



**JEEViKA**



## **Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar**

*Add a mission to your career;*

*Join a team of 6000+ committed and passionate Development Professionals.*

**Bihar Rural Livelihoods Promotion Society (BRLPS)**, an autonomous society under Rural Development Department, Govt. of Bihar has been designated as State Rural Livelihoods Mission by Rural Development Department, Government of Bihar to scale up the "**JEEViKA**" model in all 534 Blocks of 38 Districts in Bihar under National Rural Livelihood Mission.

So far JEEViKA has been able to reach out to nearly 1.29 **Crore rural poor households** by organizing them into **10.46 Lakh women Self Help Groups** under **68650 Village Organizations** and **1455 Cluster Level Federations**. These institutions have generated nearly **Rs. 10750 Crore** as their own fund and have leveraged more than **Rs. 29838 Crore** from the Banks.



*Bring smile to the faces of poor in Bihar*

*Applications are invited for the following positions under "Bihar Rural Livelihoods Promotion Society" :*

## State Project Management Unit

Sl.	Name of the Post	Vacancy	Eligibility & Key Responsibility
01.	<p><b>Director (MIS &amp; IT)</b></p> <p><b>Pay:</b> ₹ 123926/- to ₹ 152511/-CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> B. Tech (CS/IT)/MCA or equivalent with minimum 18 years of post qualification experience. Experience in handling state level projects in the activities of Project Planning, digitization and MIS roll out. Out of 18 years, minimum 8 years of experience as relevant vertical head in the organization. Experience in implementing MIS projects at large scale level. Preference will be given to those having experience in rural sector of India. Candidates having additional qualifications of MBA (IT/Systems/or similar in IT domain) will be given preference. Preference will be given to those having experience in roll out of MIS in rural development/social development projects. S/he should have good communication skill in English and Hindi (oral and writing).</p> <p><b>Key Responsibility:</b> S/he shall be responsible for implementing MIS application and mobile apps on large scale. Develop and implement IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing and service provision. Utilization and functioning of Data center/ Cloud modernization, IT transformation. Manage software development and data security aspect of the organization. Any other task assigned from time to time.</p>
02.	<p><b>Programme Coordinator- M&amp;E and MIS</b></p> <p><b>Pay:</b> ₹ 123926/- to ₹ 152511/-CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> Post Graduate in Management/Rural Management from recognized institutes/ university with minimum 12 years' experience in state level development projects in the areas of Project Planning, M&amp;E of which 4 years as relevant Vertical head and at least 3 years in leading MIS of an institution. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must.</p> <p><b>Key Responsibility:</b> S/he will be responsible for Planning, Coordinating and developing project interventions strategy, Guiding and supporting thematic heads in rolling out various program interventions. S/he will be responsible for designing formulation of program strategies, processes and documentation for effective functioning of program interventions. S/he will be responsible for leading the evaluation of the Project and bring learning's to the Project.</p>
03.	<p><b>Programme Coordinator- Livelihoods &amp; Enterprise Promotion</b></p> <p><b>Pay:</b> ₹ 123926/- to ₹ 152511/-CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> Post Graduate in Management/Rural Management from recognized institutes/university with minimum 12 years' experience in state level development projects in the areas of livelihoods in Farm, Off Farm, Non-Farm, Jobs and convergence with Govt. programmes of which 4 years as relevant thematic heads. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must.</p> <p><b>Key Responsibility:</b> S/he will be responsible for Planning, Coordinating and developing project interventions strategy, Guiding and supporting thematic heads in rolling out various program interventions. S/he will be responsible for designing and formulation of program Policies, processes and operational manual for effective functioning of program interventions.</p>
04.	<p><b>Programme Coordinator- Institution &amp; Social Development</b></p> <p><b>Pay:</b> ₹ 123926/- to ₹ 152511/-CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> Post Graduate in Management/Rural Management from recognized institutes/university with minimum 12 years' experience in state level development projects in the areas Institution building, capacity building, social development, entitlement, health, nutrition and convergence with govt. programmes of which 4 years as relevant thematic heads. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must.</p> <p><b>Key Responsibility:</b> S/he will be responsible for Planning, Coordinating and developing project interventions strategy, Guiding and supporting thematic heads in rolling out various program interventions. S/he will be responsible for designing and formulation of program Policies, processes and operational manual for effective functioning of program interventions.</p>

