

**GOVERNMENT OF ARUNACHAL PRADESH
ARUNACHAL STATE RURAL LIVELIHOODS MISSION**

:: ITANAGAR ::

No.ArSRLM/Rectt./63/2015-16

Dated Itanagar the, 19th Dec 2016

ADVERTISEMENT FOR PUBLICATION IN LOCAL NEWSPAPERS AND ONE REGIONAL NEWSPAPER

The Arunachal State Rural Livelihoods Mission Government of Arunachal Pradesh (ArSRLM) is a Quasi-Government agency under the aegis of Government of Arunachal Pradesh. It is supported by National Mission Management Unit and Rural Skills Division at Ministry of Rural Development Government of India. ArSRLM is the state level apex agency for planning, implementation, monitoring and evaluation of all manner of interventions aimed at facilitating sustainable livelihoods of the rural poor in Arunachal Pradesh.

ArSRLM intends to recruit dedicated, competent, and hardworking personnel in reference to following positions, who are willing to learn on the job, put together their passion and zeal to work with rural poor in the State, travel extensively, including by foot in remote areas and stay in rural areas of the State, for the following positions *in reference terms and conditions as mentioned in detailed advertisement placed on official website of ArSRLM, viz. "www.arsrlm.in"*. All candidates willing to apply are required to carefully read the terms and conditions in the detailed advertisement. Preference shall be given to APST candidates subject to fulfillment of laid down conditions and corresponding applicability to the Mission.

Sl. No	Programme Code	Name of Post	Code	Level	Number of posts	Reservation
1	GKY	Programme Manager- Mobilization for Counseling, PIA Coordination and Development (PMCGKY)	01	State	1	Unreserved
2		Mission Executive – MIS and Accounts (ME-MISA-GKY)	02	State	1	Unreserved
3		Mission Executive – Knowledge Management and Communication (ME-KMC)	03	State	1	Unreserved
4		Assistant - Programme (ASST(PROG))	04	State	1	Reserved for APST
5		Assistant (Procurement / GKY)(ASST – Proc/GKY)	05	State	1	Reserved for APST
6		Assistant – Programme Accounts (ASST – PRAC)	06	State	1	Reserved for APST
7		Block Mission Manager(BMM)	07	Block	8	4 posts reserved for APST
8		Block Coordinators – Livelihoods Promotion (BC-Lh)	08	Block	15	12 post reserved for APST
9		Cluster Coordinator	09	Block	19	15 post reserved for APST
10		Block Assistant (Accounts and MIS)	10	Block	11	9 post reserved for APST

For further details regarding eligibility criteria and corresponding desired experience, please visit the official website of ArSRLM, 'www.arsrlm.in'. All positions are purely on contractual in nature. However, based on performance review contract may get extended on contractual position for certain positions. Last date of receiving application form -12th Jan, 2017 at 3.0PM


Tabin Siga, APCS
CEO-cum-SMID

Arunachal State Rural Livelihoods Mission
Itanagar



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ARUNACHAL STATE RURAL LIVELIHOODS MISSION
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The Arunachal State Rural Livelihoods Mission Government of Arunachal Pradesh (ARSLRM) is a Quasi-Government agency under the aegis of Government of Arunachal Pradesh. It is supported by Nation Mission Management Unit and Rural Skills Division at Ministry of Rural Development Government of India. ARSLRM is the state level apex agency for planning, implementation, monitoring and evaluation of all manner interventions aimed at facilitating sustainable livelihoods of the rural poor in Arunachal Pradesh.

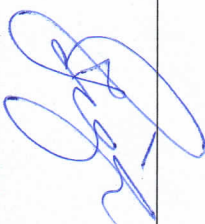
ARSLRM is the nodal agency for implementation of Deendayal Antyodaya Yojana –National Rural Livelihoods Mission (DAY-NRLM) and Deendayal Upadhyaya Gramin Kaushalya Yojana (DDU-GKY) in Arunachal Pradesh. ARSLRM strives to reach out to all the rural poor in the State in a well-planned and phased manner, to organise the rural poor into institutions of poor, and to provide them long term and continuous handholding to enable them to come out of rural poverty. ARSLRM is also the nodal agency for implementing placement linked skill development programme – DDU GKY, the vision of which is to empower the rural poor youth into economically independent and globally relevant workforce.

