



PALASH
(Jharkhand State Livelihood Promotion Society)
Rural Development Department, Govt. of Jharkhand



No: JSLPS/ 712

Date: 13/05/2025

Reference No: SMMC20250305

Request for Expression of Interest (REOI)

for

Hiring of Consulting firm for Recruitment of Human Resources in JSLPS

PALASH-Jharkhand State Livelihood Promotion Society (JSLPS) invites “Expression of Interest” from the eligible consultancy agencies to submit their interest to provide the Consulting Services for “Recruitment of Human Resources” in JSLPS.

Interested Agencies may submit their “Expression of Interest” in a sealed envelope clearly superscripted as “*Expression of Interest for the Consulting Services for Recruitment of Human Resources in JSLPS*” latest by 15:30 hours on **03/06/2025**. The agencies may obtain further information and procedures for submitting the “Expression of Interest” from the official website of JSLPS i.e. ***www.jslps.in***.

Sd/-
Chief Operating Officer



PALASH
(Jharkhand State Livelihood Promotion Society)
Rural Development Department, Govt. of Jharkhand



No: JSLPS/ 712

Date: 13/05/2025

Reference No: SMMC20250305

Request for Expression of Interest (REOI)
for Selection of Consulting firm for Recruitment of Human Resources in JSLPS

Assignment Title: Selection of Consulting firm for Recruitment of Human Resources in JSLPS.

PALASH-Jharkhand State Livelihood Promotion Society (JSLPS), a Society promoted by Rural Development Department, Government of Jharkhand is notified by State Government as implementing agency for National Rural Livelihood Mission in the State and intends to apply part of the proceeds towards this Consulting Services.

The Consulting Services (“the Services”) include Selection of Consulting firm for “Recruitment of Human Resources in JSLPS” for initial period of Two Years, which may further be extended for another period of Two Years based on requirement and performance of the agency. In case of any administrative issue, the contract may be terminated prior to its expiration. The detailed activities are mentioned in the Draft Terms of Reference (ToR) as enclosed in **Annexure – III**.

PALASH-Jharkhand State Livelihood Promotion Society (JSLPS), now invites eligible consulting firms (“Consultants”) to indicate their interest for providing the consulting services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant expertise & experience to perform the proposed assignment.

The shortlisting criteria is placed at Annexure – I.

Interested firms may submit their Expression of Interest (EOI) in the prescribed Performa (annexed at **Annexure – II**) in sealed envelope with each page of the application signed by an authorised signatory, including the pages comprising the annexure.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications. The submission should clearly indicate the type of association whether a JV or sub consultancy.

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

Expressions of interest (in prescribed format) must be delivered in hard copy form only in sealed envelope to the address below by person or through postal/courier services latest by **15.30 hours of 03/06/2025** by super-scribing/marking in the envelope as “Expression of Interest for the Consulting Services for Recruitment of Human Resources in JSLPS”. Please note that EOIs shall be accepted by the aforesaid methods only within the stipulated period of submission.

Address:

The Chief Executive Officer,
Jharkhand State Livelihoods Promotion Society
2nd Floor, JSAMB Building, Itki Road,
Hehal, Ranchi-834005, Jharkhand, India

