

Govt. of Jharkhand
Rural Development Department
Jharkhand State Livelihood Promotion Society
2nd Floor, JSAMB Building, Itki Road, Hehal, Ranchi - 834005, Jharkhand
Phone No. 0651-2951915/2951916
Email – joharjharkhandproc@gmail.com, Website – www.jslps.in

No: JSLPS/1630

Date: 05/07/2023

Proc. Ref. No. : SMMC20230194

REQUEST FOR EXPRESSION OF INTEREST (REOI)

The Jharkhand State Livelihood Promotion Society (JSLPS) invites “Expression of Interest” from the eligible firms having expertise in the field of human resources recruitment related services for providing consulting services for “**Recruitment of Human Resources**” required for JSLPS.

Interested firms may submit their "Expression of Interest" in a sealed envelope clearly superscripted as “**Recruitment of Human Resources in JSLPS**” latest by 14.30 hours on **24th July, 2023**. Interested firms may obtain detailed information and procedures for submission of “Expression of Interest” from the website of JSLPS i.e. **www.jslps.in**.

Sd/-
Chief Executive Officer
JSLPS

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**REQUEST FOR EXPRESSIONS OF INTEREST FOR RECRUITMENT OF HUMAN
RESOURCE IN JSLPS.
(CONSULTING SERVICES – FIRM SELECTION)**

**Assignment Title: Consultancy Services for Recruitment of Human Resource in
JSLPS.**

- 1) Rural Development Department (RDD), Government of Jharkhand implements various programs that aim at alleviating rural poverty through creating sustainable livelihood opportunities for the rural poor. Jharkhand State Livelihood Promotion Society (JSLPS), is an autonomous society registered under the Societies Registration Act, 1860 and functioning under the aegis of Rural Development Department, Government of Jharkhand. JSLPS is mandated by Rural Development Department, Government of Jharkhand to implement various poverty alleviation Programs/Projects to operationalize various Programs/Projects promoting livelihoods amongst disadvantaged communities across the state to reduce the rural poverty. Major Programs implemented by JSLPS are Deendayal Upadhyay Antyodaya Yojana- National Rural Livelihood Mission (DAY-NRLM), National Rural Economic Transformation Project (NRETP), Mahila Kisan Sashaktikaran Pariyojana (MKSP), Deen Dayal Upadhyay – Gramin Kaushalya Yojana (DDU-GKY), Jharkhand Opportunity for Harnessing Rural Growth (JOHAR), Jharkhand Horticulture intensification through Micro Drip Irrigation (JHIMDI) and other special projects. For further details, please visit www.jslps.in.
- 2) JSLPS is implementing various schemes funded by Government of India, State Government and also some external funded agencies like World Bank and JICA. JSLPS will make necessary payment of the funds received towards hiring the consulting services.

Jharkhand State Livelihood Promotion Society (JSLPS) now invites eligible firms (“Consultants”) to indicate their interest in Recruitment of Human Resources in JSLPS. Interested firms should provide information demonstrating that they have the required qualifications and relevant experience, expertise to perform the Services. The short-listing criteria are as follows.

- a) The agency should have an independent legal existence, registered under the applicable Act. [Submit proof of Registration Certificate, Articles and Memorandum of Association].
- b) The agency should have minimum 5 years of experience in conducting recruitments.
- c) The Agency should have an annual average turnover of minimum Rs 2.00 crore or more during last three financial years and preferably a positive net worth. [Relevant

documents viz, audited financial statements and a certificate from Chartered Accountant in support of satisfying the criteria should be submitted].

- d) Experience at least in 3 similar natures of assignments (HR related services) in areas specific to the proposed assignment undertaken during last 5 years. Experience in government sector/externally aided projects may be preferred.
- e) The agency should have a well qualified and sufficiently experienced faculty, in house or should be in a position to commit about their own network/association.

Interested firms may submit their application expressing interest in the prescribed Performa annexed herewith [**Annexure A & B**] in sealed envelope with each page of the application signed by an authorised signatory, including the pages comprising the annexure. The relevant documents to be enclosed to establish the qualification criteria's.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* (January 2011) ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: conflict between consulting activities and procurement of goods, works or non-consulting services; conflict among consulting assignments; and relationship with Borrower's staff.

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) selection method set out in the Consultant Guidelines.

Expressions of Interest must be delivered in a written form to the address below by person or through postal/courier services latest by **14.30 hours of 24th July, 2023** by super-scribing as "**Recruitment of Human Resources in JSLPS**" at the following address. Please note that EOIs shall be accepted by the aforesaid methods only within the stipulated period of submission.

Sd/-
Chief Executive Officer
JSLPS

Address for Submission:

The Chief Executive Officer,
Jharkhand State Livelihoods Promotion Society
2nd Floor, JSAMB Building, Itki Road,
Hehal, Ranchi - 834005, Jharkhand
Phone No. 0651-2951915/2951916
Email – joharjharkhandproc@gmail.com

Annexure-A

Attachment-1: Format for Submission of Information to provide consultancy services for undertaking Human Resource Recruitment Services in JSLPS.

Submission Requirements

A - Consultant's Company Profile [Maximum 2 Pages]					
1.	Organizational	Provide a brief description of the background and organization of your firm/entity. The brief description should include: <ul style="list-style-type: none">• Ownership details• Date and place of incorporation of the firm,• Objectives of the firm,• Availability of appropriate skills among staff.			
2.	Financial: (Minimum average annual Turnover of at least Rs. 2.00 Crore during last three financial years required.	<i>Provide the turnover of the on the basis of the audited accounts of the previous three financial years in Indian Rupees.</i>			
		2019-20	2020-21	2021-2022	
B - Consultant's Experience [Maximum 15-20 pages]					
1.	Experience of working in Government or any other externally funded agencies in India. At least 5 years' experience required.				
	Name of Project	Services provided	Client and Country	Duration of Assignment	Value of Contract (in INR)
2.	Experience in HR activities in India. At least 3 completed assignments are required during the last five years.				
	Name of the Client (Gov/Externally Aided Project)	Nature of the assignment (HR or similar assignments)	Location and coverage (entire state, country, etc.)	Duration of Assignment (In month)	Value of Contract (Rs. In Lakh)
	Please enclosed copy of the contract as evidence				

3.	Two Experts to be proposed with experience in Development Sector or Externally Aided Project in the areas of design and implementation of HR activities or similar nature of works at-least for a period of 10 years. Detailed CVs are not required at REOI stage, which will be submitted if the agency qualified for RfP stage.			
	Among other information, the brief CVs should include the following information in the following format:			
	Name of the proposed Expert (1)			
	Designation			
A	Experience of 10 years in Development Sectors or any externally aided projects			
	Name of Project	Design and implementation of HR activities or similar nature of assignment	Client and State	Duration of Assignments (In month)
	Name of the proposed Expert (2)			
	Designation			
B	Experience of 10 years in Development Sectors or any externally aided projects			
	Name of Project	Design and implementation of HR activities or similar nature of assignment	Client and State	Duration of Assignments (In month)

If the Consultant has formed a consortium, all the above details of each member of the consortium and the name of the lead partner, shall be provided.