05.	<p><b>State Project Manager – Communication (SPM- Com.)</b></p> <p><b>Pay:</b> ₹ 69568/- to ₹ 97684/- CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> PG degree in Mass Communication from recognized institute / university with minimum 7 years of post-qualification relevant working experience in large scale development project. Or Post graduate degree/diploma in any discipline from a recognized institute/university with minimum 9 years of post-qualification relevant experience. S/he should have experience in developing strategies to build a common vision of Project across the staff and provide inputs towards streamlining communications requirement of the project. S/he should have experience in advertising/media industry on social communications or in similar capacity for development Projects.</p> <p><b>Key Responsibility:</b> As part of the Communication team at state level, you would be primarily responsible for rolling out the communication strategies across the Project. You would closely work with the district and block teams to ensure that all staff shares the same vision of the Project. You would also provide close guidance to assist capacity building teams with design inputs. S/he will be responsible for developing and disseminating State &amp; District specific IEC materials .S/he will be responsible for supporting in Capacity building exercise and BCC activities. Media relation activities with success story compilation. Dissemination of Project information to all concerned. Implementing communication strategy and hand holding support in publication at various levels with various tools - Print, Audio/Video Web etc. Developing case studies on Project/program and learning notes of best practices. S/he will also have to undertake extensive field visit to ensure quality project/program interventions.</p>
06.	<p><b>State Project Manager – Farm Value Chain (SPM – FVC)</b></p> <p><b>Pay:</b> ₹ 69568/- to ₹ 97684/- CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> Post-graduation in Agriculture, Agri- business management, MBA, Rural management or equivalent degree with minimum 7 years of post-qualification relevant experience, out of which 3 years relevant experience should be of senior management level.</p> <p><b>Key Responsibility:</b> Responsible to prioritise value chains in the project areas having the potential to develop as commodity specific clusters. Managing and expanding business as per the project plan in the existing and new geographies. Business development and capitalizing on existing businesses. Team, resource, client and stakeholder management. Establishing “Business to Business” and “Business to Consumers” market network for the produce. Policy development and result frame work management. Any other responsibility as per the business need.</p>
07.	<p><b>State Project Manager – Social Development (SPM – SD)</b></p> <p><b>Pay:</b> ₹ 69568/- to ₹ 97684/- CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> Master Degree/ Diploma in Rural Development, Rural Management, Forest Management, Social Work with minimum 7 years of post-qualification relevant experience in development projects focusing on women development/ Micro Finance/ Livelihoods. Experience of working in a World Bank or externally aided projects is preferred.</p> <p><b>Key Responsibility:</b> As part of the Social Development team at state level, you would be primarily responsible for rolling out the SD strategies across the Project. S/he will closely work with district team in planning social development activities in the district. S/he will be responsible for executing as well as managing partnership activities of the project at district level. S/he will be also an expert of social development interventions. S/he will be also working as resource support available to BPIU units for executing partnership-based activities social development programme. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions. Any other jobs/tasks assigned time to time.</p>
08.	<p><b>State Project Manager- Livelihoods (Farm)</b></p> <p><b>Pay:</b> ₹ 69568/- to ₹ 97684/- CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> Post Graduate Diploma or Degree in Rural Development/Management/Agriculture and Allied sector from a recognized institute/university with at least 7 years of relevant work experience, out of which 3 years relevant experience should be of senior manager level. She should have worked in community driven development program/project specially for promotion of farm based livelihoods. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must."</p> <p><b>Key Responsibility:</b> As part of the SPMU, you will be working as thematic head of Livelihoods. You will be responsible for extending support to district as well as block team for executing livelihoods intervention in the project. You will be also responsible for coordinating with different project partners, developing implementation strategies for livelihoods activities, staff capacity building, supervising field operations and troubleshooting as and where required at district and field level.</p>

09.	<p><b>State Finance Manager (SFM)</b></p> <p><b>Pay:</b> ₹ 69568/- to ₹ 97684/- CTS* (Monthly) (Excluding other benefits**)</p>	(3 Position: BC-1, SC-1, EWS-1)	<p><b>Eligibility:</b> Chartered Accountant/MBA-Finance /Cost Accountant from recognized institute/university with minimum 7 years of post-qualification experience in handling internal/statutory audit and consultancy in accounts, taxation etc. S/he should have worked in a development program/project/companies/organisation. S/he should be instrumental in designing and developing the financial management system of development project/companies/Firms.. Only applicants from required category need to apply.</p> <p><b>Key Responsibility:</b> S/he will be responsible for certifying the consolidated unaudited report, identifying, rectifying, and suggesting preventive majors for financial, accounting and statutory compliances related issues/problems of the allotted Districts. S/he will be responsible for Monitoring and supervising timely completion of statutory/internal audit and ensuring compliance/settlement of audit observation. S/he will be also Assist Chief /Finance Officer in financial management issues at SPMU. S/he will be responsible for Updating financial management Manual and guidelines in State/District. S/he will be also coordinate for timely release of fund, verification of books of accounts of District/Block as well as CBOs. S/he will be responsible for Verifying CIF disbursement and also analysing the budget variance on quarterly basis to allotted districts. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.</p>
10.	<p><b>Finance Officer (FO)</b></p> <p><b>Pay:</b> ₹ 69568/- to ₹ 97684/- CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> CA/ICWAI with minimum 7 years of post-qualification work experience of finance and accounts management, designing and implementing financial system, dealing with statutory requirement and preparing budget preferably of a large development organisation.</p> <p><b>Key Responsibility:</b> Finance Officer will be responsible for certifying the consolidated unaudited financial statement / report, identifying, rectifying, and suggesting preventive majors for financial, accounting and statutory compliances related issues/problems of the allotted Districts. S/he will be responsible for Monitoring and supervising timely completion of statutory/internal audit and ensuring compliance/ settlement of audit observation. S/he will be also assist Chief Finance Officer in financial management issues at SPMU. S/he will be responsible for Updating financial management Manual and guidelines in State/District. S/he will be also coordinate for timely release of fund, verification of books of accounts of allotted District/ State. S/he will be responsible for Verifying CIF disbursement and also analysing the budget variance on quarterly basis to allotted districts/ State. Any other jobs/tasks assigned time to time.</p>
11.	<p><b>Procurement Officer</b></p> <p><b>Pay:</b> ₹ 52774/- to ₹ 73733/- CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> CA (inter)/ICWA (inter)/MBA-Finance/Graduate in Commerce or Economics from recognized institute/university with minimum 5 years of post-qualification relevant work experience. S/he should have worked with Government/NGOs/Financial firms/ Development project in capacity of handling procurement and accounting functions.</p> <p><b>Key Responsibility:</b> S/he would be responsible for executing and coordinating all procurement at State level as per guideline of the Society. Assisting State Specialist in ensuring proper procurement at various levels for goods and services. Conducting training for capacity building of staff /personnel on procurement. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.</p>
12.	<p><b>Project Manager – MIS (PM – MIS)</b></p> <p><b>Pay:</b> ₹ 52774/- to ₹ 73733/- CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> PG degree/diploma in IT/Management/Social Work/Rural Management/Rural Development/MCA or BE/B.Tech in CSc, IT, equivalent from a recognised institute with minimum 4 years of post-qualification relevant experience of computerised management information system, Monitoring and evaluation of development program in a development Project/large institutional set up/reputed company.</p> <p><b>Key Responsibility:</b> S/he will be responsible for Executing and rolling out the project/Program MIS operations. S/he will also update the Project Progress across the state, facilitating reviews of documentation work. S/he will also Look after the online Management Information System of the Project and S/he would be responsible for streamlining information flow through periodic analysis of data based on project health indicators and documenting the same.</p>
13.	<p><b>Project Manager – Database Management (PM – DM)</b></p> <p><b>Pay:</b> ₹ 52774/- to ₹ 73733/- CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> B. Tech (CS/IT)/MCA or equivalent with minimum 04 yrs. of post qualification experience. Experience in relevant field like Software development, Mobile Apps development, database management (Sql/Pl Sql.) etc. Experience on tools like Java-oracle/Dot net-Sql server etc. Certification in Oracle/Sql-server etc. database packages will be given preference.</p> <p><b>Key Responsibility:</b> Maintenance and monitoring of all IT peripherals in the SPMU and as well as all the districts in coordination with district resource person..Proper maintenance and functioning of data center at districts. Ensure effective upgradation of devices time to time to match the need of the organization for smooth connectivity. Rolling out of proper connectivity at DPCUs and BPIUs. Provisioning of data center/Help desk for MIS at SPMU. Providing support to DPCUs or BPIUs with remote access, VPN connectivity etc. Ensuring the max uptime for the servers at SPMU. Coordinating with associated vendors for resolution of any technical issue. Any other task assigned time to time.</p>

