



No. ArSRLM -Estt/35/2016/Rect.

Dated Itanagar, the 20th November' 2017

ADVERTISEMENT

The Arunachal Pradesh State Rural Livelihoods Mission (ArSRLM) is an autonomous society under the Government of Arunachal Pradesh supported by National Mission Management Unit (NMMU) of Ministry of Rural Development Govt. of India (MoRD). The Mission is also designated as the State Nodal Agency for planning, implementation and monitoring and evaluation of all manner of interventions promoting rural livelihoods in the state including implementation of Deen Dayal Antyodaya Yojana National Rural Livelihoods Mission (DAY-NRLM)/Aajeevika and Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU GKY) and other sub schemes under DAY NRLM.

ArSRLM intends to recruit willing and competent personnel who are willing to put together their knowledge, passion and zeal to work with rural poor at the following posts for its State Mission Management Unit (SMMU), and Block Mission Management Units (BMMU) on a purely contractual basis and be completely willing to work in rural areas including remote rural areas of the State primarily with rural poor women under DAY NRLM framework. All the interested candidates need to be also willing to follow the entire process of recruitment as mentioned in the detailed advertisement. The reservation for APST Candidates can be seen from the detailed advertisement. All candidates who are applying need to be mindful that mandatory and non negotiable serious commitment to development sector and adhering to the rigorous on job training norms including long term stay in rural areas is a must. This shall be mandatory and non-negotiable.

Further to above, applications are invited from Indian citizens as per the conditions mentioned in the detailed advertisement for filling up the following positions purely on contractual basis for a period not exceeding one year, any renewal thereof shall be solely based on performance and subject to continuation of financial support from Ministry of Rural Development, Government of India :-

| SI. No. | Name of the positions | Position code | Level | Reservation | Vacancies |
|------------|---|------------------|-------|----------------------|-----------|
| 1 | Assistant Accounts(DDU-GKY) | 01 (GKY) | State | Reserved for APST | 11 |
| 2 | Assistant (MIS) | 01 (GKY) | State | Reserved for APST | 1 |
| 3 | Mission Executive - (ME-GKY) | 02 (GKY) | State | Reserved for APST | 1 |
| 4 | Mission Executive - Knowledge Management and Communication (ME- KMC) | 03 (GKY) | State | Reserved for APST | 1 |
| 5 | Block Mission Manager(BMM) | 03 (NRLM) | Block | 7 Reserved for APST | 10 |
| 6 | Block Coordinators - Livelihoods Promotion (BC-Lh) | 04 (NRLM) | Block | 31 Reserved for APST | 44 |
| 7 | Cluster Coordinator | 05 (NRLM) | Block | 48 Reserved for APST | 60 |
| 8 | Block Assistant (Accounts) | 05 – A (NRLM) | Block | 19 Reserved for APST | 23 |
| 9 | Block Assistant (MIS) | 05 – B (NRLM) | Block | 12 Reserved for APST | 15 |

Last date for submission of filled in advertisement is 15th December' 2017 please visit www.arsrlm.in for detailed advertisement. For any query please contact - 0360-2292523 / 0360- 2292632 from 11 am to 3.30 Pm

> Sd/-(Tabin Siga) CEO cum State Mission Director ArSRLM Govt. of Arunachal Pradesh, Itanagar

Memo. No. ArSRLM -- Estt/35/2016/Rect.

Dated Itanagar, the 20th Nov 2017.

Copy to:-

- 1. The Editor, Arunachal Times, Itanagar with a request to publish the advertisement in of 8 sized font in one issue of your paper. There should be Asoka Emblem on the top middle and Aajeevika Logo on top left. Published Advertisement with cutting may be sent to the undersigned for payment.
- The Editor, Eastern Sentinel Itanagar with a request to publish the advertisement in of 8 sized font in one 2 issue of your paper. There should be Asoka Emblem on the top middle and Aajeevika Logo on top left. Published Advertisement with cutting may be sent to the undersigned for payment.
- 3. The Editor, Echo of Arunachal, Itanagar with a request to publish the advertisement in of 8 sized font in one issue of your paper. There should be Asoka Emblem on the top middle and Aajeevika Logo on top left. Published Advertisement with cutting may be sent to the undersigned for payment.
- 4 Website: www.arsrlm.in
- Notice Board 5.

6. Office Copy

SHA Chief Executive Officer-Cum-SMD, Arunachal State Ranagar Vergoogs Mission Itanagar.