Sd/-
Chief Operating Officer
JSLPS

Shortlisting Criteria			
Sl. No.	Technical Criteria	Parameters & scale	Remarks
1.	The agency should have an independent legal existence, registered under the applicable Act. and have accreditation and validations for Good Governance, Systems and Process [Submit proof of Registration Certificate, Articles and Memorandum of Association, required certifications etc.]	Pass/Fail	Only pass firms shall qualify for further evaluation of EOI.
2.	The agency should not be debarred/blacklisted by any of the State/Central Government department/agencies till last date of submission of EOI. Agencies should submit an undertaking in this regard.	Pass/Fail	Only pass firms shall qualify for further evaluation of EOI.
Experience in field of organizing offline tests and exams (20 Marks)			
3.	Agency should have a proven track record of at least five years' in conducting end to end recruitment and selection of different level Professionals in India with managing Offline test of more than 10,000 candidates at a time. Agencies should submit relevant documents for verification of fulfilling the criteria.	>=5 years and <7 years	10 Marks
		>=7 years and <10 years	15 Marks
		>= 10 years	20 Marks
Experience in field of organizing Online tests and exams (20 Marks)			
4.	Agency should also have a proven track record of at least five years' in conducting end to end recruitment and selection of different level Professionals in Computer Based Test (CBT) in India with atleast 10,000 candidates at a time. Agencies should submit relevant documents for verification of fulfilling the criteria.	>=5 years and <7 years	10 Marks
		>=7 years and <10 years	15 Marks
		>= 10 years	20 Marks
Number of Clients for which Exam conducted (20 Marks)			
5.	Agency must have work experience for end to end recruitment and selection services in Govt. Sector/ PSU/Banks/Courts/Development sectors and should have successfully completed the recruitment process for at least 500 professionals since FY 2021-22 till date of EOI submission. Agencies should submit relevant documents for verification of fulfilling the criteria.	>= 3 assignments and <5 assignments	10 Marks
		> =5 assignments and <8 assignments	15 Marks
		> = 8 assignments	20 Marks
Bidders Financial Capability (20 Marks)			
6.	The bidder should have an average annual turnover of at least Rs. 3 Crore for the last three Financial Years i.e. 2021-22, 2022-23 and 2023-24 from examination and recruitment related works. For the same the bidder should submit audited balance sheets along with separate certificate signed by Chartered Accountant specifically mentioning turnover from examination and recruitment related works for each FY	>= 3 Crore and < 7 Crore	10 Marks
		>=7 Crore and < 10 Crore	15 Marks
		>= 10 Crore	20 Marks
Note : RfP shall be issued to top eight ranked firms only, who scored atleast 40 marks during shortlisting.			

Annexure – II

Format for Submission of Information to JSLPS, Ranchi towards the Expression of Interest (EOI) for selection of Consulting Firm for “Recruitment of Human Resources 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 Name, address, mobile no., email-id etc. of authorized person Objectives of the firm, Availability of appropriate skills among staff. 									
2.	Financial: (Minimum average annual Turnover of at least Rs.3 Crore during the previous three financial years from examination and recruitment related works.	Provide the turnover of the based on the audited accounts of the previous three financial years in Indian Rupees. <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="width: 33%; text-align: center;">2021-22</th> <th style="width: 33%; text-align: center;">2022-23</th> <th style="width: 33%; text-align: center;">2023-24</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Rs.....</td> <td style="text-align: center;">Rs.</td> <td style="text-align: center;">Rs.</td> </tr> </tbody> </table>				2021-22	2022-23	2023-24	Rs.....	Rs.	Rs.
2021-22	2022-23	2023-24									
Rs.....	Rs.	Rs.									
B - Consultant’s Experience [Maximum 15-20 pages]											
1.	Experience of working in Govt. Sector/PSU/Banks/Courts/Development sector or any other externally funded agencies in India. At least 5 years’ experience required. <u>Please provide details of up to 10 similar assignments as stated in Annexure - I (add more rows, if required)</u>										
	Name of Project	Services provided	Client and Country	Duration of Assignment	Value of Contract (in INR)						
2.	Experience in Human Resources Recruitment process <u>Please provide details of up to 10 Similar assignments as stated in Annexure - I (add more rows, if required)</u>										
	Name of the Client (Govt. agencies/Externally Aided Project)	Nature of the assignment with number of manpower recruited.	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.	<p>Detailed of minimum 3 nos. of in house experts working with the agency having experience in recruitment process for a minimum period of five years to be provided. Detailed CVs are not required at this stage, it will be submitted if the agency qualify for RFP stage.</p> <p>Among other information, the brief CVs should include the following information in the stated format:</p>				
	Name of the proposed Expert				
	Designation:				
	Year of experience:				
	Areas of Experience & Expertise:				
	Name of Project	Nature of works experience.	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.

Draft Terms of Reference (ToR) for the Consulting Services for Recruitment of Human Resources in JSLPS.

A. Background:

Rural Development Department (RDD), Government of Jharkhand implements many programs that aim at alleviating rural poverty through creating sustainable livelihood opportunities for the rural poor. Jharkhand State Livelihood Promotion Society (JSLPS), under the aegis of Rural Development Department, Government of Jharkhand is an autonomous society registered under the Societies Registration Act, 1860. 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), Deen Dayal Upadhyay – Gramin Kaushalya Yojana (DDU-GKY), 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/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.
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.
- 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. Nature of Employment:

JSLPS is 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.

