



## HARYANA STATE RURAL LIVELIHOODS MISSION

Akshay Urja Bhawan, 2<sup>nd</sup> Floor, Sector-17, Panchkula.

[www.hsrlm.gov.in](http://www.hsrlm.gov.in)

The Government of Haryana has set up a society i.e. Haryana State Rural Livelihoods Mission (HSRLM) for implementing the National Rural Livelihoods Mission (NRLM) and Deen Dayal Upadhyay Gramin Kaushalya Yojna (DDU-GKY) across the State under the flagship scheme of Govt. of India namely DAY-NRLM.

HSRLM seeks committed and enthusiastic professionals to play a leading role to serve the Mission and support field teams in achieving project outcomes. The positions offered are:

Sr. No.	Name of the Post	No. of Post	Place of Posting
1.	Project Director	One (General)	HSRLM HQ, Panchkula
2.	Chief Operating Officer	-do-	-do-
3.	State Programme Manager (Training & Capacity Building)	-do-	-do-
4.	State Programme Manager (Monitoring & Evaluation)	-do-	-do-
5.	State Programme Manager (Livelihood Non-Farm)	-do-	-do-
6.	State Programme Manager ( Livelihood Farm)	-do-	-do-
7.	State Programme Manager (Project Appraisal)	-do-	-do-
8.	State Programme Manager (Finance & Accounts)	-do-	-do-
9.	State Programme Manager ( Management Information System)	-do-	-do-
10.	State Programme Manager ( Human Resource Management)	-do-	-do-

11.	District Programme Managers	Total- 4 Scheduled Castes- 3 Backward Classes (A)-1	District HQ
12.	District Functional Managers (Trg. & Capacity Building)	Total- 3 General- 2 Scheduled Castes - 1	-do-
13.	District Functional Managers (Financial Inclusion)	Total-7 General- 6 Scheduled Castes - 1	-do-
14.	Block Programme Managers	Total-8 General- 1 Scheduled Castes - 5 Ex-Servicemen-2	Block Offices
15.	Young Professionals	Total- 4 General- 2 Scheduled Castes - 1 Backward Classes (A)-1	State/District/ Block
16.	Accountants	Total- 10 General- 3 Scheduled Castes - 3 Backward Classes (A)- 2 Backward Classes (B)- 2	Two posts at HQ Panchkula and remaining for districts offices

- **Duration:** All positions are offered on a contract basis for one year, renewable every year based on review of performance.
- **Reservation:** Reservation Policy of the State Government shall apply.
- **How to Apply:** Candidates should visit [www.hsrlm.gov.in](http://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 06-12-2016. Applications must be received in this office latest by 06-12-2016 upto 05:00 PM. Application received thereafter will not be entertained in any case. The forms sending through e-mail will not be entertained. Separate application for each post must be submitted.

- After screening the applications, candidates qualifying on the basis of eligibility criteria will only be called and the list of eligible candidates will be uploaded in the website of HSRLM i.e. [www.hsrlm.gov.in](http://www.hsrlm.gov.in)
- Selection process shall be making use of different tools of selection of individually or collectively namely group discussion, interview and village immersion exercise.
- Written test may also be used as a selection tool for posts at Sr. Nos. 11 to 16.
- No TA/DA will be given for attending the selection process.