Annexure –A (1)
Declaration

Date:...../...../2023

To whom so ever it may be concern

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which effect of this declaration at a later date; we would inform the JSLPS accordingly.

Authorized Signatory
(with seal)

DRAFT TERMS OF REFERENCE (TOR) FOR THE CONSULTING SERVICES TOWARDS RECRUITMENT OF HUMAN RESOURCE IN JSLPS.

A. Background:

Rural Development Department (RDD), Government of Jharkhand implements various programs that aim at alleviating rural poverty through creating sustainable livelihood opportunities for the rural poor. Jharkhand State Livelihood Promotion Society (JSLPS), is an autonomous society registered under the Societies Registration Act, 1860 and functioning under the aegis of Rural Development Department, Government of Jharkhand. JSLPS is mandated by Rural Development Department, Government of Jharkhand to implement various poverty alleviation Programs/Projects to operationalize various Programs/Projects promoting livelihoods amongst disadvantaged communities across the state to reduce the rural poverty. Major Programs implemented by JSLPS are Deendayal Upadhyay Antyodaya Yojana- National Rural Livelihood Mission (DAY-NRLM), National Rural Economic Transformation Project (NRETP), Mahila Kisan Sashaktikaran Pariyojana (MKSP), Deen Dayal Upadhyay – Gramin Kaushalya Yojana (DDU-GKY), Jharkhand Opportunity for Harnessing Rural Growth (JOHAR), Jharkhand Horticulture intensification through Micro Drip Irrigation (JHIMDI) and other special projects. For further details, please visit www.jslps.in.

B. Organizational Structure:

Programs of JSLPS are governed by the Executive Committee (EC) of JSLPS presided by the Principal Secretary, Rural Development Department, Govt. of Jharkhand. EC has the role of taking all policy level decisions and advising the functionaries. Management of the Program implementation and its day-to-day monitoring is carried out by the Chief Executive Officer (CEO) and the team of Officers.

JSLPS operates with three-tier implementation structure at the State, District and Block Level. At each level, a team of professionals (including field staff at Block level) are deployed to ensure the Program interventions. JSLPS operates its functions from Units functional at following 3 levels:

Unit	Functions of Unit	Team Size
State Mission Management Unit (SMMU)	<ul style="list-style-type: none"> • Policy Design/ Operational Procedures, Governance & Compliance, • Planning, Coordination, Monitoring • Liasoning 	As per current approval, 156 positions are approved at SMMU Level under different programs operational. It includes various domains/interventions with average team size for each domain is 4 to 5 persons.
District Mission Management Unit (DMMU)	<ul style="list-style-type: none"> • Capacity Building, Planning, Coordination, Monitoring • Facilitation & Implementation Support 	There are 24 DMMUs operational. Total 486 staff positions are approved including Programs and Support functions. Average unit size of DMMU is 18 to 20 persons.
Block Mission Management Unit (BMMU)	<ul style="list-style-type: none"> • Program Implementation • Capacity Building of Community Institutions 	JSLPS is operational in all 263 Blocks of Jharkhand with 3475 staff approvals at BMMU level. Average team size of BMMU is 12 to 13 persons.

C. Major intervention/Core Component of JSLPS:

To achieve its mission, core interventions of the Organization for program implementation are as follows:

- 1) **Social Mobilization and Institution Building:** This is a cross cutting intervention across all projects/Programs implemented by JSLPS. Community Institutions like Self Help Groups (SHG), Village Organizations (VO), Cluster Level Federations (CLF), Producer’s Group/

Organization (PG/PO), Producer's Company (PC) etc are promoted and strengthened through habit of development of Regular Meeting, Regular savings, Timely repayment of Loans, Book keeping and inter-lending.

- 2) **Financial Inclusion and Institutional Financing:** This is also cross cutting intervention across all projects/Programs implemented by JSLPS. Linking of rural poor associated with the Community Institutions are linked with the financial Institutions to ensure Institutional financing for promoting rural livelihoods.
- 3) **Livelihoods:** For promoting Livelihoods in the rural areas, JSLPS operates with different Projects/Program having interventions related to rural areas of Jharkhand.
 - i. Major interventions are related to promotion of Farm based agriculture and allied activities. Agricultural production, promotion of High Value Agriculture products, collectivization of Agri products, connecting the market ensuring better return on production are various activities under the intervention.
 - ii. One of the important intervention for Livelihood promotion are Non-farm based activities like Animal Husbandry, Dairy, Goatry, forward and backward market linkage of product.
 - iii. Promotion of Irrigation facilities for Farm based activities within the purview of the specific Projects/Programs.
 - iv. Imparting Skills among the rural youths and linking them with various employment options available in the market. Major portion of Skill interventions are implemented under Deen Dayal Upadhyay-Grameen Kaushalya Yojana (DDU-GKY).
 - v. One of the major intervention for promotion of Livelihood activities in rural areas are related to production of aromatic plants, medicinal plants, Non Timber Forest Produce (NTFP). Its production, processing, collectivization and marketing is mostly implemented under Mahila Kisan Sashaktikaran Pariyojana (MKSP).
- 4) **Social Development:** As JSLPS strives to promote sustainable livelihoods and ensure dignified life. Social inclusion and Social Development is one of the important interventions. Including the vulnerable and excluded in the development portfolio by connecting them to livelihood interventions.
- 5) **Various other interventions:** time to time special projects are being implemented by JSLPS. The set of interventions remains the same along with few specific interventions or activities, within the framework of the Project/Program. This is cross cutting theme and applicable to all the Projects/Programs.

D. Requirement of HRA:

JSLPS is of the professionally managed Organization in the Rural Development sector. Its HR management is governed by the approved HRD manual. Functioning of JSLPS and Management of staffs are governed by the laid down principles, guidelines, and rules/norms. Within the approved framework of mode of employment, JSLPS engages professionals in 2 different modes:

1. **Full-Time Employment (FTE):** It is a full-time assignment till the age of 62 years based on tenure of the projects, whichever is earlier, subject to annual performance.
2. **Consultancy Contract:** such contracts are full-time or part-time, as per the requirement of the assignment maximum for a period of 3 years, subject to annual appraisals and further availability of funds for the assignment.

