

Women's Empowerment and Livelihoods Programme In Mid Gangetic Plains (Priyadarshini)

National Programme Coordinator (NPC) would like to engage key personnel, under IFAD assisted Priyadarshini Programme, for the posts mentioned below on adhoc and contract basis for the limited purpose of District Programme Implementation Units at Raebareli, Bahraich, Shravasti & Sultanpur in Uttar Pradesh.

Sr. No.	Name of the Post	Minimum Educational Qualification	No. of Posts
1	Programme Executive (Finance)	Graduate	2
2	Programme Executive (Community Development)	Graduate	1
3	Programme Executive (Convergence)	Graduate	1
4	Programme Executive (Planning, MIS, Monitoring & Evaluation)	Graduate	3
5	Programme Executive (Enterprise Development)	Graduate	1
6	Project Attendant	Matric	2
	Total		10

Candidates who wish to apply need to send resume within 15 days from the date of publication of advertisement in newspapers. The duly filled application must be submitted in the proforma given on this website in the same order preferably typewritten on A4 size paper, with the name of the post superscribed on the cover so as to reach at "Priyadarshini Cell, c/o The Chief General Manager, NABARD, Uttar Pradesh Regional Office, 11, Vipin Khand, Gomti Nagar, Lucknow – 226 010".

Terms and conditions of engagement on contract basis:

- 1) The engagement is purely on adhoc and contract basis without any reference to the Recruitment Service Rules & Regulations which are applicable to regular employees of NABARD.
- 2) The engagement will be strictly on adhoc and contract basis and continuance of the contract will be based on performance. In case of your selection you will have to work for at least two years for the Priyadarshini Programme and if you want to leave early after joining you will be required to pay two months salary and submit advance notice of one month. The contract shall be terminable by one month's notice from our side.
- 3) The engagement will be strictly on adhoc and contract basis and the staff on contract will be working under the control and supervision of the officials of Priyadarshini Programme Implementation Units located at the District, State and the National levels. The overall administrative and disciplinary authority in this regard shall vest with the State Programme Manager (SPM) of the State Programme Management Unit (SPMU). Every such staff should discharge his/her duties in best possible manner and in the best interest of the programme. If any staff on contract is reported to be indulging in any kind of misconduct or dereliction of duties, his engagement shall be liable to be terminated forthwith without any notice or pay in lieu thereof.
- 4) The engagement shall also not provide the staff on contract any right to claim for absorption in regular vacancies that exist now or may arise in future in NABARD.

- 5) The final engagement will be based on the decision of a Selection Committee constituted for the purpose. The State Programme Manager, Priyadarshini Programme reserves the right not to fill up the post.
- 6) The staff on contract will be eligible for Casual Leave upto a maximum of 12 days per year and also earned leave @ 1/21st of the duty period, which could be availed by him/her during the contract period. He/she will be eligible to avail of accumulated earned leave before completion of his/her term with the unit. However, he/she will not be eligible for the facility of encashment of leave. No other leave will be granted. In case of absence from duties over and above the permissible leave period, proportionate deduction will be effected from the remuneration payable without prejudice to the rights of State Programme Manager to take other actions.
- 7) Public holidays applicable to Public Sector Banks in the respective States will be applicable to the staff on contract.
- 8) The staff on contract will not be eligible for any other facility.

The candidate should not be suffering from any major ailments at the time of joining which may cause adverse effect on his performance, otherwise their contractual appointment is liable to be terminated.

The job responsibility of PIUs include:

- 1) Coordinating and supervising implementation of programme activities together with the NGOs and service providers engaged for the purpose;
- 2) Undertaking preparation of Annual Work Plan and Budget (AWPB) of the Programme;
- 3) Facilitating flow of funds to the Programme parties and other implementing agencies and ensuring proper utilization of the Programme funds entrusted to them;
- 4) Maintaining a Management Information System (MIS) and monitoring implementation of Programme activities vis-à-vis the programme log frame and the AWPB;
- 5) Preparing and submitting progress activities vis-à-vis the programme log frame and AWPB;
- 6) Preparing and submitting progress reports, AWPB and Audit Report to the respective State Programme Management Unit (SPMU);
- 7) Supporting the Block Offices and Community Service Centres (CSCs) in implementation programme activities;
- 8) Undertaking such other tasks as the SPMU may assign from time to time for successful implementation of the programme (under the overall supervision and guidance of the District Programme Manager) and
- 9) Any other related work assigned by the DPM.

