

# MANIPUR STATE RURAL LIVELIHOODS MISSION (MSRLM)

## ANNEXURE - 1

New Secretariat, Babupara, Imphal-795001

MSRLM-143/HR/Recruitment /2017-18

Imphal, 4<sup>th</sup> September, 2018

### ADVERTISEMENT

- a) The Manipur State Rural Livelihoods Mission (MSRLM), an autonomous society of Rural Development & Panchayati Raj Department, Government of Manipur, is the designated 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 Yojna - National Rural Livelihoods Mission (DAY - NRLM)/Aajeevika, Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDUGKY) and other sub schemes under DAY NRLM. The Society intends to recruit willing, competent and committed professionals for the following posts for its State Mission Management Unit (SMMU), District Mission Management Unit (DMMU) and Block Mission Management Units (BMMU) on a purely contractual basis for stipulated time period based on the performance of the concern and extension of the interventions and be willing to work in the rural areas including remote rural areas of the state primarily with rural poor women under Day NRLM framework. The service conditions will be as per the norm of the Society. The details of positions available are as follows:-

#### A. Positions at State Mission Management Unit (SMMU), Babupara, Imphal.

Name of the post	Number of post	Qualification, Experience & upper age limit	Roles and Responsibilities	Monthly Remuneration	Monthly Performance Based Honorarium	Maximum Total Monthly Remuneration
Chief Operating Officer (COO)	1-UR	Post Graduate in Management/ Rural Development/ Agri & allied/ Forestry/ Social Work from recognized University with at least 10 years of experience in rural development at various levels including field level and managerial level. Preference will be given to candidates with work experience in the International and national development projects and having experience of leading a team at the state level. Upper age limit is 51 years	<ul style="list-style-type: none"> <li>Planning and management of the implementation of various interventions under NRLM, liaisoning with NMMU, stakeholders and partners under overall guidance of the SMD</li> <li>Mentor/ Monitor/ Coordinate the activities of SMMs, facilitate planning, managing and budgeting at various levels, review the progress of NRLM at district and block level and provide necessary support to the teams.</li> <li>Lead in preparation and implementation of annual action plan and overall monitoring of the programme in the state.</li> <li>COO shall report to the SMD of MSRLM.</li> <li>Any other task assigned by the reporting officer.</li> </ul>	Rs. 13,700/-	Upto Rs. 66,300/-	Rs. 80,000/-
State Mission Manager (Human Resource)	1 - OBC (Meitei)	Post Graduate in Management in HR/MBA (HR)/M.Com (HR) from a recognized University/ Institute having at least 5 years of experience in social / community development sector. Upper age limit is 45 years	<ul style="list-style-type: none"> <li>To prepare/update HR Manual, do Training Need Analysis of staff, to conduct training/ capacity building of staff, to administer hygiene of staff, to develop and ensure that regular performance appraisal of staff is conducted.</li> <li>To initiate the process of recruitment,</li> </ul>			