**LAST DATE OF RECEIVING THE APPLICATION IN THE OFFICE IS  
06-12-2016 upto 5.00 PM.**

Project Director,  
HSRLM, Panchkula

**STATE LEVEL – State Mission Management Unit (SMMU)**

Level	Name of the Post	Qualification	Experience	Age	Job Description	Remuneration (Approx.) P.M.
I	Project Director	Post Graduate Degree/ Diploma in Management, Economics, Commerce, Social Work, Rural Development or law graduates. In the case of senior retired officer, s/he should have been IAS/Senior HCS Officer having experience of ADC or GM/DGM in Public Sector Banks (PSBs).	15+ years of experience of organizing and managing Rural Development at a senior position.	-	As part of SMMU, he will work under the guidance of CEO and responsible for providing support in managing programme, external affairs within State, convergence with Govt. line departments and other related matters within the programme. He would also provide support in regular administrative matters for DMMU & BMMU.	Rs. 90,000/- In case of retired Govt. officer, as per Govt. policy, last pay minus pension shall be the remuneration package
I	Chief Operating Officer	Post Graduate Degree/ Diploma in Management, Economics, Commerce, Social Work, Rural Development or law graduate. In the case of senior retired officer, s/he should have been IAS/Senior HCS Officer having experience of ADC or GM/DGM in Public Sector Banks (PSBs).	15+ years of experience in organizing and managing livelihood promotion activities in farm / non-farm organized sector at a senior position.	-	As part of SMMU, he will work under the guidance of the CEO and in coordination with the Project Director and other State level functionaries in managing the skill development being implemented mainly under Deen Dayal Upadhyay Mission Managers engaged for skill development and coordinate with Project Implements Agencies, MoRD and State department relating to providing livelihood through skill development.	Rs. 90,000/- In case of retired Govt. officer, as per Govt. policy, last pay minus pension shall be the remuneration package

I	State Programme Manager (Training & Capacity Building)	Post Graduate Degree in Management, Economics, Agriculture, Social Work, Commerce, Finance, Rural Development, MBA/ post graduate diploma in Management in 1 <sup>st</sup> Division.	9+ years of experience in Rural Development in the areas of Project Appraisal, Monitoring and Evaluation, Management	55 yrs.	S/he will be working under the overall guidance of CEO. S/he will be responsible for Organizing Skill Training, Placement & Capacity Building of SHGs and other VOs and CBOs.	Rs. 76,500/-
I	State Programme Manager (Monitoring and Evaluation)	Post Graduate Degree in Management, Economics, Agriculture, Social Work, Commerce, Finance, Rural Development, MBA/ post graduate diploma in Management in 1 <sup>st</sup> Division.	Information System, Financial Inclusion, Training and Capacity Building, HR and Finance/Accounts. (Field experience of minimum 5 years and experience at higher level in the organizations for minimum 4 years).	55 yrs.	As a part of SMMU, S/he will be working under guidance of CEO/Project Director 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.	Rs. 76,500/-

I	State Programme Manager (Livelihood Non-Farm)	Post Graduate Degree in Management, Economics, Agriculture, Social Work, Commerce, Finance, Rural Development, MBA/ post graduate diploma in Management in 1 <sup>st</sup> Division.	9+ years of experience in Rural Development in the areas of Project Appraisal, Monitoring and Evaluation, Management Information System, Financial Inclusion, Training and Capacity Building , HR and Finance/ Accounts. (Field experience of minimum 5 years and experience at higher level in the organizations for minimum 4 years).	55 yrs.	As part of SMMU, He/she will be responsible for developing annual business plan of Non Farm sector in the project and successfully implementing interventions accordingly. He/she would also be responsible for identification of possible non farm sector, conducting value chain analysis, designing strategies for it, his/her responsibility would also include organizing producer's group and facilitate their business plan, capacity building for project staff, managing partnership agreed for facilitating non-farm activities, ensuring quality check of the produce being developed by producer's companies and establishing "Business to Business" and "Business to Consumers" market network for it.	Rs. 76,500/-
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I	State Programme Manager (Livelihood Farm)	Post Graduate Degree in Management, Economics, Agriculture, Social Work, Commerce, Finance, Rural Development, MBA/ post graduate diploma in Management in 1 <sup>st</sup> Division.	9+ years of experience in Rural Development in the areas of Project Appraisal, Monitoring and Evaluation, Management Information System, Financial Inclusion, Training and Capacity Building , HR and Finance/ Accounts. (Field experience of minimum 5 years and experience at higher level in the organizations for minimum 4 years).	55 yrs.	Prepare plan for up-gradation and diversification of farming, operations making use of progressive farming technology. Motivating farming for taking up integrated farming with land based as well as allied farming activities for increasing productivity/production/income. Making effective/efficient use of his technical qualifications/experience in agriculture and animal husbandry areas for meaningful extension work and coordination with KGKs/farm universities etc.	Rs. 76,500/-
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I	State Programme Manager (Finance & Accounts)	Post Graduate Degree in Management, Economics, Agriculture, Social Work, Commerce, Finance, Rural Development, MBA/ post graduate diploma in Management in 1 <sup>st</sup> Division.	9+ years of experience in Rural Development in the areas of Project Appraisal, Monitoring and Evaluation, Management Information System, Financial Inclusion, Training and	55 yrs.	As a part of SMMU, he/she will be working under guidance of CEO/Project Director and responsible for the leading, directing, coordinating and smooth functioning of all financial systems in State unit, District unit and Block units. He/she will also manage and monitor flow of Project funds. Another key role would be periodic financial reporting to the MoRD/NMMU unit and coordinating with internal & external auditors. He/she would also guide and train State, district and block level finance/account officer in proper book keeping & accounting.	Rs. 76,500/-
I	State Programme Manager (Project Appraisal)	Post Graduate Degree in Management, Economics, Agriculture, Social Work, Commerce, Finance, Rural Development, MBA/ post graduate diploma in Management in 1 <sup>st</sup> Division.	Capacity Building , HR and Finance/ Accounts. (Field experience of minimum 5 years and experience at higher level in the organizations for minimum 4 years).	55 yrs.	As a part of SMMU, he/she will be working under guidance of CEO/Project Director.	Rs. 76,500/-