SMD



GOVERNMENT OF ARUNACHAL PRADESH ARUNACHAL STATE RURAL LIVELIHOODS MISSION ITANAGAR



Dated Itanagar, the 14th November' 2017

DETAILED ADVERTISEMENT

The Arunachal Pradesh State Rural Livelihoods Mission (ArSRLM) is an autonomous society under the Government of Arunachal Pradesh supported by National Mission Management Unit (NMMU) of Ministry of Rural Development Govt. of India (MoRD). The Mission is also designated as the State Nodal Agency for planning, implementation and monitoring and evaluation of all manner of interventions promoting rural livelihoods in the state including implementation of Deen Dayal Antyodaya Yojana National Rural Livelihoods Mission (DAY-NRLM)/Aajeevika and Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU GKY) and other sub schemes under DAY NRLM.

ArSRLM intends to recruit willing and competent personnel who are willing to put together their knowledge, passion and zeal to work with rural poor at the following posts for its State Mission Management Unit (SMMU), and Block Mission Management Units (BMMU) on a purely contractual basis and be completely willing to work in rural areas including remote rural areas of the State primarily with rural poor women under DAY NRLM framework. All the interested candidates need to be also willing to follow the entire process of recruitment as detailed in this advertisement.

Further to above, applications are invited from the Indian citizens for filling up the following positions purely on contractual basis for a period not exceeding one year, any renewal thereof shall be solely based on performance and subject to continuation of financial support from Ministry of Rural Development, Government of India :-

A. State Mission Management Unit (SMMU)

| Sl. No | Name of the post | Code | Level | No. of posts | Minimum Qualification, Experience & upper age limit | Age limit | Roles and Responsibilities (indicative & not exhaustive) | Monthly Gross Remuneration in Rs. (fixed) |
|--------|---|----------|-------|---------------------|--|----------------|---|---|
| 1 | Assistant State Level A. Assistant Accts (GKY) | 01 (GKY) | State | [Reserved for APST] | Essential Criteria: - B.Com from a recognized university. Candidates with certificate / diploma in Office Applications from a recognized institution . Preference criteria - Preference criteria - M.Com, / B.Sc. (Statistics) / MBA (Financial Management) Experience in managing office accounts including dealing in final accounts at State / District level Proficiency in surfing internet, MS-Excel and MS-PowerPoint Ability to travel extensively and stay in rural areas of the State with the local community Ability to work late hours Ability to drive a two / four wheeler | 22-30 Yıs. | Assist the Financial Management Section in proper maintenance of Accounts and related matters pertaining to DDU GKY component at ArSRLM Assist SMM FM in providing timely updation of component wise expenditure under DAY NRLM and DDU GKY. Should be willing and keen to travel to blocks and districts as well as to outstation locations as and when required. Support the Accounts Section in compiling of IUFRs, taxation, and other mandatory deductions etc at ArSRLM Any other task assigned by the concerned competent authority from time to time | 22000/- |
| 2. | B. Assistant (MIS) | 02 (GKY) | State | 01 One | reference to office documentation shall be an added advantage. Essential Criteria: - Graduate from any recognized university PG Diploma in Computer Application. Preference criteria - Preference criteria - Candidates with knowledge/experience of MIS updating shall be preferred) Proficiency in surfing the internet and office applications. Ability to travel extensively and stay in rural areas for documentation. Ability to work late hours. Knowledge of Government procedures and norms, especially in reference to office documentation shall be an added advantage. | 22-30 years | Assist the SMM (ME&MIS) and ME (MIS) in proper maintenance/updating of MIS, and any other task assigned by the concerned competent authority from time to time. Shall have full time responsibility for coordinating with all Block Mission Management Units for updation of data pertaining to DAY NRLM / DDU GKY | 22000/- |