			Tracking Budget Expenses, Quality Management, Managing Processes, Organization, Communication Processes, Promoting Process Improvement, day to day administrative functions of the Mission and any other task assigned by reporting officer.	Rs. 13,700/-	Upto Rs. 31,300/-	Rs. 45,000/-
Mission Executive- Human Resource (ME-HR)	1-UR	Post Graduate in Management in HR/MBA (HR)/M.Com (HR) from a recognized University/ Institute having at least 3 years of experience in social / community development sector. Upper age limit is 37 years	<ul style="list-style-type: none"> <li>To administer hygiene of staff and ensure regular performance appraisal takes place .To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic.</li> <li>Any other task assigned by SMM-HR and SMD of MSRLM.</li> </ul>	Rs. 13,600/-	Upto Rs. 21,400/-	Rs.35,000/-
Mission Executive- Financial Management (ME-FM)	1-UR	Post Graduate in Management (Finance)/ MBA (Finance)/ M.Com / CA from a recognized University/Institute at least 6 months certificate course in computer Application and knowledge of Tally ERP with 3 years of relevant experience of handling financial management in an organisation. Upper age limit is 37 years	<ul style="list-style-type: none"> <li>Handling of day to day financial matter, help in preparing budget, conduct financial review of BMMUs, IUFR preparation, monitoring and reporting, maintenance of adequate books of record, preparation of Audit and Action taken report</li> <li>To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic.</li> <li>Any other task assigned by SMM-FM and SMD of MSRLM.</li> </ul>	Rs. 13,600/-	Upto Rs. 21,400/-	Rs.35,000/-
Mission Executive- Monitoring & Evaluation - Management Information System (M&E- MIS)	1-UR	Post graduate in Management/MBA / MCA/ M.Sc (IT)/ M.Sc (Computer Science) / Social Science or relevant themes from a recognized University / Institute with diploma in computer applications with 3 years of relevant experience of handling, analyse data and MIS. Upper age limit is 37 years	<ul style="list-style-type: none"> <li>To manage the NRLM MIS and other related work of MIS. Track the progress of the blocks through MIS and other related work.</li> <li>To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic.</li> <li>Any other task assigned by SMM-M&amp;E/MIS and SMD of MSRLM.</li> </ul>	Rs. 13,600/-	Upto Rs. 21,400/-	Rs.35,000/-
Mission Executive- Financial Inclusion (ME- FI)	1-ST	Post Graduate in Management/ MBA/ M.Com/ CA from a recognized University/Institute with 3 years of relevant experience. Banker with two years' experience as Branch manager may apply. Fresher from reputed management institute may apply. Upper age limit is 37 years (relaxation in years and education for experienced bankers)	<ul style="list-style-type: none"> <li>To be the master trainer for FL-CRP, Bank Sakhi and BC Sakhi and handhold the cadres on FI related matters</li> <li>To give handholding support to district staff on FI and closely monitor the FI activities at the state level</li> <li>To build rapport with banks for having good SHG bank linkage and attend the DCC and</li> </ul>			

			<p>SLBC-Sub -committee meeting and raise any issue related to FI</p> <ul style="list-style-type: none"> <li>To prepare bank linkage target and ensure that enough bank loan applications are submitted to banks and follow up with banks.</li> <li>To ensure that bank shares the credit linkage data and regularly updated in the bank linkage portal</li> <li>To develop FI related materials (customization/translation) for staff and community.</li> <li>Any other task assigned by the thematic head.</li> <li>To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic.</li> <li>Any other task assigned by COO and SMD of MSRLM.</li> </ul>	Rs. 13,600/-	Upto Rs. 21,400/-	Rs.35,000/-
Mission Executive- Institution Building and Capacity Building (ME- (IB/CB)	1-UR	Post Graduate in Management/MSW/ Social Science from a recognized University/ Institute with 3 years of relevant experience. Upper age limit is 37 years	<ul style="list-style-type: none"> <li>Develop training modules, preparing training calendar etc.</li> <li>To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic.</li> <li>Any other task assigned by COO and SMD of MSRLM.</li> </ul>	Rs. 13,600/-	Upto Rs. 21,400/-	Rs.35,000/-
Mission Executive- Farm (ME- Farm)	1-OBC(M)	Post Graduate in Agri & allied/ Forestry/Animal Husbandry from a recognized with 3 years of relevant experience of working in livelihoods sector. Upper age limit is 37 years	<ul style="list-style-type: none"> <li>Conduct livelihood scoping studies</li> <li>Support in coordinating training activities</li> <li>To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic</li> <li>Any other task assigned by COO and SMD of MSRLM.</li> </ul>	Rs. 13,600/-	Upto Rs. 21,400/-	Rs.35,000/-
Mission Executive Non-farm (ME-Non-Farm)	1-ST	Post Graduate in Agri & Allied/ Forestry, Veterinary & animal husbandry/ Fishery/ MBA from a recognized University/Institute with 3 years of relevant experience of working in rural marketing , Producers' group, value chain analysis. Upper age limit is 37 years	<ul style="list-style-type: none"> <li>To support market linkage activities of the rural products</li> <li>Promoting rural entrepreneurship,</li> <li>To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic.</li> <li>Any other task assigned by COO and SMD of MSRLM.</li> </ul>	Rs. 13,600/-	Upto Rs. 21,400/-	Rs.35,000/-
Mission Executive(Skills)	1-UR	Post graduate in Management / Social Work / Development Studies or equivalent from recognized university/Institution with at least 3 years of experience in skilling sector, tracking, follow -up, root cause analysis, assessment, law	<ul style="list-style-type: none"> <li>To mobilize the youths for training in consultation with Village Organisations</li> <li>Active Women through counseling</li> <li>Awareness generation for social mobilization</li> </ul>			