Assignment-I (Incomplete Recruitment process)

JSLPS has advertised the vacant positions on 18th January, 2022 through the earlier HR agency. There were total 67 different positions advertised having 289 vacancies (**Details Annexed- A**). There are total 3664 candidates shortlisted for the Group Discussions and Personal Interview process based on the written examination conducted (**Details Annexed- B**). Besides, there are 19 candidates are shortlisted for the Chief Operating Officer -Jobs & Skills who have to be directly selected through presentation based interview process.

As the existing HR agency fails to complete the process of recruitment cycle, JSLPS intends to complete remaining part of recruitment process (GD & PI) through a new agency. In this backdrop, the Society needs the services of a Technical Support Agency for completion of recruitment process of Human Resources (HR) required for JSLPS for designing and conducting the recruitment and selection process.

E. Objectives:

Accomplishment of left out tasks of recruitment process by conducting Group Discussions and Personal Interview for total 3683 candidates against 289 vacancies of total 67 different vacancies .

F. Scope of Work:

- a) To conduct the GD & PI for the candidates who have cleared the written examination. JSLPS shall provide all credentials and records of previous agency. The GD & PI to be conducted for L5 positions whereas Presentation cum Personal Interview to be conducted for L2, L3 & L4 positions.
- b) Constitutions of interview board for assessment of Group Discussions and Personal Interview. The board will have joint representation of both JSLPS and HR agency (1 from HR agency and 2 from JSLPS)
- c) Organizing interview camp at Ranchi, to ensure selection of candidates, fulfilling the eligibility criteria prescribed for the respective positions. In case of not finding suitable candidates, the agency will make all possible efforts till the suitable candidate is identified.

G. Key Task and Responsibility:

During the assignment, the agency will closely work with JSLPS and perform key tasks and responsibilities as explained below;

- 1) Taking charge of recruitment data submitted by HRD unit of JSLPS.
- 2) Selection of venue for GD & PI process. During the recruitment process, the agency will set up a local office at Ranchi for the day-to-day coordination to complete the assignment within the earmarked timeline.
- 3) Sending call letters/intimation to shortlisted candidates for GD & PI process. This has to be also informed through SMS.
- 4) Publication of information on HRA websites.
- 5) To ensure that the first round of recruitment process for all the position should be completed within 3 months of award of contract.
- 6) To submit the final merit list of the recommended candidates along with waitlist candidates for each category and number of positions. The agency will submit the final result of recommended candidates in the agreed set of formats and updated CVs with annexure of recommended candidates and the result must be submitted after verification of reference of both selected and waitlist candidates
- 7) To be accountable for checking the veracity and authenticity of information furnished by selected candidates. The liabilities under the contract will extend beyond the contract period in respect of the authenticity of various information furnished by the HR Agency about the selected candidates. Hence, the HR Agency would be liable to compensate any liability

arising out of the performance of this contract either during or up to 5 year from the expiry of the contract.

Outputs:

- 1) Inception report submitted with detailed work plan, approach to the assignment and proposed selection methodology for the given positions.
- 2) The proposed selection methodology is agreed upon by JSLPS in the lien of its approved recruitment policy.
- 3) Recruitment and selection camp successfully completed.
- 4) Position wise merit list submitted with detailed score obtained by each of the candidates participated in the selection process including position wise final recommended list submitted along with waitlist for each category and number of positions.
- 5) Ensure to submit CVs of all recommended and waitlist candidates both in electronic form and hard copy.
- 6) Credential verification of all recommended and waitlist candidates completed and report of the same submitted.
- 7) The required information regarding any steps of recruitment process to be shared on request of JSLPS and record related to recruitment & selection under this assignment is maintained and accessed by JSLPS whenever required.

H. Payment scheduled:

All the payment shall be released on deliverable basis, which will be finalized at the time of agreement. The Agencies shall bear all the cost to be involved to complete the recruitment process, which includes GD & PI. All other expenses including venue costs towards conducting the Group Discussion and Personal Interviews shall be arranged and borne initially by the agency, which will be reimbursed by JSLPS based on submission of bills/vouchers. The tentative payment schedules are follows:

Sl. No.	Key Deliverables	Timelines (Days) from contract signing date	Payment Schedule (%) of total contract value
1	Submission and acceptance of inception report including deployment of key experts.	15	40%
3	Submission of report on scheduling Interview camp and sending call letters to all candidates for GD & PI		
4	Submission and acceptance of Final Merit List and waiting list against the announced vacancies.	70	40 %
5	Final payment on submission of assignment closure report and its acceptance	90	20%

I. Team Composition:

Sl. No.	Key Positions	Key Qualifications and experience	Major responsibilities	Expected time input (Man-months)

01	Team leader (1)	Having full-time Masters degree with Specialization in Human Resource Management. S/he must have at least 15 years of relevant experience in HR support in large scale organization in development sector. Experience in leading recruitment and selection assignments of similar programmatic nature. S/he should have experience of doing HR planning and designing staff selection methodologies for agencies involved in similar nature of business processes. Knowledge of applying reservation policy will be desirable.	Lead the recruitment Team. Handle the recruitment and selection assignments. S/he will be doing recruitment planning and designing staff selection/tools methodologies for JSLPS. S/he should be able to apply, maintain and record reservation policy.	04
02	Recruitment Expert (2 no.)	Having full-time Masters degree with Specialization in Human Resource Management. S/He must have overall 10 years of experience with at-least 5 years of hands on experience of conducting recruitment/selection process of multi-disciplinary teams in any Govt Organization. S/he should have sound understanding of designing selection methodologies and using various selection instruments/tools.	Recruitment expert shall be looking after the planning and Implementation of recruitment process. S/he should ensure the smooth processes for the recruitment. Shall maintain the records and ensure timely completion of processes.	08
03	Recruitment Expert in IT (1 no)	Having full-time Masters degree with Specialization in Human Resource Management. S/He must have overall 10 years of experience with at least 5 years of hands on experience of providing IT support for conducting recruitment/selection process of multi-disciplinary teams in any Govt Organization. S/He must have good understanding of use of IT tools in the recruitments.	Shall be able to develop IT tools for handling and managing the recruitment processes. Ensure timeline for conducting the recruitment processes. Able to handle It enabled recruitments.	03
	Non-Key experts			
04	Administrative Assistant (2 nos.)	Master degree in any discipline with minimum of 5 years of experience in processing large scale data for recruitments, data analysis, logistic arrangements, data entry, record keepings, etc.	Able to manage logistics. Provide assistance for conducting the recruitment processes. Exposure of handling IT enabled recruitment services.	06
The above manpower and time input are estimated in nature and the agency can increase the manpower or time input in order to complete the activity as per the timelines. In order to complete the assignment within the stipulated time, the agency can engage additional manpower, if required.				