ARSLRM intends to recruit dedicated, competent, and hardworking personnel who are willing to learn on the job, put together their passion and zeal to work with rural poor in the State, travel extensively, including foot in remote areas and stay in rural areas of the State, for the following positions in reference terms and conditions as mentioned in this advertisement. Any Candidate willing to apply is required to carefully read the terms and conditions. The concerned candidates are also advised to visit "www.aajeevika.gov.in" and "www.arsrlm.in" for details pertaining to functioning of Deendayal Antyodaya Yojana – National Rural Livelihoods Mission and Arunachal State Rural Livelihoods Mission respectively.

Programme Code : GKY

Sl. No.	Name of the post & Post Code	No. of posts	Minimum Qualification, Experience	Age limit	Roles and Responsibilities (indicative & not exhaustive)	Fixed Monthly Gross Remuneration
1.	Programme Manager- Mobilization for Counselling, PIA Coordination and Development (PM-MC-GKY)	1 (one) (UR-1)	<p>Essential Criteria:- MBA/ Post Graduate in Rural Development/MSW/ Rural Management/Sociology/HR-Disciplines. Minimum 3 years' experience in relevant discipline in reference to corresponding roles and responsibilities as indicated Good command over English as a spoken language and ICT Tools is a must.</p> <p>Preference criteria – 1. 3+years of experience in Counselling/Social Mobilization/Job Fairs/Training/ Industry engagement 2. Demonstrable experience in interfacing with multiple stakeholders at various levels. 3. Experience in assisting set-up of self-employment initiative for the skilled youth through incubation 4. Managing placement oriented skill development training and /or placement oriented interventions involving single or multiple stakeholders</p> <p>Familiarity in more than one local dialect shall be an advantage.</p>	22-35years	<ul style="list-style-type: none"> • Industry engagements, assisting in setting up of self-employment initiatives for skilled youth • Assistance in development of effective mobilization & counselling strategies. • Prepare formats (both qualitative & quantitative) for monthly, quarterly, half yearly & yearly reports. • Undertaking key activities to facilitate student placement through organizing job fairs, building industry partnerships etc. • Building robust alumni network. • Monitor the operation of Migration Support Centres. • Facilitate placements, propose innovative PPPs • Develop an understanding of IT platforms under DAY NRLM and DDU GKY • Any other tasks as assigned by the concerned competent authority, from time to time. 	46000/-

Sl. No.	Name of the post & Post Code	No. of posts	Minimum Qualification, Experience	Age limit	Roles and Responsibilities (indicative & not exhaustive)	Fixed Monthly Gross Remuneration
2.	Mission Executive – MIS and Accounts (ME-MISA-GKY)	1 (one) Reserved for APST	<p>Essential Criteria:- Post Graduate in any discipline. Min of 2 years experience in engagement with State/District/Block units for coordination and organization needs in reference to proper and timely updation of Management System Information (MIS)</p> <p>Preference criteria –</p> <ol style="list-style-type: none"> 1. Post Graduation including PG Diploma in Rural Development, Social Work, Rural Management, MCA 2. Experience in hardware related trouble shooting of computer systems and networking. 3. Experience in HTML, Java and other platforms 4. 2+ years of experience in coordination of MIS updation preferably pertaining to Government programmes in Arunachal Pradesh 5. Experience of building knowledge base of learning and results 6. Coordinating MIS Updation and other trouble shooting through on site visits, including to remote blocks, preferably in Arunachal Pradesh. 	22-35 years	<ul style="list-style-type: none"> • Engagement with various Block Mission Management Units for supporting timely updation of DAY NRRLM MIS • Engagement with all units within ARSLM for all requirements of coordination and organisational needs. • Providing updated MIS reports to concerned State Mission Manager at ARSLM. • Supporting Accounts Section in updation of financial progress reports in concerned MIS • Supporting development of evaluation and monitoring frameworks. • Travelling to Block head quarter for resolution of MIS/Evaluation related issues. • Providing support to State Mission in Office Automation and hardware trouble shooting 	30000/-
3.	Mission Executive – Knowledge Management and Communication (ME-KMC)	1 (one) (UR-1)	<p>Essential Criteria:- Post Graduate Degree/Diploma in Mass Communication /Development Communication / Social Work / Advertising / Fine Arts/Rural Development.</p> <p>Minimum 2 years experience in engagement with State / District units in development of communication materials, including designing logos, development of training materials, short documentaries in reference to rural areas.</p> <p>Experience in use of concerned software packages, good knowledge and experience in handling web based management systems.</p> <p>Preference criteria –</p> <ol style="list-style-type: none"> 1. Qualifications in Project Management, Film making shall be an advantage 2. 2+ years of experience in working on community development, sensitization, awareness generation in rural areas (within Arunachal Pradesh). 3. Experience of building knowledge base of learning and results 4. Experience of printing and publishing methods shall be an added advantage. 	22 – 35 years	<ul style="list-style-type: none"> • Developing a variety of communication materials – including customisation of standardised communication material for Social Mobilisation • To develop and maintain a database of accurate records pertaining to communication strategies, press cuttings, knowledge sharing and social media activity • To work with Programme Team to ensure all online activity is up to date • Provide technical and other support to Programme Team for development of communication strategies • Collaborate with multiple agencies for development of communication materials in Print and Audio Visual Formats • Contribute towards development including documentation of training materials, manuals, guides, presentations, decisions, and other documents 	30000/-