		<p>enforcement in a multi- stakeholder ecosystem; experience in pre-sales, assisting set up of self - employment initiatives for the skilled youth through incubation. Prior experience in skilling shall be given preference. Upper age limit is 37 years</p>	<ul style="list-style-type: none"> <li>To organize Job Fair in Block and District Levels; to maintain database of Alumni support migration etc.</li> <li>To track placement records and career progression of trainees</li> <li>Any other jobs assign by superiors from time to time for successful implementation of the scheme.</li> </ul>	Rs. 13,600/-	Upto Rs. 21,400/-	Rs.35,000/-
Mission Executive-Skills– (Finance and Proposal examination)	1-UR	<p>Post graduate in Commerce/ Management/ ICWAI/CA or equivalent from recognized University or an Institute. 3+ years' experience in Project Appraisal from financial risk perspective, project financial performance management. Experience in conducting audit, finalization of accounts and management of audit preferred, developing financial process and systems for development projects. Knowledge and experience of government financial rules (GFR/DFR) is desirable.  Upper age limit is 37 years</p>	<ul style="list-style-type: none"> <li>Handling of day to day financial matter of the scheme; Project Budgeting for Action Plan;</li> <li>Appraisal of financial matter for Projects submitted by PIAs</li> <li>Maintenance of PFMS under DDU-GKY project</li> <li>Any other jobs assign by Superiors from time to time for successful implementation of the scheme.</li> </ul>	Rs. 13,600/-	Upto Rs. 21,400/-	Rs.35,000/-
Mission Executive-Skills (Monitoring and Evaluation)	1-UR	<p>Post graduate Degree or equivalent preferably in the development Arena, such as Social Work, Development studies, rural development/ Management, Economics, agriculture, agribusiness, Information technology from any recognizes university.</p> <p>An experience of 3 years in monitoring and evaluation, database management, program impact assessment, research techniques and methodologies, documentation and reporting and proficiency in use of MS spreadsheets.</p> <p>A candidate with knowledge of local language, experience in project performance management/ Quality assurance / Monitoring in development project, design project management of medium scale IT system, in handling projects involving forging linkages with industries, NGOs, state/ Local government is preferred. Fresher from reputed institute may</p>	<ul style="list-style-type: none"> <li>To coordinate with PIA for strict adherence of IT and Biometric applications; Inspection of PIAs from time to time for Quality assurance</li> <li>To give good branding to DDU- GKY in state</li> <li>To update database and information of PIAs and MSRLM in MIS from time to time; to organize and conduct training for stake holders on MIS , conduct periodic evaluation</li> <li>To coordinate &amp; anchor project based evaluation studies and research assignment etc</li> <li>The job involves intense touring within and outside the State and also visits to field;</li> <li>Any other jobs assign by Superiors from time to time for successful implementation of the scheme.</li> </ul>	Rs. 13,600/-	Upto Rs. 21,400/-	Rs.35,000/-