I	State Programme Manager (Management Information System)	Post Graduate Degree in Management, Economics, Agriculture, Social Work, Commerce, Finance, Rural Development, MBA/ post graduate diploma in Management in 1 <sup>st</sup> Division.	9+ years of experience in Rural Development in the areas of Project Appraisal, Monitoring and Evaluation, Management Information System, Financial Inclusion, Training and Capacity Building , HR and Finance/ Accounts. (Field experience of minimum 5 years and experience at higher level in the organizations for minimum 4 years).	55 yrs.	As a part of SMMU, he/she will be working under guidance of CEO/Project Director.	Rs. 76,500/-
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I	State Programme Manager (Human Resource Management)	Post Graduate Degree in Management, Economics, Agriculture, Social Work, Commerce, Finance, Rural Development, MBA/ post graduate diploma in Management in 1 <sup>st</sup> Division.	9+ years of experience in Rural Development in the areas of Project Appraisal, Monitoring and Evaluation, Management Information System, Financial Inclusion, Training and Capacity Building , HR and Finance/ Accounts. (Field experience of minimum 5 years and experience at higher level in the organizations for minimum 4 years).	55 yrs.	As a part of SMMU, he/she will be working under guidance of CEO/Project Director.	Rs. 76,500/-
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**DISTRICT LEVEL – District Mission Management Unit (DMMU)**

Level	Name of the Post	Qualification	Experience	Age	Job Description	Remuneration (Approx.) P.M.
II	District Programme Manager (DPM)	Post Graduate Degree in Management, Economics, Agriculture, Social Work, Commerce, Finance, Rural Development, MBA/ post graduate diploma in Management in 1 <sup>st</sup> Division.	7+ years of experience of State/ district level functioning in rural development/ banking.	55 yrs.	As part of DMMU, s/he would lead the Project at the district level, managing up to 100 staff. S/he would be responsible for planning, execution and monitoring of all project activities and motivate both district as well as block teams, and collaborate with other stakeholders to achieve project goals. S/he would also manage partnerships at district level including liaise with district administration and ensure rolling out of all organizational policies and systems across the district.	Rs. 55,500/-