Sl. No.	Name of the post & Post Code	No. of posts	Minimum Qualification, Experience	Age limit	Roles and Responsibilities (indicative & not exhaustive)	Fixed Monthly Gross Remuneration
4.	Assistant - Programme (ASST(PROG))	1 (one) (UR)	<p>Essential Criteria: - Graduate in any discipline from a recognized university.</p> <p>Preference criteria -Preference criteria -</p> <ol style="list-style-type: none"> Candidates with certificate / diploma in Office applications Experience in supporting office documentation and filing systems in any Government Department / agency Proficiency in surfing the internet and office applications. Ability to travel extensively and stay in rural areas for documentation. Ability to work late hours 	22 - 30 years	<ul style="list-style-type: none"> Assist the Programme Team in documentation of office matters and file management Tracking documentation within A/SRLM and with external agencies Supporting the concerned Mission Executives / Programme Managers in updating of A/SRLM website and MIS Any other tasks as assigned by COO (Programme), from time to time. 	22000/-
5.	Assistant (Procurement / GKY) (ASST - Proc/GKY)	1 (one) Reserved for APST	<p>Knowledge of Government procedures and norms, especially in reference to office documentation shall be an added advantage.</p>	22-30 years	<ul style="list-style-type: none"> Assist the Administration and Procurement Teams in documentation of matters pertaining to GKY and Procurement Supporting concerned State Mission Managers dealing with GKY and / or Financial Management in documentation, record keeping and concerned updation of financial and physical progress of programmes. Support the Accounts Section in compiling of IUFRRs, taxation, and other mandatory deductions etc. pertaining to DDU GKY at A/SRLM Any other task assigned by the concerned competent authority from time to time 	22000/-
6.	Assistant - Programme Accounts (ASST - PRAC)	1 (one) Reserved for APST	<p>Essential Criteria: - B.Com from a recognized university.</p> <p>Preference criteria -Preference criteria -</p> <ol style="list-style-type: none"> M.Com, / B.Sc. (Statistics) / MBA (Financial Management) Candidates with certificate / diploma in Office applications Experience in managing office accounts, including dealing in final accounts at State or District level Proficiency in surfing the internet and office applications. Ability to travel extensively and stay in rural areas for documentation. Ability to work late hours <p>Knowledge of Government procedures and norms, especially in reference to office documentation shall be an added advantage.</p>	22 - 30 years	<ul style="list-style-type: none"> Assist the Accounts Section in proper maintenance of Accounts and related matters pertaining to Programme component at A/SRLM Assist the Programme Team in providing timely updation of component wise expenditure under Programme Component. Support the Accounts Section in compiling of IUFRRs, taxation, and other mandatory deductions etc. pertaining to DDU GKY at A/SRLM. Any other task assigned by the concerned competent authority from time to time 	22000/-

