlist can be more if suitable candidates are available. The representative of RRLP would be an integral part of each interview panel (until unless mentioned by RRLP in written otherwise). The recruitment agency will submit the final result of recommended candidates along with relevant documents after completing every event of recruitment.

- The recruitment agency will follow the prescribed norms and criteria of selection for respective positions as approved by RRLP.
- Keep informing the officials concerned of RRLP in written and verbal about the progress regularly.
- The professionals would be required as per the following details-

<table>
<thead>
<tr>
<th>#</th>
<th>Levels</th>
<th>Numbers*</th>
<th>Salary range ('')</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>State level</td>
<td>29</td>
<td>40000-15000</td>
</tr>
<tr>
<td>2.</td>
<td>Division level</td>
<td>13</td>
<td>25000</td>
</tr>
<tr>
<td>3.</td>
<td>District level</td>
<td>150</td>
<td>25000-15000</td>
</tr>
<tr>
<td>4.</td>
<td>PFT (block/below block) level</td>
<td>550</td>
<td>20000-15000</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>742</td>
<td></td>
</tr>
</tbody>
</table>

* The numbers are tentative (10-12% variation may take place); the number of the posts would be finalised by the empowered committee before final selection of the recruiting agency.

4. Skills and Experience of the Agency

The interested agency should have following abilities and pre-requisites –

- Past experience and proven track record of hiring the Human Resources particularly in Rural Development Sector in the country.
- Agency must have knowledge of Rural Development System and government procedures
- Proven track record of working with the state and/or central government.
- Agency must have necessary team of full time experts and subject specialists such as Rural Development, MIS, M&E, Governance and HR specialists etc. required to recruit the desired professionals.
- Preference will be given to agency(ies) that has/have similar experience of working with Government of Rajasthan.

The shortlist agency has to make a presentation through their technical proposal on the concept, methodology and processes planned to be adopted for executing the recruitment task. The agency has to submit the documentary evidences (past work orders, CVs of team members etc.) for supporting the above conditions.

5. Role of RRLP

- Extend all support required for hiring the professionals
- Provide Job descriptions vis-à-vis numbers of positions at all levels.
- Supervise and monitor the processes adopted for recruitment.
- Participate in the interview/selection process
- Provide timely financial support for smooth functioning.

6. Timeline:

- The retainer ship of the selected agency would be for the entire project duration (2010-15).
- The agency has to provide required human resources first time within 3 months and subsequently within a month for the same position.
### Scoring Sheet (Confidential)

#### 1. Scores of Technical Bid (Maximum marks 80)-

<table>
<thead>
<tr>
<th>#</th>
<th>Particulars</th>
<th>Scores</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Work Experience: Hired Human Resources for Rural Development Sector since-</td>
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<tr>
<td></td>
<td>• 2 years</td>
<td>2</td>
<td>If less than 2 years put 0 mark</td>
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<td>• 3-5 years</td>
<td>4</td>
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<td></td>
<td>• more than 5 years</td>
<td>5</td>
<td></td>
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<tr>
<td>B</td>
<td>Work Experience: Hired Human Resources for GoI for -</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Any department other than RD or its allies</td>
<td>3</td>
<td>If less than 2 years put 0 mark</td>
</tr>
<tr>
<td></td>
<td>• Rural Department or its allied sector</td>
<td>5</td>
<td>Allies of RD may be Watershed, PRIs, NREGS etc.</td>
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<tr>
<td>C</td>
<td>Work Experience: Hired Human Resources for State government(s), other than</td>
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<tr>
<td></td>
<td>Rajasthan</td>
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<td></td>
<td>• for 1 State Government</td>
<td>2</td>
<td>If less than 1 year put 0 mark</td>
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<td>• for 2-3 State Governments</td>
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<td>• more than 3 State Governments</td>
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<td>D</td>
<td>Work Experience: Hired Human Resources for Rajasthan State government for</td>
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<td>any department</td>
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<td>E</td>
<td>Work Experience: Hired Human Resources for Rajasthan State government for</td>
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<td>Rural Development or its allied Sector</td>
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<td>F</td>
<td>Work Experience: Hired Human Resources for Rural Livelihood Project</td>
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<td></td>
<td>implemented by any State Government</td>
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<tr>
<td>G</td>
<td>Team Composition</td>
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<tr>
<td></td>
<td>Having specialists of HR, Finance, M&amp;E, MIS, Livelihood, Rural Development,</td>
<td>40</td>
<td>2 marks for each expert and add 1 mark each 3 years of experience</td>
</tr>
<tr>
<td></td>
<td>Capacity Building, Microfinance in the team of experts with minimum 5 years</td>
<td></td>
<td>maximum to 12 years e.g. expert has 9 years experience will get</td>
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<tr>
<td></td>
<td>experience in relevant area</td>
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<td>2+1+1 = 4 marks</td>
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<tr>
<td>H</td>
<td>Agency has its office in Rajasthan</td>
<td>5</td>
<td>Provide local address of functional office</td>
</tr>
<tr>
<td>I</td>
<td>Presented sound strategy and workplan considering wide coverage, robust</td>
<td>5</td>
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<tr>
<td></td>
<td>selection process, ensuring transparency</td>
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</table>

The financial bid of those agencies will be opened who will secure 50% of total marks.
2. **Scores of Financial Bid (Maximum marks 20)**

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<thead>
<tr>
<th>#</th>
<th>Particulars</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Agency asked upto 5% of total CTC of all the posts</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Agency asked between 7-9% of total CTC of all the posts</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Agency asked between 10-15% of total CTC of all the posts</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Agency asked above 15% of total CTC of all the posts</td>
<td>5</td>
</tr>
</tbody>
</table>