II	District Functional Manager (Training and Capacity Building)	Post Graduate Degree in Management, Economics, Agriculture, Social Work, Commerce, Finance, Rural Development, MBA/ post graduate diploma in Management in 1 <sup>st</sup> Division.	5+ years of experience of State/ district level functioning in rural development/ banking / training and capacity building/ project management.	-	As a part of DMMU, S/he will be responsible for maintain HR Policies, Grievance Redressal process for the project staff and identifying learning requirement of the district team and developing annual training programme for district team.	Rs. 45,500/-
II	District Functional Manager (Financial Inclusion)	Post Graduate Degree in Management, Economics, Agriculture, Social Work, Commerce, Finance, Rural Development, MBA/ post graduate diploma in Management in 1 <sup>st</sup> Division.	5+ years of experience of State/ district level functioning in rural development/ banking / training and capacity building/ project management.	-	As part of DMMU, she will be responsible for Monitoring and Evaluation of NRLM activities in the district. S/he will be working closely with the DPM and strive for improving project implementation guidelines. S/he will also look after the MIS.	Rs. 45,500/-

**BLOCK LEVEL – Block Mission Management Unit (BMMU)**

Level	Name of the Post	Qualification	Experience	Age	Job Description	Remuneration (Approx.) P.M.
II	Block Programme Manager	Post Graduate Degree in Management, Economics, Agriculture, Social Work, Commerce, Finance, Rural Development, MBA/ post graduate diploma in Management in 1 <sup>st</sup> Division.	3+ years of experience of State/ district level functioning in rural development/ banking / training and capacity building/ project management.	35 yrs.	As part of BMMU, S/he would lead the Block level team of the Project, managing almost 30 staff. S/he would plan and execute all project activities at block level. A key role would be liaise with Govt. line departments, banking institutions, civil society organizations and other external agency for project purposes. S/he would also nurture block level federations. S/he would be the overall in-charge of finance & administrative functions of the block unit.	Rs. 34,500/-

**State/District/Block level**

Level	Name of the Post	Qualification	Experience	Age	Job Description	Remuneration (Approx.) P.M.
III	Young Professional (YP) / NRLM fellows	Post Graduate Degree in Agriculture/ Rural Development in 1 <sup>st</sup> Division.	1+ years of relevant field	35 yrs.	Support the implementation of CMSA/ultra poor strategy roll out through promotion of agro ecology under the NRLM. Support planning, execution and monitoring of initiatives undertaken for the promotion of farm livelihoods. Execute the capacity building intervention of the selected farmers/SHG members followed village/block. Develop pool of internal community resource person, progressive farmers for delivering of various capacity building interventions to identified farmers/SHG. Documentation of best practices of farmers being taken up under the CMSA interventions/farm based livelihood initiatives and other interventions of HSRLM. Maintain MIS related to CMSA intervention on regular basis. Perform any other related tasks assigned by DMMU/SMMU	Rs. 29,500/-

III	Accountant	Bachelors in Commerce with knowledge accounting software, prior experience one year.	35 yrs.	<p>Accountant is responsible for performing all accounting functions at the SMMU level. The core functions to be performed by Accountant include:</p> <p>Maintain proper books of accounts and consolidating accounts.</p> <p>Maintain all accounts at state level.</p> <p>Prepare interim unaudited financial returns (statements).</p> <p>Maintain Accounting and Financial Procedures at DMMUs/BMMUs.</p> <p>Maintain records of funds disbursed to the community from different accounting centers.</p> <p>Incorporate internal controls in accounting system at various levels.</p> <p>Prepare stock statement and update Fixed Assets Register after proper physical verification at periodic interval.</p> <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>	Rs 23,500/-
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- NOTE:** **i)** The Addl. Chief Secretary (Rural Development)-cum-Vice Chairman, HSRLM on the recommendations of the Chief Executive Officer, HSRLM may relax the prescribed qualification and/or experience for exceptional candidates on case to case basis, in the case of Level-I officers.
- ii)** Amendments in the eligibility criteria needed if any, may be made by the Addl. Chief Secretary (Rural Development)-cum- Vice Chairman of HSRLM as and when required.

Project Director,  
HSRLM, Panchkula