Programme Code :DAY - NRLM

Sl. No.	Name of the post & Post Code	No. of posts	Minimum Qualification, Experience	Age limit	Roles and Responsibilities (indicative & not exhaustive)	Fixed Monthly Gross Remuneration
1.	Block Mission Manager(BMM)	08 (Eight) UR	<p>Essential Criteria:- PG Degree or equivalent in Social Work/Rural Dev./Veterinary Science/Development Studies/Dairy/Agro Economics/ Agriculture from recognized University/PGDiploma in Rural Development/Management from reputed institution Good command over English as a spoken language and ICT Tools is a must. Minimum 2 years of experience in Social / Community Development Sector Ability to stay for prolonged periods in rural areas and travel extensively in rural areas of Arunachal Pradesh</p> <p>Preference criteria – 1. Experience in Livelihoods Promotion and Poverty Reduction 2. Demonstrable experience in management of project / mission oriented activities at District / Block level in North East, preference shall be given to experience in Arunachal Pradesh</p>	22 – 35 years	<ul style="list-style-type: none"> Lead and steer the project implementation unit at the block level. Liaise with Government Departments, Banks and CSOs, etc. The job involves intense touring within and outside the State and so visits to field including extended stays at the village level in Arunachal Pradesh. Provide direction and support to various verticals such as Financial Inclusion, Livelihoods Promotion, Skill Development, Social Inclusion, etc. with clear emphasis on Social Mobilisation and Institution Building Develop first hand contact with villagers and other important stakeholders such as Panchayat leaders, Official Functionaries, and others for coordination towards achievement of programme objectives. Any other tasks as assigned by the concerned competent authority, from time to time. 	46000/-
2.	Block Coordinators – Livelihoods Promotion (BC-LH)	15 (Fifteen) UR	<p>Essential Criteria:- Bachelors Degree in Agriculture / Veterinary and other allied disciplines from a recognized University with 2 years of work experience Or PG in Agriculture/Veterinary/Forestry and other Allied Disciplines. Or PG Degree / Diploma in Rural Development / Rural Management / MBA with graduation in Agriculture / Veterinary / Forestry / other related allied disciplines. Ability to stay for prolonged periods in rural areas and travel extensively in rural areas of Arunachal Pradesh</p> <p>Preference criteria – 1. Experience in promotion of farm based, off farm livelihoods 2. Knowledge of farming, animal husbandry related interventions in reference to prevailing practices in Arunachal Pradesh</p>	22 – 30 years	<ul style="list-style-type: none"> Supervise, strengthen, monitor & mentor SHGs, producer group, Federation towards programme objectives. To provide technical support to SRLM supported farm livelihoods in terms of production, post production and marketing. Development and nurturing of community service providers / CRPs and execution of convergent plans with line departments and other agencies. Documentation of existing livelihood practices and interventions including success stories. Engagement with Block and State Units for coordination and other organisational needs. Any other tasks as assigned by the concerned competent authority, from time to time. 	30,000

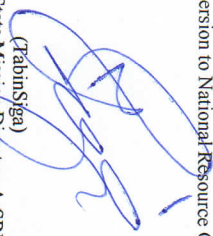
Sl. No.	Name of the post & Post Code	No. of posts	Minimum Qualification, Experience	Age limit	Roles and Responsibilities (indicative & not exhaustive)	Fixed Monthly Gross Remuneration
3.	Cluster Coordinator	19 (Nineteen) UR	<p>Essential Criteria: - Graduate in any discipline from a recognized university.</p> <p>Preference criteria – Preference criteria –</p> <ol style="list-style-type: none"> Candidates with Graduation/Post graduation in Sociology, Social Work, RD or related disciplines from recognized University. Candidates with certificate / diploma in Office applications Experience in Social Mobilisation / Community Management related interventions. Ability to travel extensively and stay in rural areas for extended periods. 	Not above 30 years	<ul style="list-style-type: none"> Undertake diagnostic study of villages, first hand interaction with rural women Facilitating formation and nurturing of Self Help Groups / Federations of SHGs as per A-SRLM process. Coordinating and facilitating Community for accessing livelihoods, convergence and financial services at Block level. Providing back end support to community cadre and Active Women. Any other tasks as assigned by the concerned competent authority from time to time. 	22000/-
4.	Block Assistant (Accounts and MIS)	11 (Eleven) UR	<p>The candidates need to have a flair for working in rural areas and staying with rural communities in Arunachal Pradesh</p> <p>Essential Criteria: - B.Com / B.Sc. (IT) / BCA and related disciplines from any recognized university</p> <p>Preference criteria – Preference criteria –</p> <ol style="list-style-type: none"> M.Com / MCA / MBA Candidates with certificate / diploma in Office applications Experience in Social Mobilisation / Community Management related interventions. Experience in handling accounts and maintaining / updating office records in MIS at State / District / Block / Gram Panchayat level Ability to travel extensively and stay in rural areas for documentation. <p>The candidates need to have a flair for working in rural areas and staying with rural communities in Arunachal Pradesh</p>	Not above 30 years	<ul style="list-style-type: none"> Support the Block Mission Management Unit (BMMU) in maintaining basic books of accounts and related records Supporting in all manner of institution building and social mobilisation efforts akin to Cluster Coordinators in their respective blocks. All MIS related work. 	22000/-

