

Government of Jharkhand
Panchayat Raj Directorate

TERMS OF REFERENCE
FOR

Urgent Required: State-Level Positions under RGSA (Revamped Rastriya Gram Swaraj Abhiyan)

1: RGSA (Revamped Rastriya Gram Swaraj Abhiyan)

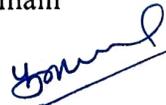
Rashtriya Gram Swaraj Abhiyan (RGSA) is a comprehensive scheme launched by the Government of India aimed at transforming rural governance by strengthening Panchayat Raj Institutions (PRIs). Scheme is jointly run by Central & State government with the 60:40 expense ratio. The initiative focuses on enhancing the capacities and capabilities of PRIs to ensure inclusive development and effective local self-governance.

Jharkhand DoPR envision to strengthen Central Training Institute, divisional training institute, District Training Institutes and other training institutes. PRI trainings call for strong institutional capability in terms of infrastructure, training equipment and tools, as well as faculty, resource pools, and coordination of cascading trainings and technology enabled trainings that can be transacted in volumes. Jharkhand is planning to further strengthen own institutional structure for CB&T while collaborating with existing resource institutions, NGOs etc. to ensure high quality CB&T and extended outreach.

DoPR is planning to strengthen training institute by hiring high quality faculty members under State Panchayat Resource Centre component of RGSA to conduct and coordinate CB&T activities, research, analysis, documentation and communication as per national standards.

The specific responsibilities of the SPRCs: Broadly SPRCs will develop training curricula, train resource persons, prepare training materials, undertake research and lead the capacity building & training activities in the State. **The specific responsibilities of SPRCs are as under:**

- i. Develop a roadmap on CB&T of PRIs and Prepare Annual Action Plan (AAP) of CB&T of the ERs & Functionaries and other stakeholders of PRIs.
- ii. Prepare Annual Training Calendar based on the approved AAP of CB&T.
- iii. Conduct Training Need Assessment for ERs & Functionaries of PRIs as per Standard Operating Procedure (SoP) of NCBF. Design the Standard Operating Procedure (SoP) for Training Need Assessment for ERs & Functionaries of PRIs
- iv. Organise Trainers Development Training of Trainers (ToT) Program for Master Trainers
- v. Empanel Master Trainer at State level on different domain



- vi. Develop learning modules (Handbook/PPTs/Short Films/ Video Clips) on different thematic learning areas.
- vii. Design layout and concept of IEC materials on the institutional capacity of Panchayats.
- viii. Prepare blue print and support DPRC and BPRC to conduct training of PRIs and engagement of Human Resource.
- ix. Prepare Budget Outlay for SPRC will play a role in monitoring and supervising the functioning of the DPRCs/ BPRCs and training their faculty members as well as to take various quality control measures for attaining required standard of training by all the DPRCs.
- x. Perform as the apex institution for conducting research/ action research on various aspects of rural local governance, democratic functioning of GPs, participatory planning, social audit etc. and to suggest policy reforms and other ways for improving their functioning through adopting various policies and systemic changes/reengineering of processes to the RD&P Department:
- xi. Perform as State Resource Centre on Panchayats & Rural Development and repository of all acquired knowledge available through books/journals/ research papers etc. within and outside the state on functioning of rural local government
- xii. Assess the functioning of the Panchayats on various agreed parameters and to find out the areas of weakness in their functioning and to work out ways for building required capacity:
- xiii. Develop capacity of Elected Representatives and functionaries of GP and to provide handholding support to GPs for improving financial management; improvement of governance; application of ICT in governance; preparation, implementation and monitoring of GPDP/BPDP/DPDP.
- xiv. Coordinate and monitor the training programmes relating to Panchayats and Rural Development being imparted by the DPRCs and BPRCs.
- xv. Identifying the capacity gaps and organizing training of all the GP level functionaries, elected representatives, employees of other departments who are working at the village level as well as Community Based Organizations (CBOs) who work at the grass-root level in synergy with the Gps
- xvi. Plan for Exposure Visit of the ERs & Functionaries of the PRIs.
- xvii. Establishment of linkages and coordination with specialist institutes to provide training in various subjects such as education, health, sanitation, women and child, agriculture, etc.
- xviii. Networking with NGOs and other resource institutes to share experiences, mutual learning and sharing of training material.
- xix. Conduct of training, seminars, conferences, workshops in the broad field of Panchayati Raj, decentralized planning, decentralized development and other emerging needs of topical relevance.
- xx. Promotion and coordination of research work on its own and also in association with universities, specialized research institutes etc. on Panchayati Raj, decentralised development and other related contemporary issues.
- xxi. Provision of guidance for or conduct of monitoring and evaluation on various aspects relating to Panchayati Raj system in the state