14.	<p><b>Project Manager – Social Development (PM – SD)</b></p> <p><b>Pay:</b> ₹ 52774/- to ₹ 73733/- CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> PG degree/diploma in Rural management/rural development with minimum 4 years of post-qualification relevant experience. S/he should have experience of working on social development issue, social security entitlements and benefits for poor, which will be specific to the requirement of the district development intervention desirable in SHG programme. S/he should have good communication skill (both oral and writing) in English &amp; Hindi. Proficiency in working with MS office is a must.</p> <p><b>Key Responsibility:</b> S/he will assist SPM-SD in planning social development activities in the district. S/he will be responsible for executing as well as managing partnership activities of the project at district level. S/he will be also an expert of social development interventions. S/he will be also working as resource support available to BPIU units for executing partnership based activities social development programme. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.</p>
15.	<p><b>Project Manager- NRO-External Support</b></p> <p><b>Pay:</b> ₹ 52774/- to ₹ 73733/- CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> MBA/Master degree with minimum 5 years managerial experience in leading District/State level rural development program team/staff. Preference will be given to the candidates having SRLM's experience. Proficient in MS Office/computer application, Sound communication skills in English and Hindi.</p> <p><b>Key Responsibility:</b> S/he shall be responsible for Managing and coordinating resource support to SRLMs. Timely follow up and compliance of MOU with SRLM/Agency/Partners. Exploring new tie ups/assignments/partners for NRO thematic support. Responsible for preparing drive calendar, logistic planning and execution. Developing various Credit courses Module for quality cadres &amp; Staff learning. Develop required SOP and protocols for resource support to other SRLMs. Preparation of reports, QPR &amp; documentation of learning documents of NRO cell. Developing quality cadre strategy/service's protocols for Resource Cell. Processing files for adjustment of expenditure/bills &amp; vouchers related to NRO cell, Any other task assigned/delegated by CEO/SPM- Resource Cell.</p>
16.	<p><b>Project Manager- Fisheries</b></p> <p><b>Pay:</b> ₹ 52774/- to ₹ 73733/- CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> PG Degree or equivalent in Fisheries Science from recognized institute / University with minimum 4 years of post-qualification relevant experience. Proficient in MS office/computers application, Sound communication skills in English and Hindi.</p> <p><b>Key Responsibility:</b> S/he shall be responsible for Developing project plans and strategies to promote sustainable fisheries practices and enhance the income of rural households engaged in the fisheries sector. Managing project budgets and ensuring that project expenditures are within approved limits. Coordinating with government agencies, NGOs and other stakeholders to implement project activities and ensure that project objectives are met. Monitoring and evaluating project activities to assess their impact on rural households engaged in the fisheries sector. Providing technical support and guidance to project staff and beneficiaries. Preparing project reports and other documentation as required by the SRM or other stakeholders. Conducting community mobilization and capacity building activities to promote the adoption of sustainable fisheries practices and increase the participation of rural households in the fishery sector. Ensuring compliance with all relevant policies, regulations, and guidelines related to fisheries and rural livelihoods. Undertake extensive field visit to ensure quality training programmes of farmers through project staff and cadre. Any other task assigned/delegated by CEO/SPM-Livestock.</p>
17.	<p><b>Project Manager- System- Admin</b></p> <p><b>Pay:</b> ₹ 52774/- to ₹ 73733/- CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> B. Tech (CS/ IT)/ MCA or equivalent with minimum 5 years of post qualification experience. Experience in relevant field like Cloud server management. Knowledge/ Experience on network management and devices related issues will be an added advantage. Candidates with certifications in their specialized domain will be given preference.</p> <p><b>Key Responsibility:</b> S/he shall be responsible for Must have sound knowledge of Network concepts, its implementation. To maintain the network of the SPMU and related network devices. To manage server related activities for its smooth functioning. Functional and technical knowledge of switches, routers etc. Functional and technical knowledge of Firewall and its technical expertise will be given preference.</p>