Please continue to next page for Terms and Conditions

TERMS AND CONDITIONS

1. Candidates fulfilling the essential criteria in terms of education need only apply. Applications of candidates not having relevant experience and/ or not fulfilling essential criteria are liable to be rejected.
 2. Applications in prescribed formats, would be required to be downloaded from "www.arsrlm.in", ARSRLM Office at Itanagar or any Block Mission Management Unit shall not be providing any application form to any candidate anywhere.
 3. Duly filled prescribed application forms are to be submitted by Hand / Courier / Speed post to Chief Executive Officer –cum- State Mission Director ARSRLM, at following address; superscripting the envelope with "APPLICATION FOR THE POST OF _____"

Chief Executive Officer –cum- State Mission Director
Arumachal State Rural Livelihoods Mission (ARSRLM)
'E' Sector, Abotani Colony – Itanagar
Phone No 0360-2291929
- a. Applications filled in prescribed formats are to be submitted by hand / Courier/ Speed post on or before _____, at the address mentioned above. ARSRLM shall not be liable for any transit delay in post /courier. Applications received after the last date shall be liable to be rejected forthwith.
 4. Preference shall be given to APST candidates subject to fulfilment of laid down conditions and corresponding applicability to mission. Specific preference shall be given to APST candidates in reference to selection of Cluster Coordinators, Block Assistants (Accounts and MIS).
 5. Age relaxation upto 5 years in reference to Age limit shall be applicable.
 6. **Candidates desiring to apply for multiple positions are required to submit separate application forms.**
 7. The recruitment process shall involve Aptitude Test, Bio-data filling, Group Discussion, and Preliminary Interviews. It shall also involve a mandatory 7 (seven) days stay in rural areas in any designated location within / outside Arumachal Pradesh. All candidates shall be required to prepare and present detailed report in reference to above. The Rural Attachment Test is an integral part of the recruitment process. ARSRLM shall strive to declare the results concurrently the same day or early next day depending upon completion of concerned process of recruitment.
 8. The probation period shall involve undergoing mandatory training, Immersion visit (involving additional stay in concerned rural areas) at a National Resource Organization for 7 (seven) days. It shall also involve 10(ten) Days of village stay and 15 (fifteen) days village study in Arumachal Pradesh. All candidates shall be required to prepare and present detailed report in reference to above.
 9. Though initial appointments will be at specified locations, all position are transferable anywhere within the State of Arumachal Pradesh.
 10. MoRD has indicated assured support for administrative expenses under DAY-NRLM only till 2025-26.
 11. Canvassing in any form whatsoever shall lead to immediate disqualification.
 12. All applications need to have a functional Email ID and a functional mobile number. ARSRLM shall use Email and SMS as primary means of communication in reference to recruitment process for shortlisted candidates. There details are required to be filled in clearly. This is required for making quick and timely communication.
 13. Any discrepancy as and when proven in reference to certificates pertaining to educational qualification and / or experience and /or any other details as submitted, shall lead to immediate disqualification/ termination as the case may be.
 14. All positions are purely contractual in nature; and are liable to be reviewed for further extension on contract only, after the initial contract term.
 15. **All positions involve extensive travel and stay in rural areas, primarily within Arumachal Pradesh and on select occasions in the villages where National Resource Organisation are located. Candidates willing to work extensively in rural areas by staying in rural areas and travelling to remote locations including foot march and those who are physically fit for the same need only apply.**
 16. Proficiency in computers and command on MS Office is essential for all positions.
 17. The 'Fixed Monthly Gross Remuneration' shall be subject to due mandatory deductions in conformity with applicable norms.
 18. No TA/DA will be paid for appearing in selection process.
 19. Final selection for appointment shall be based on overall performance of Aptitude Test, Bio Data Format, Group Discussions, Rural Attachment Test, Immersion to National Resource Organisation, Village Stay and Village Study within Arumachal Pradesh. ARSRLM reserves the right to drop / reject any candidate based on outcomes of these processes.