2: State level Positions

The role of the SPM (State Program Manager) under the RGSA is to provide overall leadership of the training & capacity building program in Jharkhand. Whereas E-Governance

Faculty play a pivotal role in shaping the knowledge and skills of PRI representative in e-governance, particularly in technology-based initiatives like INRM planning, OSR systems, accountancy, and budgeting in the state. Directorate is inviting applications for the following post on the yearly contractual basis.

SN	Designation (RGSA)	No
1.	State Program Manager	01
2.	Faculty – E-Governance (Technology based i.e. INRM planning & others) , OSR, Accountancy and Budgeting	01

- i. **Recruitment process of state-level positions:** 5-member recruitment and selection committee will be formed with the following composition;
 - a. **Chairperson:** Director, Directorate Panchayat Raj
 - b. **Secretary:** Deputy Director, Directorate Panchayat Raj
 - c. **Member 1:** Under Secretary, Directorate Panchayat Raj
 - d. **Member 2:** 2 Experts nominated by Director Panchayat Raj

- 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.

Yamuna

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: Consolidated monthly package

STATE-LEVEL POSITION UNDER RGSA						
S. N.	Position	No of Position	Age	Min Experience in Years	Salary Range per month	Gross Pay (Consolidated monthly package)
1	State Program Manager	1	Age – 30-45 years	10	90,000 to 1,15,000	Consolidated salary will be based upon the last drawn salary & experience of the candidate
2	Faculty – E-Governance(Technology based i.e. INRM planning & others), OSR, Accountancy and Budgeting	1	Age - 25-35 years	2	70,000 to 1,00,000	

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	State Program Manager	01	1. Qualification 1.1 The professional must hold degree with 10 (High School)	<ul style="list-style-type: none"> • Technical support for designing materials, developing training content

SN	Position	No of Position	Qualification, Experience, Maximum Age	Key Responsibilities
1	2	3	4	5
			<p>+2 (Intermediate) +3 (Graduation) + 2 (Master Degree/Post Graduation)</p> <p>- 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.</p> <p>Or</p> <p>1.2 The professional must hold degree with 10 (High School) +2 (Intermediate) + 4 years (Technical Degree)</p> <p>- 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)</p> <p>2. Experience</p> <ul style="list-style-type: none"> ○ At least 10 years of work experience with reputed organizations in social sector/rural development/ local self-governance related field. ○ Preference will be given to a person who has worked with the Ministry of Panchayati Raj, Gol / Department of Panchayat Raj/Rural Development Department in any of the State Government in the similar capacity. <p>3. Age - 30-45 years</p>	<p>and training reports on the aspects of Panchayati Raj.</p> <ul style="list-style-type: none"> • 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 (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) • Building capacities of DPRCs & BPRCs member around the PRI systems. • Monitoring training & capacity building in the state. • To support other consultants / experts in identifying best practices in the Panchayats and compile the same in form of booklet. • To Liaison with MoPR • Any other work/responsibility as decided by the department