		apply. Upper age limit is 37 years				
Mission Executive- Skills(IB /CB)	1-ST	<p>Post graduate Degree or Diploma in Management/ Social Work / Development Studies or equivalent from recognized University / PG Diploma in Rural Development Management from reputed university.</p> <p>An experience of 3 years in developing curriculum standards for skill/ vocational training, development of NOS/ curriculum development / L&amp;D in skill would be given preference. In addition experience in undertaking quality assurance in training quality management and assessing quality and trainer quality. Fresher from reputed institute may apply. Upper age limit is 37 years</p>	<ul style="list-style-type: none"> <li>To manage partnership with public and private service providers,</li> <li>coordinating relationship with project stakeholders</li> <li>To verify and check all the pedagogy and learning materials to be utilized by the PIAs for all the trades</li> <li>To coordinate with other states skilling initiatives for innovation in trainings</li> <li>Work out for Convergence with Government Department, building capacity of NGOs and civil society organization, facilitating skill Enhancement program etc</li> <li>Any other jobs assign by Superiors from time to time for successful implementation of the scheme.</li> </ul>	Rs. 13,600/-	Upto Rs. 21,400/-	Rs.35,000/-
STATE MISSION ASSISTANT - SKILLS	1-UR	<p>Graduate in any discipline from a recognized University with certified knowledge of Computer applications. Candidates with work experience of at least 5 years in the organized sector at a similar level will be preferred.</p> <p>Upper age limit is 37 years</p>	<ul style="list-style-type: none"> <li>To maintain database of Trainees</li> <li>To maintain database of PIAs.</li> <li>To assist the Mission Executives in various works</li> <li>To maintain database of Alumni, support migration , etc</li> <li>To track placement records and Career Progression of trainees.</li> <li>Any other jobs, assign by superiors from time to time for successful implementation of the scheme</li> </ul>	Rs. 7,600/-	Upto Rs. 2,400/-	Rs. 10,000/-

B. Positions at District Mission Management Unit (DMMU)-Tengnoupal District and Imphal East District. ONLY for positions of District Coordinator-FI will be for seven Districts(Imphal East, Imphal West, Jiribam, Tengnoupal, Thoubal, Kakching, Churachandpur)

Name of the Post	Number of Post	Qualification, Experience & upper age limit	Roles and Responsibilities	Monthly Remuneration	Monthly Performance Based Honorarium	Maximum Total Monthly Remuneration
District Mission Manager (DMM)	2- UR	Post Graduate Degree in Social Work/ Rural Development/ Development Studies/Agro Economics / Agriculture from a recognized University/ PG Diploma in RDM from nationally reputed Institution with minimum 4 years of experience in the Social/ Community Development Sector. Upper age limit is 43 years	<ul style="list-style-type: none"> <li>Responsible for day to day management of the DMMU staff. Coordinate the various activities and plan of the mission under overall guidance of SMMU. Regular monitoring and evaluation of the various thematic interventions and regular report to SMMU.</li> <li>Ensure good convergence with district administration, line department and other likeminded organization</li> <li>Prepare district annual plan by consolidating the blocks plan. Prepare DMMU annual report.</li> </ul>	Rs. 13,700/-	Upto Rs. 26,300/-	Rs. 40,000/-
District Coordinator (DC -FI)	7 (4-UR, 2-ST, 1-OBC-M)	Post Graduate in Commerce/ Financial Management/ Rural Development Management/ Development Studies from recognized University with 2 years of relevant experience. Fresher from reputed institute may apply. Bankers with minimum experience of 1 year as Branch Manager may apply. Upper age limit is 37 years	<ul style="list-style-type: none"> <li>Coordinate the FI activities within the district.</li> <li>Attend the DCC meeting and ensure that DMMU bank linkage target are included in the district annual credit plan.</li> <li>Being a master trainer in the FI domain in the district</li> </ul>	Rs. 13,600/-	Upto Rs. 16,400/-	Rs.30,000/-
District Coordinator- L (Farm and Non- Farm)	4 (3-UR, 1-ST)	Post Graduate in Agri & Allied / Veterinary & Animal Husbandry/Fishery/Forestry/MBA Marketing from a recognized University with 2 years of relevant experience. Upper age limit is 37 years	<ul style="list-style-type: none"> <li>Coordinate the Livelihoods activities within the district</li> <li>Assist the thematic head in delivering the required task including hand holding support to BMMUs in concern thematic</li> </ul>	Rs. 13,600/-	Upto Rs. 16,400/-	Rs.30,000/-
District Coordinator (IB/CB)	2 (1-OBC-M, 1-ST)	Post Graduate in Management/MSW/ Social Science / sociology / economics or relevant subjects from a recognized University/ Institute with 3 years of relevant experience. Upper age limit is 37 years	<ul style="list-style-type: none"> <li>Coordinating the IB&amp;CB activities in delivering the required task including handholding support to BMMUs in concern thematic.</li> <li>Regular field visit to understand the interventions and guide BMMU team accordingly</li> <li>Regular monitoring and evaluation of the various thematic interventions and regular report to concerned officials at SMMU.</li> </ul>	Rs. 13,600/-	Upto Rs. 16,400/-	Rs.30,000/-
District Coordinator (Skills).	9(6-UR, 2-ST, 1-OBC-M)	Post graduate in Management / Social Work / Development Studies or equivalent from recognized university/Institution with at least 2 years of experience in skilling sector, tracking,	<ul style="list-style-type: none"> <li>Coordinating skills mission in the district</li> <li>Constant monitoring of skill mission at block level.</li> </ul>			