18.	<p><b>Data Visualization Analyst</b></p> <p><b>Pay:</b> ₹ 52774/- to ₹ 73733/- CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> B. Tech (CS/IT)/MCA or equivalent in IT domain with minimum 3 years of post qualification experience in software development with minimum 2 years of experience in data analytics. Minimum 2 years of Experience in quantitative analytics role and development of reports on data analytical tools. Experience in data analytics for data in ERPs/web portals/mobile apps will be given preference. Candidates with certifications in their specialized domain will also be given preference. Experience with MS SQL server / Oracle or other RDBMS tools- particularly DDL and DML commands. Excellent Verbal and written English skills. Confident and persuasive communication style.</p> <p><b>Key Responsibility:</b> S/he shall be responsible for Develop Mobile apps and/or web-based applications to meet the requirement of the organization. Maintain and enhance the existing apps and/or applications of the organization developed. To streamline the digitization process in MIS/ERP/mobile apps solutions of the organization across the concerned district. Able to extract data from Database to prepare reports on need basis. Regular follow up and ensure for update of data in all the modules of MIS and Mobile apps. Any other task assigned time to time.</p>
19.	<p><b>Programmer</b></p> <p><b>Pay:</b> ₹ 52774/- to ₹ 73733/- CTS* (Monthly) (Excluding other benefits**)</p>	(3 Position: UR-2, EBC-1)	<p><b>Eligibility:</b> B. Tech (CS/IT)/MCA or equivalent with minimum 07 yrs of post qualification experience in software development. Experience in development of apps and applications in Android/iOS, Web based applications (Dot net/PHP/Dev-ops/etc.) Experience in functional/technical domain in ERPs related to HRMIS/Finance/e-POS/etc. will be given preference. Candidates with certifications in their specialized domain will also be given preference.</p> <p><b>Key Responsibility:</b> S/he shall be responsible for Develop Mobile apps and/or web-based applications to meet the requirement of the organization. Maintain and enhance the existing apps and/or applications of the organization developed. To streamline the digitization process in MIS/ERP/mobile apps solutions of the organization across the concerned district. Able to extract data from Database to prepare reports on need basis. Regular follow up and ensure for update of data in all the modules of MIS and Mobile apps. Any other task assigned time to time.</p>
20.	<p><b>App Developer</b></p> <p><b>Pay:</b> ₹ 52774/- to ₹ 73733/- CTS* (Monthly) (Excluding other benefits**)</p>	(2 Position: UR-1, EBC-1)	<p><b>Eligibility:</b> B. Tech (CS/IT)/MCA or equivalent with minimum 07 yrs of post qualification experience in software development. Experience in development of apps and applications in Android/iOS, Web based applications (Dot net/PHP/Dev-ops/etc.) Experience in functional/technical domain in ERPs related to HRMIS/Finance/e-POS/etc. will be given preference. Candidates with certifications in their specialized domain will also be given preference.</p> <p><b>Key Responsibility:</b> S/he shall be responsible for Develop Mobile apps and/or web-based applications to meet the requirement of the organization. Maintain and enhance the existing apps and/or applications of the organization developed. To streamline the digitization process in MIS/ERP/mobile apps solutions of the organization across the concerned district. Able to extract data from Database to prepare reports on need basis. Regular follow up and ensure for update of data in all the modules of MIS and Mobile apps. Any other task assigned time to time.</p>
21.	<p><b>Project Associate-Resource Support</b></p> <p><b>Pay:</b> ₹ 28987/- to ₹ 42279/- CTS* (Monthly) (Excluding other benefits**)</p>	(1 Position: UR-1)	<p><b>Eligibility:</b> MBA with minimum 2 years of experience of Program Management and Coordination. Preference would be given to the candidates having SRLM's experience. Proficient in MS office/ computers application, Sound communication skills in English and Hindi.</p> <p><b>Key Responsibility:</b> S/he shall be responsible for Processing of files, management and maintaining records of Resource Cell. Assisting Resource Cell team in executing various programs/assignments of NRO. Need based proper follow up &amp; timely coordination with field team and SRLMs. Supporting/assisting PM/SPM in executing program under NRO-Resource cell. Proper follow up with Stakeholders for settlement of expenditures under NRO. Proper upkeep of files and records timely compliance of files and MoUs. Compilations and up-dating of Resource Cell reports. Any other task delegated by SPM/ PM Resources Cell.</p>
22.	<p><b>Project Associate</b></p> <p><b>Pay:</b> ₹ 28987/- to ₹ 42279/- CTS* (Monthly) (Excluding other benefits**)</p>	(4 Position: BCW-1 (PH), EWS-1, SC-2)	<p><b>Eligibility:</b> PG degree/diploma in Rural Management / Rural Development / Social Work/agri-business management /agriculture and allied from recognized institute/university. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 1 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes/university with minimum 3 years of post-qualification relevant experience. S/he should have experience of working in development project or government development programme in the areas of documentation, communication, reporting, data entry, file management, facilitating event organization &amp; business dealing with different agencies. Typing skill in Hindi &amp; English would be desirable.</p> <p><b>Key Responsibility:</b> To assist and support thematic consultants (SPM &amp; PMs) in executing their thematic responsibilities. To collect data, information, conduct analysis and studies regarding interventions, compiling reports and book/ record keeping. Coordination with other Units at SPMU/ DPCU.</p>

