



HARYANA STATE RURAL LIVELIHOODS MISSION

Akshay Urja Bhawan, 2nd Floor, Sector-17, Panchkula.

www.hsrlm.gov.in

The Government of Haryana has set up a society i.e. Haryana State Rural Livelihoods Mission (HSRLM), under the aegis of Rural Development Department, for implementing the National Rural Livelihoods Mission (NRLM) across the state.

NRLM lays emphasis on promotion of ‘professionally competent and dedicated implementation structures’ at the state level for managing all Mission activities. Hence, HSRLM seeks committed and enthusiastic professionals at State level to play a leading role to serve the Mission and support field teams in achieving project outcomes. The positions offered are:

1. State Programme Manager (Monitoring and Evaluation) (1 no.)
2. State Programme Manager (Social Mobilization) (1 no.)

3. State Programme Manager (Livelihoods) (1 no.)
4. State Programme Manager (Procurement) (1 no.)
5. State Programme Manager (Social Development) (1 no.)
6. Accountant (1 no.)
7. Accounts Clerk (1 no.)

- **Monthly Consolidated Honorarium:**

- State Programme Manager: Rs. 45,000 + other allowances as per the HR Manual of HSRLM.
 - Accountant: Rs. 15,000 + other allowances as per the HR Manual of HSRLM.
 - Accounts Clerk: Rs. 10,000 + other allowances as per the HR Manual of HSRLM.
- **Duration:** All positions are offered on a contract basis for one year, renewable every year based on review of performance.
 - **How to Apply:** Candidates should visit www.hsrlm.gov.in and download the prescribed form and after filling submit the same with the self attested photocopies of the requisite documents to this office through courier/ post by 27-01-2016. Applications must be received in this office

latest by 27-01-2016 upto 05:00 PM. Application received thereafter will not be entertained in any case. The forms sending through e-mail will not be entertained.

- After screening the applications, candidates qualifying on the basis of eligibility criteria will only be called.
- Only after the photocopies have been verified with the originals, candidates would be allowed to participate in the further process of recruitment.
- No TA/DA will be given for attending the Interview.

**LAST DATE OF RECEIVING THE APPLICATION IN THE OFFICE IS
27-01-2016 (5 PM)**

Chief Executive Officer,
HSRLM, Panchkula

STATE LEVEL – State Mission Management Unit (SMMU)

Name of Post	Qualifications and Experience
State Programme Manager (Social Mobilisation)/ (Livelihood.)/ (Social Development)/ (Procurement)/ (Monitoring & Evaluation)	<p>S/he should have Post Graduate Degree in Management or Economics/ Agriculture or Social Work or Sociology or Rural Management or PG Diploma in Rural Development or in relevant domain from an Institute of repute with minimum 7 years of experience of working in relevant field. S/he should have worked in large development project preferably for poverty reduction or livelihoods promotion and have exposure of working in multidisciplinary team. Work experience with Government or other development programme would be desirable.</p> <p>Age limit : 25 Years – 50 Years</p> <p>Relaxation in upper age limit will be considered in case of very deserving candidates who have served the State/Central Govt.</p>

<p>Accountant</p>	<p>Bachelors in Commerce, with knowledge accounting software, prior experience of 1 year</p> <p>Age Limit: 17- 42 years</p> <p>In the case of Scheduled Caste (SC), Backward Class (A) & Backward Class (B), EBPB and SBC candidates and other reserved candidates the upper age limit is relaxable as per Haryana Govt. instructions.</p>
<p>Accounts Clerk</p>	<p>S/he should have bachelors in Commerce, with knowledge accounting software, prior experience preferably.</p> <p>Age Limit: 17- 42 years</p> <p>In the case of Scheduled Caste (SC), Backward Class (A) & Backward Class (B), EBPB and SBC candidates and other reserved candidates the upper age limit is relaxable as per Haryana Govt. instructions.</p>

JOB PROFILES FOR VARIOUS POSTS

State Mission Management Unit (SMMU)

Sr. No.	Name of Post	Job Profile (indicative)
1.	State Programme Manager (Social Mobilization)	As part of SMMU, S/he will be responsible for developing business plan for the Institution Building & Capacity Building team at state level, his/her main responsibility would be to build community institutions in the Project. S/he would guide efforts to strengthen institutions especially federations, producer federations/companies and make them

		sustainable institutions. S/he would also nurture and roll out appropriate policy for State team, District Team and Block team etc.
2.	State Programme Manager (Livelihoods)	As part of the SMMU, S/he will be working with thematic team of Livelihoods. S/he would be responsible for extending support to district as well as block team for executing livelihoods intervention in the project. S/he would 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.

3.	State Programme Manager (Social Development)	S/he will be responsible for designing strategies for gender sensitization.
4.	State Programme Manager (Monitoring & Evaluation)	As a part of SMMU, S/he will be working under guidance of CEO and responsible for development of monitoring tool, developing format for collection of information from the grass root level institutions, report to the CEO on regular interval about the progress of the project in qualitative as well as quantitative terms, preparation of the project development matrix with clear achievable indicators.

5.	State Programme Manager (Procurement)	As a part of SMMU, S/he will be working under guidance of CEO and responsible for all the procurement matters etc. of SMMU, DMMU and BMMU.
6.	Accountant	<p>Accountant is responsible for performing all accounting functions at the SMMU level. The core functions to be performed by Accountant include:</p> <ul style="list-style-type: none"> Maintain proper books of accounts and consolidating accounts. Maintain all accounts at state level. Prepare interim unaudited financial returns (statements). Maintain Accounting and Financial Procedures at DMMUs/BMMUs. Maintain records of funds disbursed to the community from different accounting centers. Incorporate internal controls in accounting system at various levels. Prepare stock statement and update Fixed Assets Register after proper physical verification at periodic interval.

		<p>Assist external and internal audit team(s) in audit related matters.</p> <p>Analyze monthly advances and ensure its proper accounting.</p> <p>Reconcile Payments with expenditures on quarterly basis to ensure proper accounting.</p> <p>Analyze statutory payments - deductions and remittances such as sales tax, income tax, EPF etc., to ensure that legal and statutory deductions and remittances are made in time regularly.</p>
6.	Accounts Clerk	<p>The accounts clerk shall assist Finance and Account team performing all Finance and accounting functions at state level as instructed from time to time.</p>