J. Duration of the Assignment:

The total duration of the assignment is for a period of 6 months and if required, the contract may be extended based on performance and requirement. The agency should ensure that the GD & PI of all the positions shall be completed **within 3 months** from the date of signing of the contract.

K. Data/information to be provided by JSLPS:

JSLPS will provide required data/information related to the recruitment process like previous advertisement with position wise job description, Government reservation policy, JSLPS recruitment policy, application details of the candidates for GD/PI etc. upon request of the HR agency and also provide required administrative services during the recruitment process, wherever required.

L. Review and Monitoring mechanism:

The activities/progress of the agency shall be reviewed by a Committee under the Chairmanship of Chief Executive Officer/Chief Operating Officer of JSLPS. Any deviation noticed by the Committee shall be rectified immediately and the recommendation of the Committee shall be adhered both by agency and JSLPS. Further, any complaints/allegations received against the agency that will be reviewed by the above Committee and if the complaint/allegation is based on facts, necessary disciplinary action shall be taken as per the recommendation of the Committee.

M. Reporting:

During the selection process, the agency should update the progress with Program Manager-HRD, JSLPS & Chief Executive Officer/Chief Operating Officer from time to time. The frequency of the report should be in daily or in weekly basis.

Annexure-A**Positions advertised for recruitment under JSLPS**

SN	Name of Position	Project	Level	Unit	Vacancy
SMMU Backlog Positions					
1	Chief Operating Officer	DDUGKY	L2	SMMU	1 (UR-1)
2	State Program Manager - Social Development	DAY-NRLM	L3	SMMU	1 (UR-1)
3	State Project Coordinator- Livestock	JOHAR	L3	SMMU	1 (UR-1)
4	State Project Coordinator- Fishery	JOHAR	L3	SMMU	1 (UR-1)
5	State Program Manager-Digital Finance	NRETP	L3	SMMU	1 (UR-1)
6	Program Manager – Social Development	DAY-NRLM	L4	SMMU	1(UR-1)
7	Program Manager - Capacity Building	DAY-NRLM	L4	SMMU	1 (UR-1)
8	Program Manager - Mobilisation	DDUGKY	L4	SMMU	1 (UR-1)
9	Project Coordinator- Skills	JOHAR	L4	SMMU	1 (UR-1)
10	Project Coordinator – Irrigation	JOHAR	L4	SMMU	1 (ST-1)
11	Program Manager - Organic Village Clusters	NRETP	L4	SMMU	1 (UR-1)
12	Program Executive - Procurement	DAY-NRLM	L5	SMMU	1(UR-1)
13	Program Executive- M&E	DAY-NRLM	L5	SMMU	1 (UR-1)
14	Project Officer - Financial Services (Agri Credit)	JOHAR	L5	SMMU	1 (UR-1)
15	Project Officer - M&E	JOHAR	L5	SMMU	1 (UR-1)
16	State Accounts Officer	NRETP	L5	SMMU	1 (UR-1)
SMMU New Positions					
17	State Program Manager- PVTG and Ultra poor Initiatives	DAY-NRLM	L3	SMMU	1 (UR-1)
18	State Program Manager – FNHW	DAY-NRLM	L3	SMMU	1 (UR-1)
19	Program Manager – Livestock	DAY-NRLM	L4	SMMU	1 (UR-1)
20	Program Manager – Insurance	DAY-NRLM	L4	SMMU	1 (UR-1)
SN	Name of Position	Project	Level	Unit	Vacancy
21	Program Manager - Research and Documentation	DAY-NRLM	L4	SMMU	1 (UR-1)
22	Project Coordinator - Crop Production	JOHAR	L4	SMMU	1 (UR-1)
23	Project Coordinator -Layer	JOHAR	L4	SMMU	1 (UR-1)
24	Project Coordinator – BYP	JOHAR	L4	SMMU	1 (UR-1)
25	Project Manager - Model CLF Strengthening	NRETP	L4	SMMU	1 (UR-1)
26	Program Officer - System Integrator cum Analyst	DAY-NRLM	L5	SMMU	1 (UR-1)
27	Program Officer - Database Manager	DAY-NRLM	L5	SMMU	1 (UR-1)
28	Program Executive- M&E (new)	DAY-NRLM	L5	SMMU	1 (ST-1)
29	Program Executive-Vandhan	DAY-NRLM	L5	SMMU	1 (UR-1)
30	Program Executive- Livestock	DAY-NRLM	L5	SMMU	2 (UR-1, ST-1)