23.	<b>Accountant (State Level)</b>  <b>Pay:</b> ₹ 24926/- to ₹ 42279/-CTS* (Monthly) (Excluding other benefits**)	(1 Position: UR-1)	<b>Eligibility:</b> PG in Commerce from recognized institute/university with minimum 2 years of post-qualification relevant experience in book keeping, accounts related job and secretarial assistance with reputed institutions, Government programmes/ project or NGOs. Or Graduate in Commerce from recognized institute/university with minimum 3 years of post-qualification relevant experience in book keeping, accounts related job and secretarial assistance with reputed institutions, Government programmes/ project or NGOs. Knowledge of working on computer and operating Tally Software will be essential. Typing skill in Hindi and English would be desirable. Only applicants from required category need to apply.  <b>Key Responsibility:</b> S/he will also have to undertake extensive field visit to ensure the maintenance of MIS and systems at DPCU/BPIU levels. S/he will also provide all secretarial assistance to SPMU finance/ accounts Team. S/he will also maintain all official records and book keeping. Responsible for channelling upward and backward official communication.
24.	<b>Office Assistant (State Level)</b>  <b>Pay:</b> ₹ 26218/- to ₹ 37664/-CTS* (Monthly) (Excluding other benefits**)	(5 Position: UR-2, SC-2, BC-1)	<b>Eligibility:</b> Graduate in any discipline from recognized institute/ university with minimum 3 years of post-qualification relevant experience. S/he should have worked in extending secretarial assistance and managing communication, office record keeping, compiling of project information and maintaining records related with programmatic, administrative and HRD affairs in reputed institution/ government programme/development project or NGO. You should also possess good writing and typing skill in both Hindi and English.  <b>Key Responsibility:</b> S/he will be responsible for extending all secretarial assistance to Officers/Managers at SPMU. S/he will also look after all communication, office record book keeping/ dispatch compiling of project information. S/he will be responsible for Maintaining records related with programmatic, administrative and HRM affairs and S/he will also act as a nodal person for channelling communication to/from BPIU/ DPCU / SPMU.

**Applications are invited for the following positions under “National Resource Organization” Project (NRO):**

25.	<b>Program Manager-FNHW</b>  <b>Pay:</b> ₹ 52774/- to ₹ 73733/- CTS* (Monthly) (Excluding other benefits**)	(1 Position: UR-1)	<b>Eligibility:</b> MBA/ Master degree with at least 5 years’ relevant experience at State/District level health/ FNHWs program. Preference will be given to the candidates having SRLM’s experience. Proficient in MS Office/ computers application, Sound communication skills in English and Hindi.  <b>Key Responsibility:</b> S/he shall be responsible for Developing SOP’s and Strategy for required FNHW support services. CB training of all FNHW staff, Cadres and YPs (within and outside state) Planning, Coordination and providing technical inputs on FNHW to NRO/SRL M's.Proper follow up and compliance of technical services under FNHW-M oU Providing CB support and training to other SRLMs through PRPs/MT. Preparation of study reports, analysis and Documentation on FNHW. Any other task delegated by thematic head/ SPM/CEO.
26.	<b>Program Manager-IEC-FNHW</b>  <b>Pay:</b> ₹ 52774/- to ₹ 73733/- CTS* (Monthly) (Excluding other benefits**)	(1 Position: UR-1)	<b>Eligibility:</b> MBA/ Master degree with minimum 5 years relevant experience at District/State level in large scale Rural development program. Preference will be given to the candidates having SRLM's experience. Proficient in MS office/computer application, Sound communication skills in English and Hindi.  <b>Key Responsibility:</b> S/he shall be responsible for Developing IEC material, module, Pedagogy, content development for FNHW Developing training tool kits and materials for IEC promotion in NRO. Documentation of FNHW and Preparation of reports for SRLMs. Organizing awareness meet for stakeholders i.e. Leaders/ Cadres/ Staffs & trainers. Prepare monthly / quarterly and annual report under MoUs in other SRLM on FNHWs. Any other task and responsibility assigned by Thematic head/SPM/ CEO BRLPS.
27.	<b>Program Manager- CB &amp; Quality Assurance</b>  <b>Pay:</b> ₹ 52774/- to ₹ 73733/- CTS* (Monthly) (Excluding other benefits**)	(1 Position: UR-1)	<b>Eligibility:</b> MBA/Master degree with at least 5 years’ relevant experience at State/ District level in large scale Rural Development Program. Preference will be given to the candidates having SRLM’s experience. Proficient in MS Office/ Computers application, Sound communication skills in English and Hindi.  <b>Key Responsibility:</b> S/he shall be responsible for Development of various resource through Identification, screening, of Cadres/staff. Selection, training and capacity building of Master Resource Persons and Trainers. Developing Master Trainers and Resource Person for NRO/BRLPS services. Conducting regular refresher and capacity building/ training for NRO/ SRLMs. Development of exposure sites/model cluster for MIS /SMIB/FNHW/SJY. Preparation of reports, Follow up and address CB compliance of NRO. Performance review and assessment of C-PRPs, Master trainer/ Resource persons. Maintaining data base profile of Community /Master Trainers, CRPs & PRPs. Any other task assigned/ delegated by Thematic head/ SPM/CEO.

**Selection:** Shortlisted applicants will be invited to appear for participating in further stages of recruitment (GD/PPT/Tally Test/Computer based Typing Test & PI) in a phased manner. List of applications received, shortlisted applications, dates and venue of tests for selection etc. would be posted in due course on [www.brllps.in](http://www.brllps.in)(<http://brllps.in/web/brllps/career>). Candidates are requested to visit the website frequently for announcements. All communication will be made through website only.