Post – Programme Executive (Finance)

Qualification:

Graduate/Post Graduate Degree from any recognized University. Preference will be given to those having Master Degree in Commerce/MBA (Finance). Candidates should have computer proficiency.

Experience:

3-5 years of work experience in accounting in a NGO or other organizations. Computer literacy and proficiency in an accounting software are essential.

Job responsibility:

Under the overall guidance of the District Programme Manager, the incumbent will be responsible for maintaining adequate records of all financial transactions at the PIU level, disbursing funds to Community Service Centres (CSCs), preparing statement of expenditure, auditing the accounts of CSCs, assessing the cost of operating the CSCs and introducing cost recovery measures for CSCs, etc.

[The job responsibility is indicative in nature and not exhaustive and may be modified from time to time]

Preferred Age Group (Years) : 28 to 40 years as on 31 March 2014.

Compensation:

A consolidated remuneration of Rs.25,000/- per month. No other payments will be made. Tax as per Income Tax Provisions would be deducted at source. However, a sum of Rs.36,000/- per annum @Rs.3,000/- per month may be given as annual variable pay/incentive linked to their performance.

Post – Programme Executive (Community Development)

Qualification:

Graduate/Post Graduate Degree from any recognized University. Preference will be given to those having Master Degree in Agriculture/Management/Social Service. Computer proficiency is must.

Experience:

3-5 years of work experience in SHG mobilisation and community development. Work experience with NGOs and remote communities and ability to write reports, analyse performance of SHGs. Knowledge of using Microsoft Office applications.

Job responsibility:

Under the overall guidance of the District Programme Manager, the incumbent will be responsible for implementation of the social empowerment and gender mainstreaming activities of the project at the field level. This includes, supporting the Field NGOs (FNGOs) to establish Community Service Centres (CSCs), training of staff to manage CSCs to enable them to emerge as community based organisations that facilitate progression of the members in achieving their social and economic growth trajectories, SHG mobilization and introducing savings and credit activities, bank linkage and introducing cost recovery measures for CSCs, etc.

[The job responsibility is indicative in nature and not exhaustive and may be modified from time to time]

Preferred Age Group (Years) : 28 to 40 years as on 31 March 2014.

Compensation:

A consolidated remuneration of Rs.25,000/- per month. No other payments will be made. Tax as per Income Tax Provisions would be deducted at source. However, a sum of Rs.36,000/- per annum @Rs.3,000/- per month may be given as annual variable pay/incentive linked to their performance.

Post – Programme Executive (Convergence)

Qualification:

Graduate/Post Graduate Degree from any recognized University. Preference will be given to those having Master Degree in Agriculture/Management/Social Service. Computer proficiency is must.

Experience:

3-5 years of work experience in implementation of rural development/ poverty alleviation/ livelihoods development projects at the grassroots level.

Job responsibility:

Under the overall guidance of the District Programme Manager, the incumbent will be responsible for implementation of the livelihood activities identified by the sub-sector survey. This includes establishing demonstrations, providing support to specialised organisations engaged for implementing enterprise development activities and assisting the participating households to access credit, technology & market and convergence of the programme with the other development programmes running in the project area.

[The job responsibility is indicative in nature and not exhaustive and may be modified from time to time]

Preferred Age Group (Years) : 28 to 40 years as on 31 March 2014.

Compensation:

A consolidated remuneration of Rs.25,000/- per month. No other payments will be made. Tax as per Income Tax Provisions would be deducted at source. However, a sum of Rs.36,000/- per annum @Rs.3,000/- per month may be given as annual variable pay/incentive linked to their performance.

Post – Programme Executive (Planning, MIS, Monitoring & Evaluation)

Qualification:

Graduate/Post Graduate Degree from any recognized University. Preference will be given to those having Master Degree in Agriculture/Management/Social Service. Computer proficiency is must.

Experience:

3-5 years of work experience in implementation of rural development/ poverty alleviation/ livelihoods development projects at the grassroots level. Familiarity with monitoring procedures and requirements to externally funded programmes will be an added advantage.

Job responsibility:

Under the overall guidance of the District Programme Manager, the incumbent will be responsible for planning, monitoring, evaluation and implementation of livelihood activities identified by the sub sector survey. Familiarity with monitoring procedures and requirements of externally funded programme will be an added advantage. Data formatting for generation of MIS, collection, collating and interpreting monitoring data, Log frame based output/outcome monitoring, Impact monitoring, Base line RIMS survey, Thematic review, Mid Term RIMS survey, Completion Review Report etc.