(Trabin Siga)
CEO cum State Mission Director, ARSRLM
Govt. of Arumachal Pradesh
Itanagar



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ARUNACHAL STATE RURAL LIVELIHOODS MISSION
ITANAGAR -791111

No.ArSRLM/Rectt./63/2015-16

Dated Itanagar the 19th Dec.2016

Process of Recruitment

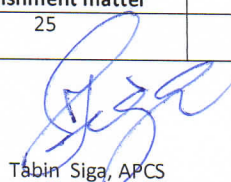
1.1. Selection process:

NRLM being a process intensive program to be implemented in mission mode with dedicated and sensitive support structure requires a rigorous selection process to tap the best possible candidate especially for the vertical heads and field functionaries.

- Aptitude Test:** An Aptitude Test of 45 minutes duration will be administered to ascertain abstract and non-verbal intelligence, logical reasoning data interpretation and basic numerical abilities etc. There will be different tests-Type-1 for PM/BMM/ME/BC/CC/BA&MIS and Type-2 Assistants. The test shall include basic thematic questions as well. This will be a qualifying test for elimination of those candidates who do not meet the minimum cut off mark.
- Bio-Data Form (BDF):** The candidates will fill Bio-Data Forms at the onset of the recruitment process. The time taken would be around 30-40 minutes. Besides basic information about the educational background and other details, it will also contain certain descriptive questions to understand his/ her background, aspirations and skills of writing and expression. The Bio-Data Forms of only selected candidates shall be referred to at the interview stage.
- Group Discussion (GD):** Based on the results of the Aptitude Test, and BDF the candidates would be shortlisted for Group Discussion. Depending on the number of positions and the number of candidates applying for the specific position, generally 30-40% candidates get shortlisted to participate in the GD round. Each group will have 5-8 members who will take approximately 40 minutes per GD. The objective of GD is to assess the intellectual, social and emotional maturity of the candidates.
- Thematic and Personal Interview:** Based on the result of the Group Discussion round, the candidates would be further shortlisted for Thematic and Personal Interview. The Interview rounds would be used to assess the thematic knowledge on the specific subject/ sector and functional roles, in addition to understanding the personal motivations, aspirations etc. of the applicant.
- Field Attachment & Presentation:** In tune with the job profile, a Rural Attachment Test (RAT) for about 7-10 days on best proactive sites in Arunachal Pradesh shall be conducted. All the shortlisted candidates shall undergo this as part of the selection process. The details of the field attachment test must be designed in such a manner so that it brings out the candidate's working relationship with the poor, interest and understanding of the rural areas, local area specific possibilities and constraints, capability to empathize, facilitate, and communicate to rural people. Field Report (FR) has to be submitted and a Presentation of about 15-20 minutes has to be made by each candidate on the field experience/ findings in the debriefing to the recruitment panel.

1.2. WEIGHTAGE: The selection process and weightage (for total of 100 marks) is proposed as follows:

Name of Posts	Written	BDF	GD	PI	Field Attachment Test	
					Reports	Presentation
PM	Qualifying	10	20	20	15	25
BMMs	Qualifying	10	20	20	15	25
ME	Qualifying	10	20	20	15	25
BCs	Qualifying	10	20	20	15	25
CCs	Qualifying	10	20	20	15	25
BA-MIS	Qualifying	10	20	20	15	25
Assistants	Written	BDF	GD	PI	Test of computer/Accounting/ Establishment matter	Presentation
	40	10	NA	15	25	10


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