## Selection Procedure

S. No.	Post	Selection Procedure						
01.	All Positions	<p><b>Selection process consists of the following:</b></p> <p><b>Stage – 1. Shortlisting of candidates for inclusion in further selection process in a ratio of 1:10 of the advertised vacancy (In case of multiple candidates coinciding at 10<sup>th</sup> number, all such candidates will be called for further selection process that may increase the number of candidates being call for the process for a particular position) based on criteria as mentioned below:</b></p> <table border="1" data-bbox="421 775 1445 1207"> <thead> <tr> <th data-bbox="421 775 903 813">Criteria</th> <th data-bbox="903 775 1445 813">Marks Assigned</th> </tr> </thead> <tbody> <tr> <td data-bbox="421 813 903 1061">% of marks obtained in Qualifying examination</td> <td data-bbox="903 813 1445 1061">           Maximum upto 20 marks            1. Less than 50% - 4 marks            2. 50 to 54% - 6 Marks            3. 55 to 59% - 10 Marks            4. 60 to 64% - 14 Marks            5. 65 to 70% - 16 Marks            6. More than 70% -20 Marks         </td> </tr> <tr> <td data-bbox="421 1061 903 1207">Minimum post qualification relevant experience</td> <td data-bbox="903 1061 1445 1207">30 (20 marks for minimum relevant experience and 2 marks for additional each 2 years relevant experience, maximum upto 10 marks)</td> </tr> </tbody> </table> <p><b>Stage – 2. This process has following stages:</b></p> <ol style="list-style-type: none"> <li>For the position of State Project Managers and above: PPT Presentation and Personal Interview.</li> <li>For the positions except State Project Managers and above, Accountant and Office Assistant: Group Discussion and Personal Interview.</li> <li>For the position of Accountant: Tally Test and Interview</li> <li>For the position of Office Assistant: Computer based Typing and Interview</li> </ol>	Criteria	Marks Assigned	% of marks obtained in Qualifying examination	Maximum upto 20 marks 1. Less than 50% - 4 marks 2. 50 to 54% - 6 Marks 3. 55 to 59% - 10 Marks 4. 60 to 64% - 14 Marks 5. 65 to 70% - 16 Marks 6. More than 70% -20 Marks	Minimum post qualification relevant experience	30 (20 marks for minimum relevant experience and 2 marks for additional each 2 years relevant experience, maximum upto 10 marks)
Criteria	Marks Assigned							
% of marks obtained in Qualifying examination	Maximum upto 20 marks 1. Less than 50% - 4 marks 2. 50 to 54% - 6 Marks 3. 55 to 59% - 10 Marks 4. 60 to 64% - 14 Marks 5. 65 to 70% - 16 Marks 6. More than 70% -20 Marks							
Minimum post qualification relevant experience	30 (20 marks for minimum relevant experience and 2 marks for additional each 2 years relevant experience, maximum upto 10 marks)							



**Final Merit List will be prepared on the basis of criteria mentioned hereunder:**

Criteria	Marks Assigned
% of marks obtained in Qualifying examination as per eligibility criteria	Maximum upto 20 marks 1. Less than 50% - 4 marks 2. 50 to 54% - 6 Marks 3. 55 to 59% - 10 Marks 4. 60 to 64% - 14 Marks 5. 64 to 70% - 16 Marks 6. More than 70% -20 Marks
Minimum post qualification relevant experience as per eligibility criteria	Maximum upto 30 (20 marks for minimum relevant experience and 2 marks for additional each 2 year relevant experience, maximum upto 10 marks)
Presentation/GD/Tally Test/Typing	20
Interview	30
Total Marks	100

**Note: Minimum Cut off marks for (1) Presentation/GD/Tally Test/Typing and (2) Personal Interview will be of 40% for SC/ST/PH candidates and 50% for BC/EBC/EWS/UR candidates. Both are eliminatory in nature.**

**Note:**

Official website <http://brlps.in> may be visited and click on "Career" to apply online and to know detailed eligibility criteria and other details including category of vacancies. All communication will be made through website only.

1. Applications will be accepted only through online mode. The Application Form through any other mode shall not be accepted.
2. Last Date for receipt of applications is up to 4<sup>th</sup> June 2023. Applications beyond this date will not be accepted.
3. Application Form of candidates who do not fulfil the eligibility criteria shall be rejected.
4. Candidates are also advised in their own interest to apply online well before the closing date and not wait for the last date of submission to avoid possibility of link failure or any other technical issues whatsoever. There shall not be any responsibility of the BRLPS if any candidate fails to finally submit the Application Form before the last date of submission on account of aforesaid reasons or for any other reason beyond its control.
5. The candidates are required to fill the Online Application Form with correct and complete information carefully. If any incomplete or false information is furnished, then the candidate will be solely responsible for the same and on the basis of false and incomplete information, the Application Form shall be rejected at any stage of the selection process without giving any reason/ notice. On furnishing any false certificate or indicating wrong category in the Application Form or in case of any other default, the BRLPS may reject the candidature at any stage of the selection.
6. In case it is found at any time in future that a Candidate has used/ uploaded the photograph and/ or signature of someone else in his/ her Application Form/ Admit Card or he/ she has tampered his/ her Admit Card/ result, these acts of the candidate shall be treated as Unfair Means.
7. Print out of On-line Application Form or hard copies of certificates/mark sheets are not required to be submitted. Candidates shall have to produce all the required documents pertaining to eligibility for verification as and when asked for by the BRLPS, failing which he/ she shall be disqualified.
8. Candidates must keep print out of On-line Application Form, E-Admit Card and at least 05 (Five) copies of coloured passport size photograph identical with the photograph uploaded in Online Application Form and produce the same, along with all the required certificates, at the time of verification of the documents.
9. All the candidates who are currently employed with Govt/PSU/Bnak/BRLPS or working as consultant in the BRLPS will apply online after seeking "NO OBJECTION CERTIFICATE (NOC)" from their respective competent authority, failing which his/ her selection may be cancelled by the BRLPS.
10. It is to be noted that if a candidate has been allowed to appear in the examination, it does not imply that the candidate's eligibility has been verified. It does not vest any right with such candidates to get appointment. The eligibility is subject to final verification by the Competent Authority. The candidate shall satisfy his/her eligibility before applying online and shall be personally responsible, in case, he/she is not found eligible to apply as per the given eligibility criteria.