Yamini

SN	Position	No of Position	Qualification, Experience, Maximum Age	Key Responsibilities
1	2	3	4	5
2.	Faculty – E-Governance (Technology based i.e. INRM planning & others) , OSR, Accountancy and Budgeting	1	<p>1. Qualification</p> <p>1.1 The professional must hold degree with 10 (High School) +2 (Intermediate) +3 (Graduation) + 2 (Master Degree/Post Graduation)</p> <p>- Candidate should have a Master degree/ Post Graduation with 2 years full time PG Diploma / Equivalent (Regular Course) in Social Science (Rural Development / Natural science/ Science/ Economic / Public Administration / Health Administration / Management from recognized university / institute with minimum 60% marks.</p> <p>Or</p> <p>1.2 The professional must hold degree with 10 (High School) +2 (Intermediate) + 4 years (Technical Degree)</p> <p>- 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)</p> <p>2.Experience</p> <ul style="list-style-type: none"> o At least 2 years of work experience with reputed organizations in social sector/rural development/ local self-governance related field. o 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 	<ul style="list-style-type: none"> • To play a pivotal role in shaping the knowledge and skills of PRI representative in e-governance, particularly in technology-based initiatives like INRM planning, OSR systems, accountancy, and budgeting in the state. • To prepare training materials, module, schedule on INRM planning –Technology based/GIS based GPDP planning. • To provide (Technical & capacity building) leadership support in demonstrating OSR (Own Source Revenue). • To plan, implement & monitor the technology-based intervention with District, Block & RLB's. • To successfully demonstrate technology based planning with support of District, Block & GPs. • To build success stories and develop IEC for dissemination. • Any other work/responsibility as decided by the department

Signature

SN	Position	No of Position	Qualification, Experience, Maximum Age	Key Responsibilities
1	2	3	4	5
			State Government in the similar capacity. 3.Age - 25-35 years	

5: Other Terms & Conditions

1. The expert will be deputed in the Central Training Institute, Hehal of Department of Panchayati Raj, Government of Jharkhand or the place decided by the Director Panchayati Raj.
2. The position offered is on contract extending to not more than one years, subject to satisfactory performance. The contract would be reviewed annually the Director Panchayati Raj. Directorate might rescind the contract before completion, if performance has been found to be unsatisfactory. If the performance is found to be satisfactory Directorate may consider extending the contract period for a further period of one year on the 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 Directorate. 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:

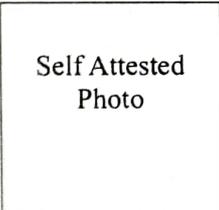
10: Suitability for the position of the post applied (200 words)

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)



Advertisement

**Government of Jharkhand
Directorate of Panchayat Raj
RGSA (Rastriya Gram Swaraj Abhiyan)**

Directorate 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	State Program Manager	1	1	90,000 to 1,15,000 (Consolidated monthly package)
2	Faculty – E-Governance(Technology based i.e. INRM planning & others) , OSR, Accountancy and Budgeting	1	1	70,000 to 1,00,000 (Consolidated monthly package)

Terms and Conditions :-

1: State Program Manager

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

- IV. Age limits : 30-45 years



2: Faculty – E-Governance(Technology based i.e. INRM planning & others), OSR, Accountancy and Budgeting

A. Essential Qualification and Experience

- I. 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 / Natural science/ Science/ Economic / Public Administration / Health Administration / Management from recognized university / institute with minimum 60% marks.

Or

- II. 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)

III. Experience

At least 2 years of work experience with reputed organizations in social sector/rural development/ local self-governance related field.

- IV. **Age limits :** 25-35 years

3. 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.

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

5: 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.

6: Last date of application form is 09/08/24. No application will be entertained after the closing date.

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

Yamini

8: 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.

9: 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 :-

1. The expert will be deputed in the Central Training Institute, Hehal of Department of Panchayati Raj, Government of Jharkhand or the place decided by the Director Panchayati Raj.
2. The position offered is on contract extending to not more than one years, subject to satisfactory performance. The contract would be reviewed annually the Director Panchayati Raj. Directorate might rescind the contract before completion, if performance has been found to be unsatisfactory. If the performance is found to be satisfactory Directorate may consider extending the contract period for a further period of one year on the 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 Directorate. 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