31	Program Executive – Non-Farm	DAY-NRLM	L5	SMMU	1 (ST-1)
32	Program Executive – Convergence	DAY-NRLM	L5	SMMU	1 (UR-1)
33	Program Officer - Agronomy Support	DAY-NRLM	L5	SMMU	1 (UR-1)
34	Program Officer – Marketing	DAY-NRLM	L5	SMMU	1 (UR-1)
35	Program Executive- RSETI Facilitation	DDUGKY	L5	SMMU	1 (UR-1)
36	Project Officer - Irrigation	JOHAR	L5	SMMU	1 (UR-1)
37	Project Officer – HVA	JOHAR	L5	SMMU	1 (UR-1)
38	Project Officer - Livestock	JOHAR	L5	SMMU	1 (UR-1)
DMMU Backlog Positions					
1	District Project Coordinator	JICA	L4	DMMU	5 (UR-2, ST-1, SC-1, BC I-1)
2	District Manager - SM&IB	DAY-NRLM	L5	DMMU	4 (UR-2, SC-1, BC I-1)
3	District Manager - Financial Inclusion	DAY-NRLM	L5	DMMU	6 (UR-1, ST-1, SC-2, BC I-2)
4	District Manager – Livelihood	DAY-NRLM	L5	DMMU	3 (ST-1, BC I-1, BC II-1)
5	District Manager - Social Development	DAY-NRLM	L5	DMMU	4 (UR-1, ST-1, SC-1, BC II-1)
6	District Manager - CB & HR	DAY-NRLM	L5	DMMU	5 (ST-2, SC-2, BC I-1)
7	District M&E and MIS Manager	DAY-NRLM	L5	DMMU	8 (UR-3, ST-5)
8	District Manager – Finance	DAY-NRLM	L5	DMMU	9 (UR-2, ST-4, SC-2, BC I-1)
9	District Manager - Skills & Jobs	DDUGKY	L5	DMMU	6 (UR-1, ST-1, SC-2, BC I-2)
10	District M&E and MIS Coordinator	JICA	L5	DMMU	1 (BC I-1)
11	Regional Project Officer – Procurement	JOHAR	L5	DMMU	2 (UR-1,ST-1)
12	Regional Project Officer – FISC (Agri Credit)/(Agri Value Chain)	JOHAR	L5	DMMU	5 (ST-2, SC-1, BC I-1, BC II-1)
13	District Project Officer – HVA	JOHAR	L5	DMMU	4 (UR-2, ST-1, SC-1)
14	District Project Officer- Livestock	JOHAR	L5	DMMU	6 (UR-2, ST-2, SC-1, BC I-1)
15	District Project Officer - M&E and MIS	JOHAR	L5	DMMU	2 (ST-2)
16	District Manager - Enterprise Promotion	NRETP	L5	DMMU	1 (ST-1)
SN	Name of Position	Project	Level	Unit	Vacancy
DMMU New Positions					
17	Regional Program Officer – Livestock	DAY-NRLM	L5	DMMU	5 (UR-3, ST-1, BC I-1)
18	Regional Program Officer – Communication	DAY-NRLM	L5	DMMU	5 (UR-3, ST-1, BC I-1)
19	District Manager - Procurement	DAY-NRLM	L5	DMMU	12 (UR-6, ST-3, SC-1, BC I-1, BC II-1)
20	District Manager - Enterprise Promotion	DAY-NRLM	L5	DMMU	18 (UR-9, ST-5, SC-2, BC I-1, BC II-1)
21	District Manager - Livestock	DAY-NRLM	L5	DMMU	20 (UR-10, ST-5, SC-2, BC I-2, BC II-1)
22	District Project Officer- NTFP	JOHAR	L5	DMMU	11 (UR-6, ST-3, SC-1, BC I-1)
BMMU Backlog Positions					
1	Block Program Manager (DAY NRLM/MKSP)	DAY-NRLM	L5	BMMU	36 (UR-15, ST-8, SC-4, BC I-7, BC II-2)
2	Technical Support Officer	JICA	L5	BMMU	22 (UR-10, ST-6, SC-3, BC I-1, BC II-2)
3	Block Project Officer	JOHAR	L5	BMMU	13 (UR-6, ST-2, SC-3, BC I-2)
4	Block-Co Ordinator-Value Chain	NRETP	L5	BMMU	12 (UR-3, ST-5, SC-3, BC II-1)
5	Block-Co Ordinator-Organic Farming	NRETP	L5	BMMU	4 (UR-2, ST-1, BC I-1)
6	Block-Co Ordinator-Enterprise Promotion	NRETP	L5	BMMU	3 (UR-1, ST-1, BC I-1)
7	Block Co-Ordinator-Financial Inclusion	NRETP	L5	BMMU	18 (UR-2, ST-12, SC-1, BC I-2, BC II-1)

Annexure-B

Details of applications and candidates shortlisted for GD & PI					
S. No.	Position	No. of applications received	From Applicants Shortlisted	Candidates appeared in written test	Candidates qualified for GD & PI
1	Chief Operating Officer-DDU-GKY	22	19	-	19
2	State Program Manager - Social Development-DAY-NRLM	158	128	44	19
3	State Project Coordinator- Livestock-JOHAR	33	5	4	3
4	State Project Coordinator- Fishery-JOHAR	22	5	4	3
5	State Program Manager-Digital Finance-NRETP	43	11	6	3
6	Program Manager – Social Development-DAY-NRLM	406	318	66	28
7	Program Manager - Capacity Building -DAY-NRLM	318	242	54	15
8	Program Manager - Mobilisation-DDUGKY	222	176	65	29
9	Project Coordinator- Skills-JOHAR	137	73	17	10
10	Project Coordinator – Irrigation-JOHAR	28	7	4	4
11	Program Manager - Organic Village Clusters-NRETP	124	53	16	7
12	Program Executive - Procurement-DAY-NRLM	77	12	9	8
13	Program Executive - Non-Farm-DAY-NRLM	68	21	6	4
14	Program Executive- M&E -DAY-NRLM	211	150	55	14
15	Project Officer - Financial Services (Agri Credit)-JOHAR	148	86	17	6
16	Project Officer - M&E-JOHAR	197	148	56	24
17	State Accounts Officer-NRETP	183	142	41	4
18	State Program Manager- PVTG and Ultra poor Initiatives-DAY-NRLM	79	60	20	7
19	State Program Manager – FNHW-DAY-NRLM	39	17	6	4
20	Program Manager – Livestock-DAY-NRLM	84	14	9	3
21	Program Manager – Insurance-DAY –NRLM	97	34	13	9
22	Program Manager - Research and Documentation-DAY-NRLM	109	51	19	3
23	Project Coordinator - Crop Production-JOHAR	39	20	7	7
24	Project Coordinator -Layer-JOHAR	29	5	2	2
25	Project Coordinator – BYP-JOHAR	41	8	3	3
26	Project Manager - Model CLF Strengthening -NRETP	103	48	21	9
27	Program Officer - System Integrator cum Analyst-DAY-NRLM	55	41	10	1
28	Program Officer - Database Manager-DAY-NRLM	69	54	21	3
29	Program Executive- M&E (new)-DAY-NRLM	19	5	3	3
30	Program Executive-Bandhan-DAY-NRLM	123	76	35	5
31	Program Executive- Livestock-DAY-NRLM	95	38	24	7
32	Program Executive – Convergence-DAY-NRLM	101	71	22	14
33	Program Officer - Agronomy Support-DAY-NRLM	96	55	21	10
34	Program Officer – Marketing-DAY-NRLM	148	106	47	36