| Sl. No | Name of the post | Code | Level | No. of posts | Minimum Qualification, Experience & upper age limit | Age limit | Roles and Responsibilities (indicative & not exhaustive) | Monthly Gross Remuneration in Rs. (fixed) |
|--------|----------------------------|-------------|-------|-----------------|---|----------------|--|---|
| 3. | C. Mission Executive (GKY) | 02 (GKY) | State | 01 One | Essential Criteria: - Post Graduate in any discipline from any recognized university PG Diploma in Computer Application. Experience of at least 1 year of total experience in handling DDU GKY projects (approved by PAC of any concerned State) Preference criteria -Preference criteria - Candidates with knowledge / experience of MRIGS updation shall be specifically preferred. Ability to travel extensively and stay in rural areas for documentation. Candidates with experience of supporting concerned SRLMs in due thilgence and corresponding documentation Ability to work late hours Knowledge of Government procedures and norms, especially in reference to office documentation shall be an added advantage | 22-30 years | Assist senior officials at SMMU in ensuring compliance with DDU GKY norms. Ensure timely updation of MRIGS in terms of all interventions pertaining to DDU GKY post PAC approvals. Shall have full time responsibility for ensuring timely completion of due diligence, interaction with Technical Support Agencies, submitting detailed reports as per formats issued by MoRD (skills) * This position shall expire after the cessation of programme support under DDU GKY. | Rs. 30000)/- |
| 4 | D. Mission Executive (KMC) | 03 (GKY) | State | 01 One | Essential Criteria: - Post Graduate in Mass Communication / Development Communication / Advertising / Fine Arts from a recognised University / Institution. Minimum 1 year experience in development of Communication Materials, development of audio visual content for awareness generation / content development in news channels and other media production units. Preference criteria - Preference criteria - Qualification in Project Management / Film Making shall be an advantage 2+ Years of Experience in working on community development, sensitization, awareness generation in rural areas within Arunachal Pradesh. Experience of printing and publishing methods shall be an added advantage Knowledge of Government procedures and norms, especially in reference to office documentation shall be an added advantage. | 22-30 years | Documenting success stories, case studies based on programme implementation for DAY NRLM and DDU GKY alike Assisting senior officials at SMMU in developing variety of communication materials – including standardized communication materials for Social Mobilisation. To develop and maintain a database of accurate records pertaining to communication strategies, press cuttings, knowledge sharing and social media activity Provide technical and other support to Programme Team for development of communication strategies. Collaborate with multiple agencies for development communication materials in Print and Audio Visual Formats Contribute towards development including documentation of training materials, manuals, guides, presentations, decisions and other documents. Any other tasks assigned by concerned competent authority for the mission from time to time | Rs.30000/- |

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B. Block Mission Management Unit (BMMU):

| SI. No | Name of the post | Code | Level | No. of posts | Minimum Qualification, Experience & upper age limit | Age limit | Roles and Responsibilities (indicative & not exhaustive) | Monthly Gross Remuneration in Rs.(fixed) |
|--------|------------------------|--------------|-------|---------------------|---|-----------|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1. | Block Mission Managers | 03 (NRLM) | Block | 7 Reserved for APST | Essential Criteria Post Graduate Degree in Sociology, Social Work, Agriculture, Rural Development, Rural Management and Allied disciplines from a recognized university Minimum of 2 yrs experience in programme implementation In service candidates at ArSRLM handling Institution Building and Capacity Building initiatives at Block level with Graduation from a recognized university and not less than 1 and half year work experience in programme implementation can also apply. Preferred Criteria Experience of at least 2 years in any SRLMs in handling Institution Building Capacity Building initiatives. Good command over English and preferably a local dialect. Demonstrable experience in management of project / mission oriented activities at district / block level in Arunachal Pradesh / North East. Ability to stay for prolonged periods in rural areas and travel extensively in rural areas of Arunachal Pradesh is essential | | Lead and steer the project implementation at the block level Liaise with Government Departments, Banks and CSOs etc. The job involves intense touring within and outside the block including extended stays at village. Provide direction and support to various verticals including such as financial inclusion, institution building and capacity building, livelihoods promotion, skill development, social inclusion 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 assigned by concerned competent authority for the mission from time to time | Rs.46,000/- |