11. Information uploaded on the official website of the BRLPS shall not be provided to the candidates or any other person under the Right to Information Act, 2005. The information uploaded on the official website of the BRLPS shall remain available for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep it with them for future reference, if any. During the course of recruitment, neither any application under the R.T.I. Act shall be entertained nor any information shall be provided.
12. Any representation filed by any applicant in respect of recruitment shall not be entertained once the process is initiated.
13. Factual information under the R.T.I. Act shall be provided only after declaration of final result. Inferential questions or speculative questions shall not be answered under the R.T.I. Act.
14. In case a candidate is found providing incorrect information or his/ her identity is proved to be false at any time in the future, he/ she may, in addition to disqualification, face penal action as per the law applicable.
15. In case, it is found at any stage of the recruitment process that a candidate does not fulfil the eligibility norms and/ or that he/ she has suppressed/ twisted or truncated any material facts, his/ her candidature shall stand cancelled without giving any reason and notice to the candidate concerned. If any of these shortcomings is detected even after appointment, his/ her service will be liable to be terminated and he/ she will be liable to punishment through proceedings as decided by the Competent Authority.
16. Only one application shall be submitted by each candidate for a position. In case, more than one Application i.e. multiple Application Forms are submitted by the same candidate, then the last application form correct in all respect shall only be taken into account for considering his/ her candidature.
17. Only such candidate shall be considered for selection who participates in all the stages of the Examination, and no exemption shall be granted to any candidate including that of OH Category from appearing in any part/ stage of the Examination for reasons whatsoever.
18. No person under Orthopedically Handicapped (OH) category shall be recruited unless he/ she is in good mental health and physically fit except to the extent of his/ her disability.
19. After final submission of the application form, any request with regard to change of category shall not be entertained. In case of women candidates, caste certificate issued from father's side shall only be treated as valid.
20. Minimum Age limit is 18 years and maximum age limit is 60 years on the last date of receipt of online application for all the posts. Maximum age limit for retired officials from the government is 65 years.
21. Candidates are requested to visit the website frequently for updates and other announcements. All recruitment related notification shall be brought to the notice of candidates only through the official website of the BRLPS. No personal communication shall be made in this regard.
22. Reservation would be applicable for recruitment on these positions as per the latest Reservation Policy of the Government of Bihar. Only eligible candidates as per the required eligibility criteria will be called for participating in further stages of recruitment.
23. BRLPS reserves the right to cancel this recruitment process, fully or partially, at any stage. The BRLPS reserves the right to bring about changes in the selection procedure/ scheme of Examination.
24. There shall be no provision for re-evaluation/ re-checking/ scrutiny of the answer sheet/ score. No correspondence in this regard shall be entertained.
25. Only those candidates shall be considered for selection who secures the minimum cut off marks in the GD/PPT/Tally Test/Computer Typing and Personal Interview.
26. If two or more candidates secure equal marks, the candidate securing higher marks in the GD/PPT/Tally Test/Computer Typing will be placed above and if the marks obtained in the GD/PPT/Tally Test/Computer Typing are also equal, then the candidate born earlier will be placed above.
27. Waiting list shall remain valid for a period of one year from the date of its approval by the Competent Authority and may be extended for another one year in case of exigency.
28. Number of vacancies may be changed without prior notice.
29. Only such Educational qualifications of the candidates would be considered as are approved by the AICTE/MHRD/respective states. PG Degree / Diploma of two years duration will only be considered.
30. In case the Universities/Boards, award grades/CGPA/OGPA, the same will have to be indicated in equivalent percentage of marks as per the norms adopted by the respective University/ Board. In the absence of the same, the candidature will not be considered.
31. BRLPS reserves the right to shortlist candidates based on qualification and post qualification relevant experience.
32. Relevant experience is specific to the eligibility criteria and key responsibility as mentioned against each position.
33. Shortlisting will be based on information provided by the candidates in the Application Form. No changes afterwards will be accepted in any circumstances.
34. For the purpose of calculation of experience, the reference date will be the 1st April 2023.
35. Post qualification relevant experience for the position will only be considered. Relevant Experience with Govt. Organization / Govt. Corporation / Govt. Authority/ Autonomous Govt. body / Registered Govt. Societies / Banks / PSUs and recognized International/ Multinational Organization/ registered reputed and recognised companies may only be accepted. Experience of honorary position / as commission agent / Training / Internship / Articleship will not be accepted. Experience during the educational qualifications will also not be accepted. Recognized means recognized by State or the Central Government.
36. The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience.