35	Program Executive- RSETI Facilitation-DDUGKY	101	57	16	5
36	Project Officer - Irrigation-JOHAR	74	23	7	3
37	Project Officer – HVA-JOHAR	72	31	2	1
38	Project Officer - Livestock-JOHAR	107	39	26	10
39	District Project Coordinator-JICA	291	183	61	37
40	District Manager - SM&IB-DAY-NRLM	540	362	127	64
41	District Manager - Financial Inclusion-DAY-NRLM	454	272	124	104
42	District Manager – Livelihood-DAY-NRLM	336	146	43	11
43	District Manager - Social Development-DAY-NRLM	609	442	150	82
44	District Manager - CB & HR-DAY-NRLM	182	37	18	12
45	District M&E and MIS Manager-DAY-NRLM	448	292	126	69
46	District Manager – Finance-DAY-NRLM	236	161	81	19
47	District Manager - Skills & Jobs-DDUGKY	484	287	102	18
48	District M&E and MIS Coordinator-JICA	106	37	17	11
49	Regional Project Officer – Procurement-JOHAR	68	13	11	7
50	Regional Project Officer – FISC (Agri Credit)/(Agri Value Chain)-JOHAR	113	45	16	10
51	District Project Officer – HVA-JOHAR	133	60	14	1
52	District Project Officer- Livestock-JOHAR	204	76	49	25
53	District Project Officer - M&E and MIS-JOHAR	56	17	7	4
54	District Manager - Enterprise Promotion-NRETP	108	22	11	6
55	Regional Program Officer – Livestock-DAY-NRLM	285	133	94	35
56	Regional Program Officer – Communication-DAY-NRLM	275	202	79	28
57	District Manager - Procurement-DAY-NRLM	192	38	33	19
58	District Manager - Enterprise Promotion-DAY-NRLM	772	582	307	227
59	District Manager - Livestock-DAY-NRLM	743	241	153	66
60	District Project Officer- NTFP-JOHAR	369	178	79	16
61	Block Program Manager (DAY NRLM/MKSP)-DAY-NRLM	4912	3800	2568	1037
62	Technical Support Officer-JICA	687	335	138	56
63	Block Project Officer -JOHAR	2875	2092	1352	448
64	Block-Co Ordinator-Value Chain-NRETP	1264	706	480	201
65	Block-Co Ordinator-Organic Farming-NRETP	803	628	339	150
66	Block-Co Ordinator-Enterprise Promotion-NRETP	814	640	393	206
67	Block Co-Ordinator-Financial Inclusion-NRETP	1549	962	626	369
	Total	23985	15438	8396	3683

Assignment – II (New Recruitment)

JSLPS intends to recruit quality professional team through approved recruitment and selection process. In this backdrop, the Society needs the services of a Technical Support Agency for recruitment of Human Resources (HR) required for JSLPS for designing and conducting the recruitment and selection process.

A. Objectives:

1. Conducting recruitment process at different levels as per the approved recruitment Policy of JSLPS in and professional and transparent manner.
2. Maintain records of all the recruitment documents for different statutory obligation as well as future record purposes.

B. Scope of Work:

- d) To conduct the recruitment process and achieving transparency and objectivity in the selection processes. Selection process involving activities starting from Vacancy Advertisement.
- e) IT enabled system for management of applications including vacancy management system.
- f) Maintenance of Computerized Database of applications received and provide to JSLPS management, as and when required.
- g) Screening of applications as per the approved ToR and Short-listing with recording reasons for their rejection and publication of position wise list of shortlisted applications with necessary information on website.
- h) Issuing Admit Cards for Written Test or /and Online Computer Based Test (as applicable).
- i) Pre-Examination arrangements, Venue finalization, setting up of question papers, Conduct Written Test (Online/Offline), Evaluation of Answer Sheets, Group Discussion & Personal Interview and Skill Assessment, special selection tools like Village Based selection camp,
- j) Preparation and submission of final results and proper record keeping, at least for 5 years after closure of the Contract.
- k) Written test (Online/Offline), skill assessment, group discussion & interview may be conducted at multiple places/locations, if required.
- l) To ensure selection of candidates, fulfilling the eligibility criteria prescribed for the respective positions. In case of not finding suitable candidates, the agency will make all possible efforts till the suitable candidate is identified.
- m) The JSLPS have exclusively approved recruitment policy describing standards and guidelines for recruitment and selection of staff. The agency will adhere to these standards and guidelines and accordingly design the entire process of the assignment. It is expected that the agency will make best efforts to recruit staff having result orientation, potential to lead thematic unit and ability to extend quality support to the Society. In line with the approved HR Policy, JSLPS has well defined Recruitment Policy, Job descriptions has been structured and approved as per the Policy of JSLPS and the selection process are as follows:
 - 1) JSLPS will give preference to select suitable candidates who are able work with rural poor, especially the women and their institutions. For the purpose, local candidates having knowledge of local language and local culture will be preferred with all other requirements.
 - 2) Reservation Roster of Govt of Jharkhand will be followed for hiring services of Fixed Term Employees and full time Consultants.
 - 3) For following positions, district reservation roster system as circulated by the Personnel Department, Government of Jharkhand (GoJ) shall be applicable.
 - a) Community Coordinator (CC)
 - b) Field Thematic Coordinator (FTE)

- c) Admin Assistant Cum Computer Operator (AACCO) – District
- d) Office Attendant (OA) – District
- e) Admin Assistant Cum Computer Operator (AACCO) – Block
- f) Office cum Account Assistant (OCAA) – Block
- g) Block Accounts Officer (BAO) – Block
- h) Accountant (A) – District
- i) District Accounts Officer – District
- j) Consultants - State, District & Blocks

C. Key Task and Responsibility:

During the assignment, the agency will closely work with JSLPS and perform key tasks and responsibilities as explained below;

- 1) To ensure for conducting recruitment and selection process; as per approved job description of the position and recruitment of suitable individuals to fill up vacancies of different types of positions.
- 2) At present JSLPS is working with approval of 4117 for its State, District and Block Units. As per experience, it is noticed that JSLPS has never been work with more than 75% staff completion at any point of time. Therefore, scope of recruitment of upcoming vacancy of **1000 to 1500** of different levels in the Year is expected. As per the current vacancy available in FY 2022-23, 48 Positions at State Unit, 222 positions at District Units and 1294 positions at Block Units are vacant. The position wise vacant list is enclosed at **Annexure-D**
- 3) Apart from above, number of Short-term Consultants for the Special or short term projects are required. The number may vary from 50 to 100 in a FY, as per the approval and as and when requirement of the particular skill set.
- 4) In case, candidates do not turn up for joining after selection, it will not be considered as completed task on behalf of the recruitment agency. The payment schedule of the assignment would necessarily be linked with the output of final joining of staff on time.
- 5) To ensure that the first round of recruitment process for all the position should be completed within 3 months of award of service contract to the HRA.
- 6) To submit the final merit list of the recommended candidates along with waitlist candidates for each category and number of positions. The agency will submit the final result of recommended candidates in the agreed set of formats and updated CVs with annexure of recommended candidates and the result must be submitted after verification of reference of both selected and waitlist candidates
- 7) To be accountable for checking the veracity and authenticity of information furnished by selected candidates. The liabilities under the contract will extend beyond the contract period in respect of the authenticity of various information furnished by the HR Agency about the selected candidates. Hence, the HR Agency would be liable to compensate any liability arising out of the performance of this contract either during or up to 3 year from the expiry of the contract.

