

Government of Jharkhand
Panchayat Raj Swashasan Parishad

TERMS OF REFERENCE

FOR

**Urgently required : State-Level Position of Rural Development Expert
under Panchayat Raj Swashasan Parishad (PRSP)**

1: Panchayat Raj Swashasan Parishad

The Panchayati Raj system in the state, established in accordance with the 73rd Amendment of the Constitution, has successfully conducted its third election in 2023. This amendment, enacted in 1992, aimed to decentralize governance by empowering local self-governments in rural areas. The evolution of Panchayati Raj Institutions, supported by the 73rd Amendment, represents a significant step towards decentralized and participatory governance in rural India. The recent elections and devolution of powers underscore the commitment to empowering local self-governments and fostering sustainable rural development.

Panchayati Raj system is a dynamic system which is influenced by economic, social and policy changes and progress. There have been many successful experiments related to Panchayati Raj system in different states of the country, which required to be incorporated in the Panchayati Raj system of the state by incorporating the lessons from experiments across the country.

Therefore, it is imperative to have continuous discussions and deliberations from time to time with various practitioners, stakeholders, thinkers, scholars and well-wishers of the system. To promote regular discussion, and on its basis, to give suggestions for the modification, empowerment and strengthening of the Panchayat Raj system, the state government has formed the Panchayat Raj Swashasan Parishad.

The key areas of the work of the Panchayat Raj Swashasan Parishad could be summarized as follows;

1. Recommendations on following aspects of the Panchayati Raj system;
 - o Decentralization of powers of Panchayats and for this purpose devolution of fund, functions and functionaries.



- Implementation of the provisions of Panchayati Raj System (PESA) in Scheduled Areas
 - Measures to strengthen the economic condition of Panchayats, especially their own source of income
 - Capacity building of personnel/representatives of Panchayati Raj system.
2. Evaluation of the activities assigned to the Panchayati Raj Institutions and suggests appropriate action for further strengthening and empowerment of the Panchayat Raj Institutions.
 3. Support on implementation of various campaigns/programmes and delivery of services to Panchayati Raj Institutions.
 4. Strengthening transparency, accountability and administrative system of Panchayati Raj institutions consideration of measures to accelerate the decision.
 5. Suggestions and recommendation regarding the lessons learned from the efforts/experiments being conducted in the Panchayati Raj system or on related subjects in different states and in various development programs.
 6. Suggestion to promote e-governance and other technology-driven solutions to enable good governance in Panchayats for administrative efficiency and improved service delivery.
 7. Suggest measures for recognition and incentivization of PRIs based on performance.
 8. Suggestion to develop and nurture an eco-system wherein Panchayati Raj system may function effectively and efficiently.

2: State level Position of a Rural Development Expert

State level Position of a Rural Development Expert is provide technical support for strengthening of the PRI by means of training, organising exposure, IEC material and capture best practices of the Panchayats. The Rural Development Expert is also expected to support the department in fulfilling the objectives of various initiatives i.e. Model Panchayat Initiatives, Panchayat Strengthening Project, Digital Panchayat Scheme and other related schemes by collaborating with other flagship programs of the concerned departments.

In the above context, Panchayat Raj Swashasan Parishad, intends to engage a Rural Development Expert for its state-level programme management unit.

SN	Designation	No
1.	Rural Development Expert (ग्रामीण विकास विशेषज्ञ)	01

- i. **Recruitment process of state-level positions:** 5-member recruitment and selection committee will be formed with the following composition;



- a. **Chairperson:** CEO cum Director, PRSP
- b. **Secretary:** Deputy Director, Directorate Panchayat Raj
- c. **Member 1:** Under Secretary, Directorate Panchayat Raj
- d. **Member 2:** 2 Experts nominated by CEO cum Director PRSP

ii. **Process of selection:** The above committee will be adopting the following process for the selection of the candidates -

a. Advertisement and Outreach: Annexure 1

- i. Publish job postings in local newspapers and invite applications within 9 Days of publication.

b. Screening and Shortlisting:

- i. Review applications and shortlist candidates based on predefined criteria decided by selection committee.

c. Interviews and Assessments:

- i. Schedule and conduct interviews with shortlisted candidates.
- ii. Utilize various assessment methods (e.g., technical tests, behavioral interviews)

d. Selection and Decision-Making:

- i. Evaluate candidates based on interview performance and assessments.
- ii. Discuss and finalize the selection of the most suitable candidate(s).
- iii. Ensure consensus among committee members before making the final decision.
- iv. The recruitment process will be strictly done by the selection committee constituted for this purpose.
- v. Selection committee constituted for this purpose may hire Consultant / Experts directly who are working in similar capacity if s/he meets all the eligibility criteria.

e. Offer and Onboarding:

- i. Extend job offers to selected candidates. Coordinate the onboarding process to ensure a smooth transition for new hires.

f. Documentation and Reporting:

- i. Maintain comprehensive records of the recruitment process.
- ii. Prepare a final report summarizing the selection process and decisions made.

3: Gross Pay: 90,000-1,00,000 (Consolidated monthly package)



PRSP STATE-LEVEL POSITION						
S. N.	Position	No of Position	Age	Min Experience in Years	Salary Range per month	
1	Rural Development Expert (ग्रामीण विकास विशेषज्ञ)	1	Age - 32-40 years	8	90,000 to 1,00,000	Consolidated salary will be based upon the last drawn salary & experience of the candidate

4: Job Description, Qualification, Experience and Scope of work:

SN	Position	No of Position	Qualification, Experience, Maximum Age	Key Responsibilities
1	2	3	4	5
1	Rural Development Expert (ग्रामीण विकास विशेषज्ञ)	01	1. Qualification 1.1 The professional must hold degree with 10 (High School) +2 (Intermediate) +3 (Graduation) + 2 (Master Degree/Post Graduation) - Candidate should have a Master degree/ Post Graduation with 2 years full time PG Diploma / Equivalent (Regular Course) in Social Science (Rural Development / Economic / Public Administration / Health Administration / Management from recognized university / institute with minimum 60% marks.	• Technical support for designing materials, developing training content and training reports on the aspects of Panchayati Raj. • Design training materials, module and schedule to ensure participatory planning within the timeframe being execute every year under GPDP/PSDP/ZPDP. • Building capacity of Master Trainers, Resource Person around various thematic training planned under the RGSA

SN	Position	No of Position	Qualification, Experience, Maximum Age	Key Responsibilities
1	2	3	4	5
			Or 1.2 The professional must hold degree with 10 (High School) +2 (Intermediate) + 4 years (Technical Degree) - Candidate should have a 4 years program with DGPA 7 on a 10-point scale in the Qualifying Degree (i.e., B.Tech./ B.E. or equivalent) 2. Experience ○ At least 8 years of work experience with reputed organizations in social sector. ○ Preference will be given to a person who has worked with the Ministry of Panchayati Raj, GoI / Department of Panchayat Raj/Rural Development Department in any of the State Government in the similar capacity. 3. Age: 32-40 years	(Rastriya Gram Swaraj Abhiyan) • Technical support in drafting of guideline and consultation with departments on provisions related to Rural Development. • Conducting studies and documenting best practices around FFF (Fund, Function & Functionaries), OSR (Own Source Of Revenue) • Promote functional convergence with other programmes on Rural Development and pertinent development scheme being implemented in the state with the support of Panchayat Raj Institutions. • Building capacities of DPRCs & BPRCs member around the PRI systems. • To support other consultants / experts in identifying best practices in the Panchayats and compile the same in form of booklet.



SN	Position	No of Position	Qualification, Experience, Maximum Age	Key Responsibilities
1	2	3	4	5
				- To support other consultants / experts in development & compilation of all documents required by the department and Ministry of Panchayat Raj time to time. - Any other work/responsibility as decided by the department /Panchayat Raj Swashasan Parishad

5: Other Terms & Conditions

1. The expert will be deputed in the state headquarter of Panchayat Raj Swashasan Parishad, Department of Panchayati Raj, Government of Jharkhand or the place decided by the CEO, Panchayat Raj Swashasan Parishad.
2. The position offered is on contract extending to not more than one year, subject to satisfactory performance. The contract would be reviewed annually by CEO of Panchayat Raj Swashasan Parishad (PRSP), based on performance during the contract period. PRSP might rescind the contract before completion, if performance has been found to be unsatisfactory. If the performance is found to be satisfactory PRSP may consider extending the contract period for Three to five years on same terms & condition.
3. The services of the hired staffs shall be liable to be terminated at any time by giving one month notice in writing by department. Services may also be terminated in case of violation of terms and conditions mentioned in the scope of work.
4. The appointment of above-mentioned positions would be on contractual, full-time basis and they would not be permitted to take up any other assignment during the consultancy period.
5. Leave: The professionals will be entitled to leave for 12 casual leaves in a year, on a pro-rata basis. This can be availed in between January to December.