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| SI. No | Name of the post | Code | Level | No. of posts | Minimum Qualification, Experience & upper age limit | Age limit | Roles and Responsibilities (indicative & not exhaustive) | Monthly Gross Remuneration in Rs. (fixed) |
|--------|---|--------------|-------|---------------------|--|--|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Block Coordinators-Livelihoods Promotion (BC-LH) BC – LH (Sustainable Agriculture) – 21 nos BC – LH (Livestock / NTFP) – 23 Nos. | 04 (NRLM) | Block | 44 Forty Four | Essential Criteria: - 1. Bachelor's Degree in Agriculture / Agri Engineering / Horticulture / Forestry / Veterinary Sciences from a recognized university Preference criteria - | 22-30 years | Supervise, strengthen, monitor & mentor Women SHGs, Primary and Cluster Level Federations towards farm and non-farm based livelihoods. Implement sustainable agriculture, NTFP | |
| 2. | | | | | 31 reserved for APST | PG in Agriculture / Horticulture / Forestry / Veterinary and Allied Disciplines 2 yrs Experience in promotion of farm or non-farm based livelihoods in geographical conditions similar to Arunachal Pradesh Experience in design and implementation of farm based / non-farm based interventions Knowledge of farming, animal husbandry related interventions in reference to prevailing practices in Arunachal Pradesh. Ability to stay for prolonged periods in rural areas and travel extensively in rural areas of Arunachal Pradesh | | based interventions with the women SHG members Provide technical support to ArSRLM 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 organizational needs. Any other tasks as assigned by the concerned competent authority, for the mission from time to time. |
| 3. | Cluster Coordinator | 05 (NRLM) | Block | reserved for APST | Essential Criteria: - Graduate in any discipline from a recognized university. Preference criteriaPreference criteria - 1. Candidates with Graduation/Post graduation in Sociology, Social Work, RD or related disciplines from recognized University. 2. Candidates with certificate / diploma in Office applications 3. Experience in Social Mobilisation / Community Management related interventions. 4. Ability to travel extensively and stay in rural areas for extended periods. 5. The candidates need to have a flair for working in rural areas and staying with rural communities in Arunachal Pradesh | Not above 30 years | Undertake diagnostic study of villages, first hand interaction with rural women Facilitating formation and nurturing of Self Help Groups / federations of SHGs as per ArSRLM 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. | 22,000/- |

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| il. No | Name of the post | Code | Level | No. of posts | Minimum Qualification, Experience & upper age limit | Age limit | Roles and Responsibilities (indicative & not exhaustive) | Monthly Gross Remuneration in Rs. (Fixed) |
|--------|----------------------------|----------------|-------|--|--|-----------|--|---|
| 3. | Block Assistant (Accounts) | 05-A (NRLM) | Block | 23 Twenty Three 10 TSU Very 10 TSU TSU 10 TS | Essential Criteria: - 1. B.Com or related disciplines from any recognized university. 2. Diploma in Computer Application Preference criteria - Preference criteria - 1. Post Graduate Degree in Commerce / Advanced Accounts from any recognized university 2. Candidates with experience of promoting SHG bank linkages. 3. Candidates with knowledge of managing office account in Government Departments or autonomous agencies under the Government with knowledge of computer applications / updated shall be specifically preferred. 4. Ability to travel extensively and stay in rural areas in Arunachal Pradesh. The candidates need to have a flair for working in rural areas and staying with rural communities in Arunachal Pradesh. | | Support the Block Mission Management Unit (BMMU) in maintaining basic books of accounts and related records Support the BMMU for opening of Savings Bank Accounts for WSHGs / Village Organisations / Cluster Level Federations Support WSHGs in credit linkages of WSHGs / Village Organisations / Cluster Level Federations Undertake all necessary travel and visits to ensure timely updation of all accounts related work Supporting in all manner of institution building and social mobilisation efforts akin to Cluster Coordinators in their respective blocks. Any other work assigned by concerned competent authority | 22,000/- |
| 4. | Block Assistant (MIS) | 05-B (NRLM) | Block | | Essential Criteria: - 1. B.Sc. (IT) / BCA and related disciplines from any recognized university. 2. PG Diploma in Computer Application. Preference criteria - Preference criteria - 3. Post Graduate Degree in relevant disciplines from any recognized university 4. Candidates with knowledge/experience of MIS updating shall be preferred) 5. Ability to travel extensively and stay in rural areas for data collection from community institutions in a timely manner. The candidates need to have a flair for working in rural areas and staying with rural communities in Arunachal Pradesh | | Support the Block Mission Management Unit (BMMU) in ensuring timely data updation for entire block, which shall involve extensive travel Undertake all necessary travel and visits (including to network zone locations) to ensure timely updation of all MIS and accounts related work Supporting in all manner of institution building and social mobilisation efforts akin to Cluster Coordinators in their respective blocks. All MIS related work. | 22,000/- |

Sd/-Secretary (RD & PR) cum Vice President EC ArSRLM Govt. of Arunachal Pradesh, Itanagar