Outputs:

- 1) Inception report submitted with detailed work plan, approach to the assignment and proposed selection methodology for the given positions.
- 2) The proposed selection methodology is agreed upon by JSLPS in the lien of its approved recruitment policy.
- 3) The proposed job description for each position are agreed upon by JSLPS.
- 4) Database is to be developed of all applications received in response to advertisement released and records keeping/maintained of scrutinized applications against the eligibility criteria and short list created of all candidates qualified to attend selection process, the same should also be floated in the websites.
- 5) Position wise database created of all applications not short listed along with reasons for rejection
- 6) Recruitment and selection camp successfully completed for each round of selection.
- 7) Position wise merit list submitted with detailed grades/score obtained by each of the candidates participated in the selection process including position wise final recommended list submitted along with waitlist for each category and number of positions.
- 8) Ensure to submit CVs of all recommended and waitlist candidates both in electronic form and hard copy.
- 9) Credential verification of all recommended and waitlist candidates completed and report of the same submitted.
- 10) The required information regarding any steps of recruitment process to be shared on request of JSLPS and record related to recruitment & selection under this assignment is maintained and accessed by JSLPS whenever required.

D. Payment scheduled:

All the payment shall be released on deliverable basis, which will be finalized at the time of agreement. The Agencies shall bear all the cost to be involved to complete the recruitment process, including repeat selections within their price quoted in the financial proposal. The cost towards publication of advertisement in the newspapers shall be borne by the JSLPS. All other expenses including venue costs towards conducting the written test, Printing of Questionnaire, Answer Sheets, OMR Sheets, CBT, Venue and other cost for Online/Offline Test, Group Discussion and Personal Interviews, Village Immersion etc. shall be arranged and borne by the agency, which will be reimbursed by JSLSP. The tentative payment schedule is follows:

Sl. No.	Key Deliverables	Timelines (Days)	Payment Schedule (%) of total contract value
1	Submission and acceptance of inception report including phase wise recruitment plan with details and timeline, publication of advertisement in the newspapers and website.	15	10%
2	Submission of position wise shortlisting of applications	30	20%
3	Submission and acceptance of Merit List of the Written Test with Group Discussion, Personal Interview, Computer Based Test (CBT) plan etc.	60	25%

4	Submission and acceptance of Final Merit List and waiting list against the announced vacancies.	90	25%
5	Final payment on submission of assignment closure report and its acceptance	100	20%

Experience of HR Agency:

- a) HRA should have a proven track record of at least three years' experience in conducting recruitment and selection of different level Professionals in Online (CBT) and offline test (OMR based and Descriptive, both), as applicable
- b) Have experience of managing large scale recruitments of similar nature.
- c) HRA must have experience of managing Online/Offline test of more than 20,000 candidates at a time.
- d) HRA must have conducted at least 5 large scale recruitments in succeeding 3 FYs.
- e) The Agency should have successfully recruited and placed at least 500 professionals during last three years.
- f) Should have minimum annual turnover of Rs. 1crore or above in last three years.

Desirable

Preference maybe given to the agencies that have proven experience of HR recruitment of development professionals in programs supported or implemented by Government of India, State Governments, World Bank, United Nations or other International Organizations of repute.

Recruitment Policy

- a) JSLPS have exclusively approved recruitment policy describing standards and guidelines for recruitment and selection of staff. The agency will adhere to these standards and guidelines and accordingly design the entire process of the assignment. It is expected that the agency will make best efforts to recruit staff having result orientation, potential to lead thematic unit and ability to extend quality support to the Society. In line with the approved HR Policy, JSLPS has well defined Recruitment Policy, Job descriptions has been structured and approved as per the Policy of JSLPS and the selection process are as follows:
 - 1) JSLPS will give preference to select suitable candidates who are able work with rural poor, especially the women and their institutions. For the purpose, local candidates having knowledge of local language and local culture will be preferred with all other requirements.
 - 2) Reservation Roster of Govt of Jharkhand will be followed for hiring services of Fixed Term Employees and full time Consultants.
 - 3) Score cut-off for reserved and unreserved category will be applicable as similar to other selection process conducted by the State Government. This will be applicable in each stage/level of selection process. The cut off is defined as follows.
 - a. For Unreserved – 40%
 - b. For BC II – 36.5%
 - c. For BC I – 34 %
 - d. For SC and ST – 32%
 - e. For handicapped (all categories) – 32%

* women and EWS reservation as per applicable reservation policy

4) The selection process and weightage of different stage/level of selection will be as follows.

i. Selection procedures, as approved:

For all positions with state reservation roster
<ul style="list-style-type: none">• Stage/Level 1 – Written Test (subjective/Objective) with 60% weightage). This process has been completed• Stage/Level 2 – Group Discussion with 20% weightage (L5 positions). This process is to be conducted• Stage/Level 3 –<ul style="list-style-type: none">a) Personal Interview with 20% weightage for Level 5 positions. (To be conducted)b) Presentation cum Personal Interview with 40% weightage for L2, L3 & L4 positions. This process has to be conducted <p>Note: <i>For COO/SPM/PM/Level 4 positions, instead of group discussion presentation on related topic to be conducted</i></p>

iii) All transparency and fairness will be maintained in selection process and all relevant information regarding selection process will be provided to the candidates by the agency.

iv) All governance, monitoring and reporting aspect of this assignment will be controlled by the CEO, JSLPS. The HRA will need approval for its activity plan from the CEO. JSLPS will be in supervisory role for all recruitment and selection events conducted by the HRA. The Society may also involve its representative at any stage of recruitment and selection process undertaken by the HRA.

v) HRA will have to comply with the reservation policy of the State, wherever applied in recruitment process, according to the HR policy of JSLPS.

vi) HRA is expected to maintain highest degree of transparency. The selection process should be scientific and transparent so as to substantially eliminate biases and unethical practices. The HRA will ensure selection of only those candidates who fulfill the eligibility criteria prescribed for the respective positions. In case of not finding suitable candidates, the HRA will make all possible efforts till the suitable candidate is identified.

vii) It is expected that the selected HR agency will deploy a full time team consisting of a dedicated Team Leader; key senior HR and recruitment experts; specialists for the interview and required number of administrative assistants to complete the recruitment process within time. It is desirable that key members, including the specialists proposed for the assignment are full time staff of the Agency. This team is expected to carry out the assignment with high degree of accountability and manage all necessary documentation for any obligations arising in future. It is further envisaged that the team, placed by HR agency, will have the profile of the best in the business.

viii) Addition or deletion in number of position may be possible as per the actual requirements during the assignment period. This would be worked out mutually between the HR agency and JSLPS.