37. Article ship/apprenticeship/internship/training outside job or working in self owned enterprise will not be considered as experience.
38. 1 year relaxation in experience will be allowed to a working employee of BRLPS who has completed at least 1 year of service with BRLPS, as per the provision of BRLPS HRD Manual.
39. \*Cost to Society (CTS) includes Basic Pay, House Rent Allowance, Project Allowance & Employees Provident Fund (Employers share).
40. \*\*Other monetary benefits allowed to BRLPS employees include Child Education Allowance for a maximum of two living children Annual Increment at the rate of 5%, Performance incentive up to maximum of 30% of Annual Basic as annual pay, Laptop Maintenance allowance, Self Learning Allowance, Accidental Insurance coverage, Medical Insurance cover for self & family, etc.
41. Contract will be till attainment of the superannuation age of 60 for positions under BRLPS and one year for the positions under NRO that maybe extended further on the basis of performance and approval of the Competent Authority and continuance of the NRO Project. Employees may be separated if not found suitable at the discretion of the management. The contract would also end with the closure of the BRLPS project.
42. Persons who had been separated from the BRLPS on disciplinary grounds need not apply as their candidature will not be considered.
43. No TA/DA will be paid for attending different stages of selection process or first joining of BRLPS.
44. There would be a probation period of 3/6 months.
45. The record relating to this recruitment, 2023 would be available up to 6 months from the Date of declaration of final result and, thereafter, all examination materials shall be weeded out and no communication in this regard shall be entertained with respect to this recruitment drive.
46. Retired Officials from Govt., PSUs and Banks with enough zeal and willingness to work for the cause of the poor may also apply for the suitable positions. Retired government officials applying for various positions should have completed graduation to be considered for selection.
47. Serving State Government Officials are encouraged to apply. Relevant deputation norms/BRLPS policy would be applicable to them.
48. Retired Officials from Govt., PSUs and Banks /Serving State Government Officials for State Level positions of SPMs or equivalent must be in the grade pay of Rs. 5400/-or above as per the 6th Pay Commission norms.
49. Remuneration for retired Officials from Government of Bihar will be fixed as per the provision of Sankalp No. 10000 dated 10/07/2015 and Letter No. 3/M-63/2013 Sa Pra 8710 dated 11/08/2021.
50. Reservation facility would be applicable only to the Bihar domicile candidates. The permanent address furnished in the application form shall be considered as domicile for the purpose of reservation.
51. Please note that this advertisement supersedes all previous notifications in the matter of recruitment by BRLPS. Therefore, the waitlist against all positions is herewith abolished.

## **Instructions for Filling the Online Application Form:-**

1. Candidates are advised to read the detailed advertisement carefully prior to filling the online application form. The candidate must ensure that he/she has an active e-mail ID and Mobile number. The e-mail ID and the Mobile number are required to be preserved till publication of final result. The candidate must also ensure the availability of all the relevant documents/ certificates at the time of filling the online application form.
2. For Applying Online, visit the "Career" tab in the menu of official website of Bihar Rural Livelihoods Promotion Society (BRLPS) (<http://brlps.in>).
3. Click on "Apply online".
4. Click on the link "Sign Up" to register.
5. On the registration page, a candidate is required to select Project Name and Post Applied For then fill in his/ her Full Name, Adhar Number, Email ID and Mobile Number. Fields marked with asterisk (\*) are mandatory. Prior to submission, the candidate must ensure that all the details filled in are correct in all aspects, as the data once submitted cannot be changed. After verification of data, registration number and password will be generated and the same will be communicated by E-mail.
6. Thereafter, the candidate will have to Login by using Registration Number and Password shared via Email.
7. After login, form for detailed application will open where the data provided at the time of registration shall be visible in prefilled format and it cannot be altered.
8. At first, a candidate is required to fill in his/ her Personal Details and then click "Save as Draft".
9. Thereafter, the candidate is required to fill in Education Details and then click "Save as Draft".
10. Thereafter, the candidate is required to fill in Experience Details and then click "Save as Draft".
11. Thereafter, the candidate is required to upload the following documents :- a) Scanned copy of recent passport size colour photograph b) Scanned signature c) Matriculation (10th) d) Qualifying Qualification (Degree/Diploma) Mark sheet e) All relevant Experience Certificates f) Domicile Certificate, if applicable g) Caste/ Non Creamy Layer/ EWS Certificate, if applicable h) Certificate of Disability, if applicable

Note:- A candidate must select only one document at a time and upload the same, then proceed for uploading the next document.

12. Instructions to upload photograph and Signature: a) Size of the Photograph should be maximum 100 KB. b) Size of the Signature should be maximum 50 KB. c) Image should be in JPG/ JPEG/ PNG format.
13. Instructions to upload required Documents/Certificates: a) Size of the each document should be maximum 400 KB. b) Document should be only in JPG/ JPEG/ PNG format.
14. Uploaded photograph and signature (in running hand) must be clearly identifiable / visible, otherwise application of the candidate is liable to be rejected by the BRLPS and no representation from the candidate will be entertained by the BRLPS in this regard.
15. The photograph of the candidate must contain his/ her full face, both ears and neck, in frontal view with a neutral, non-smiling expression and with open eyes directed at the camera. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background. If the picture is taken on a sunny day, the Sun should be behind the candidate, or the candidate should place himself in the shade, so that the candidate is not squinting and there are no harsh shadows. If flash is used, it must be ensured that there is no "red-eye". Photograph with caps, hats, sunglasses and dark glasses must not be uploaded. Religious headwear is allowed but it must not cover the face. If candidates wear power glasses, it must be ensured that there are no reflections and the eyes can be clearly seen.
16. The applicant has to sign on white paper with Black pen in running hand. The signature must be signed only by the candidate and not by any other person. The Signature will be used for the purpose of verification during the recruitment process. If at any stage of recruitment process, the Candidate's signature does not match the signature on the Admit Card, the candidate will not be permitted to take the examination and his candidature shall be cancelled.
17. After all details are filled in the Application Form, candidate has to verify all the details on the Print Preview page and after clicking the check box, the "Final Submission" button shall be visible. Prior to proceeding for Final Submission, candidate must preview the application form and ensure that all the details filled in are correct in all aspects and then proceed further. After final submission, no change/ alteration shall be allowed and any deviation from the data appearing in the certificates/ documents, noticed at later stage shall lead to disqualification.
18. The candidates must take printout of the finally submitted online Application Form reflecting therein the Final Submission and retain the same along with relevant uploaded documents for producing the same at the time of document verification.
19. Candidates are advised to apply much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on the BRLPS website on account of heavy load on Internet/ Website/ Server. The BRLPS shall not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the BRLPS.
20. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be summarily rejected.

**Disclaimers:** Mere eligibility does not guarantee a job.

**Chief Executive Officer-cum- Mission Director,  
Bihar Rural Livelihood Promotion Society**

*Canvassing in any form shall be a disqualification.*