Please continue to next page for Terms and Conditions

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TERMS AND CONDITIONS

- 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.
 Candidates who are pursuing any academic course / coaching requiring due attendance are advised not to apply, as ArSRLM shall not be in a position to grant study leave / earned leave during the initial period for meeting such requirements
- Applications in prescribed formats, would be required to be downloaded from "<u>www.arsrlm.in</u>". ArSRLM Office at Itanagar or any Block Mission Management Unit shall not be providing any application form to any candidate anywhere.
- 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
- 4. "APPLICATION FOR THE POST OF"

Chief Executive Officer -cum- State Mission Director Arunachal State Rural Livelihoods Mission (ArSRLM) "E' Sector, Abotani Colony - Itanagar Phone No 0360-2291929 Email – srimceo@gmail.com / <u>smmhrarsrlm@gmail.com</u> For any query please contact – **0360-2292523 / 0360- 2292632** from 11 am to 3.30 Pm till 14th Dec 2017

- 5. Applications filed in prescribed formats are to be submitted by hand / Courier/ Speed post on or before 15th Dec 2017 by 1600 hrs. 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.
- 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)
- 7. Age relaxation up to 5 years in reference to Age limit shall be applicable for APST candidates only
- 8. Candidates desiring to apply for multiple positions are required to submit separate application form
- 9. 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 Arunachal 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.
 - i. Consequent to selection all candidates shall be required to undergo a probationary period involving intensive training and orientation which shall involve travel including stay at selected project locations within / outside the State as a mandatory requirement. The inability to comply in this regards shall lead to summary rejection of the concerned candidate.
- 10. 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 approx. of 8-10(ten) Days of village stay and 10-15 (fifteen) days village study in Arunachal Pradesh. All candidates shall be required to prepare and present detailed report in reference to above except for Post Code 01 (GKY), 02 (GKY) Inability to complete the schedule on time shall lead to summary rejection of the candidates This shall be for a period of 6 months including undergoing trainings
- 11. All in service candidates of ArSRLM who have gone through the process from clearing the Aptitude Test till the Rural Attachment Test (RAT) during the last two years, shall be required to attend the personal interview and complete an assignment on the lines of RAT only.
- 12. Though initial appointments will be at specified locations, all position are transferable anywhere within the State of Arunachal Pradesh as per the requirement of the mission.
- 13. MoRD has indicated assured support for administrative expenses under DAY-NRLM only till 2025-26. ArSRLM and / or Government of Arunachal Pradesh are not liable in any manner whatsoever to continue with services of any or all the positions after cessation of financial support for continuance of these positions from MoRD and these positions are in all likelihood to be discontinued.
- 14. Canvassing in any form whatsoever shall lead to immediate disqualification.
- 15. 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
- 16. 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.
- 17. All positions are purely contractual in nature; and are liable to be reviewed for further extension on contract only, after the initial contract term

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- 18. All positions involve extensive travel and stay in rural areas, primarily within Arunachal 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 inarch and those who are physically fit for the same need only apply.
- 19. Proficiency in computers and command on MS Office is essential for all positions.
- 20. The 'Fixed Monthly Gross Remuneration' shall be subject to due mandatory deductions in conformity with applicable norms.
- 21. No TA/DA will be paid for appearing in selection process till the completion of personal interview. ArSRLM shall arrange sleeper / 3 AC tickets to destinations ex Naharlagun / Itanagar for necessary visits outside and shall facilitate for boarding and lodging arrangements in reference to requirements as per selection requirements, which inter alia will include stay with rural poor households within / outside the State of Arunachal Pradesh..
- 22. Final selection for appointment shall be based on successful completion of all processes and overall performance of Aptitude Test, Bio Data format, Group Discussions, Rural Attachment Test, Immersion to National Resource Organization, Village Stay and Village Study within Arunachal Pradesh. ArSRLM reserves the right to drop / reject any candidate based on outcomes of these processes.
- 23. The State Mission is not bound to fill all the positions advertised in the event of not finding the suitable candidates for corresponding positions as an outcome of the process.
- 24. The waitlist shall be valid for a period of 9 months from the date of publication / issue of waitlist.
- 25. ArSRLM is an equal opportunity employer and is amongst the forefront in the State in ensuring appropriate capacity building of its team members. ArSRLM shall also ensure maximum possible care for personal and professional growth of each and every employee. ArSRLM follows the 360 degree performance appraisal process which is regarded as amongst the most progressive and transparent performance appraisal process in current times. Therefore all candidates who are desirous of choosing an arduous path of working with rural poor women and youth from poor rural households in Arunachal Pradesh and are interested in working in a transparent and equal opportunity environment are encouraged to apply.

cum-SMD Mission

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