		follow-up, root cause analysis, assessment, law-enforcement in a multi-stakeholder ecosystem; experience in pre-sales, assisting set up of self-employment initiatives for the skilled youth through incubation. Prior experience in skilling shall be given preference. Fresher from reputed institute may apply. Upper age limit is 37 years		Rs. 13,600/-	Upto Rs. 16,400/-	Rs.30,000/-
District Account Assistant & MIS Assistant	2-UR	Graduate Degree in Commerce from any recognized University with at least 6 months certificate course in computer Application and knowledge of Tally ERP. 3 + years of experience in the relevant field is the requisite requirement. Upper age limit is 37 years	<ul style="list-style-type: none"> <li>To ensure that proper financial management practices is followed in the District.</li> <li>Fund utilization as per the budget and financial norms.</li> <li>To ensure regular updation of MIS from concerned block and analyse the data on regular basis</li> </ul>	Rs. 8,000/-	Upto Rs. 10,000/-	Rs. 18,000/-

**C. Positions at 12 Block Mission Management Unit(BMMU) for blocks of Imphal West-I, Imphal West –II, Lilong , Thoubal, Wangjing, Kakching, Borobekara, Jiribam, Lamka, Singat, Lanva and Tipaimukh**

Name of the Post	Number of Post	Qualification, Experience & upper age limit	Roles and Responsibilities	Monthly Remuneration	Monthly Performance Based Honorarium	Maximum Total Monthly Remuneration
Block Mission Manager (BMM)	12(7-UR,3-ST, 2-OBC-M)	Post Graduate in Social work /Rural Development /Development Studies/ Dairy / Agro Economics / Agriculture or relevant subjects from recognized University/ with minimum 2 years' experience in community development projects. Or Graduate in Social work /Rural Development /Development Studies/ Dairy / Agro Economics / Agriculture from recognized University/ with minimum 4 years' experience in community development projects. Upper age limit is 40 years	<ul style="list-style-type: none"> <li>Over all in-charge of implementation of the mission in the block</li> <li>Management of BMMU staff and coordinating the activities of staffs.</li> <li>Lead the block team in planning of activities as in line with mission goal.</li> <li>Planning, implementation and Monitoring of the mission implementation and regular review of staff activities.</li> <li>Regular report to higher unit and ensuring good convergence with stakeholders and line departments.</li> <li>Prepare the BMMU annual report.</li> </ul>	Rs. 13,600/-	Upto Rs. 11,400/-	Rs.25,000/-
Cluster Coordinator (CC)	50(26-UR, 15-ST, 6-OBC-M, 2-OBC-MP, 1-SC	Any Graduate with minimum two year experience in SHG formation and its capacity building OR 10+2 with field experience of more than 3 years (from within Community). Upper age limit is 37 years	<ul style="list-style-type: none"> <li>Conducting social mobilization and SHG formation and nurturing.</li> <li>Formation and nurturing of higher level federations and ensure that institutions of the poor are properly capacitated including regular update of progress to the BMMU.</li> </ul>	Rs. 13,500/-	Upto Rs. 4,500/-	Rs.18,000/-