[The job responsibility is indicative in nature and not exhaustive and may be modified from time to time]

Preferred Age Group (Years) : 28 to 40 years as on 31 March 2014.

Compensation:

A consolidated remuneration of Rs.25,000/- per month. No other payments will be made. Tax as per Income Tax Provisions would be deducted at source. However, a sum of Rs.36,000/- per annum @Rs.3,000/- per month may be given as annual variable pay/incentive linked to their performance.

Post – Programme Executive (Enterprise Development)

Qualification:

Graduate/Post Graduate Degree from any recognized University. Preference will be given to those having Master Degree in Agriculture/Management/Social Service. Computer proficiency is must.

Experience:

3-5 years of work experience in implementing enterprise promotion activities. Knowledge of value chain analysis, Sub-sector Business Development Service approach to enterprise development will be an added advantage. Computer application skills are essential.

Job responsibility:

Under the overall guidance of the District Programme Manager, the incumbent will be responsible for implementation of livelihood activities identified by the sub sector survey. This includes establishing demonstrations, providing support to specialized organisations engaged for implementing enterprise development activities and assisting the participating households to access credit, technology and market.

[The job responsibility is indicative in nature and not exhaustive and may be modified from time to time]

Preferred Age Group (Years) : 28 to 40 years as on 31 March 2014.

Compensation:

A consolidated remuneration of Rs.25,000/- per month. No other payments will be made. Tax as per Income Tax Provisions would be deducted at source. However, a sum of Rs.36,000/- per annum @Rs.3,000/- per month may be given as annual variable pay/incentive linked to their performance.

Post – Project Attendant

Qualification:

Matric pass from any recognized Board. Basic knowledge about computer is expected.

Job responsibility:

Under the overall guidance of the District Programme Manager, the incumbent will be required to assist the staff of the District Programme Implementation Unit (DPIU) in all activities related to programme implementation and other office works as may be assigned from time to time.

[The job responsibility is indicative in nature and not exhaustive and may be modified from time to time]

Preferred Age Group (Years) : 18 to 40 years as on 31 March 2014.

Compensation:

A consolidated remuneration of Rs.9,000/- per month. No other payments will be made. Tax as per Income Tax Provisions would be deducted at source.

**Women's Empowerment and Livelihoods Programme
In Mid Gangetic Plains (Priyadarshini)**

Application for the Post of : _____

To,

Priyadarshini SPMU
C/o The Chief General Manager
NABARD, Uttar Pradesh RO
11, Vipin Khand, Gomti Nagar
Lucknow – 226 010.

Affix your recent
passport size
photograph here
and sign across

1. Name in Full in CAPITAL LETTERS (Surname First):

2. Address for communication (IN CAPITAL LETTERS):

PIN Code

E-mail id : _____

Landline No. (with STD Code) : _____ **Mobile No.** _____

3.(a) Date of Birth (as per SSC/School Leaving Certificate) :

Date	Month	Year

(b) Age as on 31/03/2014 : _____ Years _____ Months _____ Days

4. Gender (Male/Female) :

Marital Status :

5. Educational Qualifications (Attach self-attested copies of certificates):

Level	Name of the University	Examination Passed	Year of Passing	% of Marks Obtained	Major subjects
Graduation					
Post Graduation					
Specialised Training					
Other Education					

6. Competency:

Please list your areas of competency, special skills or other items that may contribute to your abilities in performing the mentioned position. (e.g. Project Management, Leadership, Team work, Negotiator/Communicator, Facilitator of change, Performer etc.)

7. Experience:

From – To	
Employer	
Position & Location	
Duties	

From – To	
Employer	
Position & Location	
Duties	

From – To	
Employer	
Position & Location	
Duties	

8. Experience relevant to the post applied: *Additional sheet may be attached, if necessary

9. Name and address of two references with contact numbers:

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or suppressed or I do not satisfy the eligibility criteria, my candidature/ appointment, at any stage, is liable to be cancelled/terminated.

Place :

Date :

(Signature of the Applicant)

Check List

Self-attested copies of following:

1	Attached SSC/School Leaving Certificate for Date of Birth	Yes	No
2	Attached Mark Sheet of Degree/Post Graduate Exam	Yes	No
3	Attached Degree/Provisional Degree Certificate in support of educational qualifications	Yes	No
4	Signed the Undertaking	Yes	No
5	Pasted recent photograph at appropriate place	Yes	No

Any additional information in support of candidature may be given on separate sheets attached to the application.