6. The selected candidates will have to sign a contractual agreement prepared by the department.
7. No TA/DA shall be admissible for joining/appearing for the interview. Staff shall be allowed TA/DA for their travel inside the country in connection with the official work as per the state rules.
8. Term of reference and application format may be downloaded from the www.jharkhand.gov.in/panchayatiraj



APPLICATION FORMAT (to be typed on A4 size paper)

1: Application for the post of :

2: Name :

3: Date of Birth :

Nationality :

4: Residential Address :

5: Telephone :

Mobile No. :

6: E-mail :

7: Education

Name of the Degree	University/Institution	Subject	Percentage

8: Employment Record (Starting with the present position, see format below)

Organisation	From (Year) to (Year)	Post held	Job Responsibility/Work done

9: Last salary/remuneration/fee drawn:

10: Suitability for the position of the post applied (200 words)

11: Certification :

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience. I understand that any wilful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Place and Date :-

(Signature of the Candidate)

Self Attested
Photo

Advertisement

Government of Jharkhand Directorate of Panchayat Raj Panchayat Raj Swashasan Parishad

Panchayat Raj Swashasan Parishad a society of Department of Panchayati Raj, Government of Jharkhand invites application from eligible candidates for the following positions purely on contractual basis.

Sl. No.	Name of the Post	No. of Post	Reservation	Monthly Honorarium
			Unreserved	
1	Rural Development Expert (ग्रामीण विकास विशेषज्ञ)	1	1	90,000-1,00,000 (Consolidated monthly package)

Terms and Conditions :-

1: Rural Development Expert

A. Essential Qualification and Experience

- I. The professional must hold degree with 10 (High School) +2 (Intermediate) +3 (Graduation) + 2 (Master Degree/Post Graduation)

Candidate should have a Master degree/ Post Graduation with 2 years full time PG Diploma / Equivalent (Regular Course) in Social Science (Rural Development / Economic / Public Administration / Health Administration / Management from recognized university / institute with minimum 60% marks.

Or

- II. The professional must hold degree with 10 (High School) +2 (Intermediate) + 4 years (Technical Degree)

Candidate should have a 4 years program with DGPA 7 on a 10-point scale in the Qualifying Degree (i.e., B.Tech./ B.E. or equivalent)

III. Experience

At least 8 years of work experience with reputed organizations in social sector/rural development/ local self-governance related field.



B. Desirable Qualification and experience

- i. Higher Qualification and Experience in related field will be preferred.
- ii. Preference will be given to a person who has worked with Ministry of Panchayati Raj, GoI/ State Government Panchayati Raj/ Rural Development Department.

C. Age limits : 32-40 years

3: Application form may be filled up in prescribed format which can be viewed or downloaded from www.jharkhandpanchayats.gov.in.

4: Hard copy of duly filled application form has to be submitted in the office of: **Under Secretary, Department of Rural Development (PRI Division), 2nd Floor, FFP Building, Dhurwa, Ranchi 834004, Jharkhand.** (Soft copy of the application to be sent to: **dopr_ffp@yahoo.co.in**). Date of receipt of hard copy will be taken as receipt date.

5: Last date of application form is No application will be entertained after the closing date.

6: Candidates are required to appear for computer test to ascertain the basic knowledge of computer.

7: Only shortlisted candidates based on mentioned qualification, experience and fully furnished document will be called for personal interview, application should consist of certified/self attested copy of all qualification certificate including birth certificate (matriculation or equivalent certificate) and experience certificate of all past professional work. CV should mention clearly contact details and e-mail of the candidate.

8: If number of application is more, department may take a decision on conducting a written examination before conduct of interview. Only selected candidates from written test will be allowed to appear in the interview.

Other Terms and conditions :-

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