- ix) All transparency and fairness will be maintained in selection process and all relevant information regarding selection process will be provided to the candidates by the agency.
- x) The recruitment will be done largely from open market through advertisement.
- xi) All governance, monitoring and reporting aspect of this assignment will be controlled by the CEO, JSLPS. The HRA will need approval for its activity plan from the CEO on monthly basis or as per the requirement of the assignment. JSLPS will be in supervisory role for all recruitment and selection events conducted by the HRA. The Society may also involve its representative at any stage of recruitment and selection process undertaken by the HRA.
- xii) HRA will have to comply with the reservation policy of the State, wherever applied in recruitment process, according to the HR policy of JSLPS.
- xiii) HRA is expected to maintain highest degree of transparency. The selection process should be scientific and transparent so as to substantially eliminate biases and unethical practices. The HRA will ensure selection of only those candidates who fulfill the eligibility criteria prescribed for the respective positions. In case of not finding suitable candidates, the HRA will make all possible efforts till the suitable candidate is identified.
- xiv) The HRA will follow a structured system of receiving application, scrutinizing them on set criteria, recording reasons for their rejection and releasing shortlist with necessary information on website. All information about scrutiny of application will be provided to JSLPS as and when required.
- xv) It is expected that the selected HR agency will deploy a full time team consisting of a dedicated Team Leader; key senior HR and recruitment experts; specialists for the interview and required number of administrative assistants to complete the recruitment process within time. It is desirable that key members, including the specialists proposed for the assignment are full time staff of the Agency. This team is expected to carry out the assignment with high degree of accountability and manage all necessary documentation for any obligations arising in future. It is further envisaged that the team, placed by HR agency, will have the profile of the best in the business.
- xvi) The recruitment agency will be responsible to provide the replacement for any candidate leaving within 1 month from the date of joining. The replacement may be made either from the waitlisted pool or through conducting another round of selection process. In such cases, the process of recruitment and selection will be the same as followed earlier.
- xvii) Addition or deletion in number of position may be possible as per the actual requirements during the assignment period. This would be worked out mutually between the HR agency and JSLPS.
- xviii) The recruitment agency will design exclusive selection tools for different set of positions within the approved framework of JSLPS i.e. Senior Managers, Mid level managers, Field staff and Support staff. The selection strategy and tools should be designed in such a way that it could assess requisite knowledge, skills, and attitude on quality parameters for different positions.

- xix) Village immersion would be an integral part of selection process for the positions of Field Thematic Coordinators. The recruitment agency will conduct intensive village immersion of candidates for these positions for at least 3 days including two night stay.
- b) The preparation of final merit list based on consolidated marks obtained by the candidates in all three round of selection process – Written test, Group discussions and the Personal Interview. The merit list is to be prepared in accordance with the reservation policy of Govt. of Jharkhand.
- c) Proper record keeping should be maintained by the HR agency , at least for 5 years after closure of the Contract.

E. Team Composition:

Sl. No	Key Positions	Key Qualifications and experience	Major responsibilities	Expected time input (Man-days)
01	Team leader (1)	Having full-time Masters degree with Specialization in Human Resource Management. S/he must have at least 15 years of relevant experience in HR support in large scale organization in development sector. Experience in leading recruitment and selection assignments of similar programmatic nature. S/he should have experience of doing HR planning and designing staff selection methodologies for agencies involved in similar nature of business processes. Knowledge of applying reservation policy will be desirable.	Lead the recruitment Team. Handle the recruitment and selection assignments. S/he will be doing recruitment planning and designing staff selection/tools methodologies for JSLPS. S/he should be able to apply, maintain and record reservation policy.	90
02	Recruitment Expert (1)	Having full-time Masters degree with Specialization in Human Resource Management. S/He must have overall 10 years of experience with at-least 5 years of hands on experience of conducting recruitment/selection process of multi-disciplinary teams in any Govt Organization. S/he should have sound understanding of designing selection methodologies and using various selection instruments/tools.	Recruitment expert shall be looking after the planning and Implementation of recruitment process. S/he should ensure the smooth processes for the recruitment. Shall maintain the records and ensure timely completion of processes.	120
03	Recruitment Expert in IT (1)	Having full-time Masters degree with Specialization in Human Resource Management. S/He must have overall 10 years of experience with at least 5 years of hands on experience of providing	Shall be able to develop IT tools for handling and managing the recruitment processes. Ensure timeline for conducting the recruitment processes. Able to handle It	90

		IT support for conducting recruitment/selection process of multi-disciplinary teams in any Govt Organization. S/He must have good understanding of use of IT tools in the recruitments.	enabled recruitments.	
	Non-Key experts			
04	Administrative Assistant (2)	Master degree in any discipline with minimum of 5 years of experience in processing large scale data for recruitments, data analysis, logistic arrangements, data entry, record keepings, etc.	Able to manage logistics. Provide assistance for conducting the recruitment processes. Exposure of handling IT enabled recruitment services.	180
The above manpower and time input are estimated in nature and the agency can increase the manpower or time input in order to complete the activity as per the timelines.				

F. Duration of the Assignment:

The total duration of the assignment is for a period of 24 months and if required, the contract may be extended based on performance and requirement. The agency should ensure that the first round recruitment process of all the positions shall be completed within 3 months from the date of signing of the contract. For additional recruitment of manpower, the price may be finalized on proportionate basis or by mutual discussion.

G. Review and Monitoring mechanism:

The activities/progress of the agency shall be reviewed by a Committee under the Chairmanship of Chief Executive Officer/Chief Operating Officer of JSLPS. Any deviation noticed by the Committee shall be rectified immediately and the recommendation of the Committee shall be adhered both by agency and JSLPS. Further, any complaints/allegations received against the agency that will be reviewed by the above Committee and if the complaint/allegation is based on facts, necessary disciplinary action shall be taken as per the recommendation of the Committee.

H. Reporting:

During the selection process, the agency should update the progress with Program Manager-HRD, JSLPS & Chief Executive Officer/Chief Operating Officer from time to time. The frequency of the report should be in daily or in weekly.

Estimated number of Vacancy for recruitments by HRA

State Unit Vacancies	
District Unit Vacancies	District Accounts Officer – 30 District Accountant – 11 Admin Assistant cum Computer Operator – 8 Office Attendant – 6
Block Unit Vacancies	Block Accounts Officer – 30 Administrative Assistant cum Computer Operator – 80 Office cum Accounts Assistant – 165 Field Thematic Coordinator – 477 Community Coordinator – 390

*Backlog of the Managerial positions for State and District Unit shall be announced subject to restructuring of the Organization.