Block Coordinator (Skills)	16(10-UR, 4-ST,2-OBC-M)	Any Graduate from recognized University OR 10+2 with relevant field experience of more than 3 years (from within Community).	<ul style="list-style-type: none"> <li>Skill gap analysis of the community</li> <li>Identification of skill training requirement including entrepreneurship development.</li> </ul>	Rs. 13,500/-	Upto Rs. 4,500/-	Rs.18,000/-

		Upper age limit is 37 years	<ul style="list-style-type: none"> <li>Ensuring all eligible individual receives required skill/ entrepreneurship training and to provide jobs.</li> </ul>			
Block Mission Accountant	13(7-UR,4-ST,2-OBC-M)	Graduate in Commerce from recognized University with knowledge in computer application and Tally latest version. Candidate having 3 years experiences will be preferred. Upper age limit is 37 years	<ul style="list-style-type: none"> <li>To manage the finance of the BMMU and ensure proper utilization of funds as per norms.</li> <li>To lead in conducting financial audit of Self Help Groups</li> <li>To submit financial report to SMMU</li> </ul>	Rs. 8,000/-	Upto Rs. 7,000/-	Rs.15,000/-
Data Entry Operator(DEO)	16(10-UR,4-ST,2-OBC-M)	Graduate in Computer Application, B.Sc. (Computer Science / IT) from any recognized University or PGDCA from recognized University/ Institute. Prior experience in related field is preferred. Upper age limit is 37 years	<ul style="list-style-type: none"> <li>Ensure timely and accurate data entry of all MIS related data of the project.</li> <li>Any other tasks assigned by the authority for effective implementation of the mission.</li> </ul>	Rs. 7,100/-	Upto Rs. 2,900/-	Rs.10,000/-

Eligible applicants will be called for the selection process which may consist of a written examination, group discussion, personality test, field visit and presentation depending upon the post and numbers of applicants. The posts of COO, SMMs, DMMs, DCs, MEs, BMMs and CCs involve extensive travelling within and outside the state and field stay and only candidates willing to undertake such travels/ stay should apply. Jobs require long hours each day, strong commitment, work on holidays and field work in remote areas. Candidates should be ready to join immediately after selection. Selected candidates may be placed in any of the new intensive blocks. Interested candidates with missionary zeal and commitment to work in rural development arena may download the application cum resume format at [www.manipur.gov.in](http://www.manipur.gov.in), fill strictly as per the format, and mail to [msrlm.recruitment18@gmail.com](mailto:msrlm.recruitment18@gmail.com) clearly mentioning the name of the post applied for in the Subject line on or before **17.30 hrs on 25<sup>th</sup> September 2018**. Incomplete applications will be summarily rejected. No physical or courier submission will be accepted. A candidate can apply up to maximum of three posts but mail only one filled form. Selection will be done on fair competitive basis and subject to decision of the board which will be final.

  
 (Yumnam Robita)  
 State Mission Director,  
 MSRLM, Imphal  
 State Mission Director (SMD)  
 Manipur State Rural Livelihoods Mission