E. Requirement of HRA:

JSLPS intends to recruit quality professionals through approved recruitment and selection process. In this backdrop, the Society needs the services of a Technical Support Agency for conducting end to end recruitment process of Human Resources (HR) required for JSLPS under different projects/Programs/Schemes.

i. Objectives:

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

ii. Scope of Work:

- a) Conduct the recruitment process and achieving transparency and objectivity in the selection processes. Selection process involving activities starting from Vacancy Advertisement.
- b) IT enabled system for management of applications including vacancy management system.
- c) Maintenance of Computerized Database of applications received and provide to JSLPS management, as and when required.
- d) 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.
- e) Issuing Admit Cards for Written Test or/and Online Computer Based Test (as applicable).
- f) Pre-Examination arrangements, Venue finalization, setting up of question papers, Conduct Written Test (Online in CBT mode/Offline), Evaluation of Answer Sheets, Group Discussion & Personal Interview and/or Skill Assessment, special selection tools like Village Based selection camp.
- g) Preparation and submission of final results and proper record keeping, at least for 5 years after closure of the Contract.
- h) Written test (Online in CBT mode/Offline), skill assessment, group discussion & interview may be conducted at multiple places/locations, if required.
- i) 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 recommended for the position.
- j) The JSLPS have exclusively approved recruitment policy describing standards and guidelines for recruitment and selection. 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 (FTC)
 - 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) Accountant (A) – District
 - h) District Accounts Officer – District
 - 4) For the Consultants - State, District & Blocks, roster shall be applicable, as per approval of the State Govt.

- 5) 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.
- 6) 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.
- 7) HRA will have to comply with the reservation policy of the State, wherever applied in recruitment process, according to the HR policy of JSLPS.
- 8) 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.
- 9) 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.
- 10) 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.
- 11) 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.
- 12) The recruitment will be done largely from open market through advertisement.
- 13) 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.
- 14) HRA will have to comply with the reservation policy of the State, wherever applied in recruitment process, according to the HR policy of JSLPS.
- 15) 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.
- 16) 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.
- 17) 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.

- 18) 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.
- 19) 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.
- 20) 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.
- 21) 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.

iii. 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 3794 positions for its State, District and Block Units. It has been noticed that JSLPS has never been worked with more than 75% staff completion at any point of time. Therefore, scope of recruitment of vacancy of **1000 to 1200** positions of different levels in the Year is expected. As per the current vacancy available in FY 2025-26, 150 positions at District Units and 1400 positions at Block Units are vacant. The tentative position wise vacant list is enclosed at **Annexure-B**.
- 3) Apart from above, number of Short-term Consultants for the Special or short term projects are required. The number may vary from 80 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 5 year from the expiry of the contract.

iv. 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 line of its approved recruitment policy.
- 3) The proposed job description for each position are agreed upon by JSLPS.
- 4) Draft of the recruitment Notices to be published in the Newspapers and detailed notice with JD for vacant positions for the website shall be prepared and shared for approval.
- 5) 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.
- 6) Position wise database created of all applications not short listed along with reasons for rejection
- 7) Recruitment and selection camp successfully completed for each round of selection.
- 8) 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.
- 9) Ensure to submit CVs of all recommended and waitlist candidates both in electronic form and hard copy.
- 10) Credential verification of all recommended and waitlist candidates completed and report of the same submitted.
- 11) 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.

F. 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 JSLPS. 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	NIL
2	Submission of position wise shortlisting of applications	30	25%
3	Submission and acceptance of Merit List of the Written Test with Group Discussion, Personal Interview, Computer Based Test (CBT) etc.	60	25%
4	Submission and acceptance of Final Merit List and waiting list against the announced vacancies.	90	25%

Sl. No.	Key Deliverables	Timelines (Days)	Payment Schedule (%) of total contract value
5	Final payment on submission of assignment closure report and its acceptance	100	25%

G. Team Composition:

Sl. No.	Key Positions	Key Qualifications and experience	Major responsibilities	Expected time input (Man-days)
Key experts				
01	Team leader (1)	Having full-time Master's 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 recruitment 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.	60
02	Recruitment Expert (1)	Having full-time Master's 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 Master's 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	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.	90

Sl. No.	Key Positions	Key Qualifications and experience	Major responsibilities	Expected time input (Man-days)
		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.		
Non-Key experts				
04	Administrative Assistant (2)	Graduation 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.	240
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.				

H. 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 rates may be finalized on proportionate basis or by mutual discussion.

I. 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 by 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.

J. 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.

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.

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). • Stage/Level 2 – Group Discussion with 20% weightage. • Stage/Level 3 – <ol style="list-style-type: none"> a) Personal Interview with 20% weightage for Level 5 positions. b) Presentation cum Personal Interview with 40% weightage for L2, L3 & L4 positions.
<p>Note: <i>For COO/SPM/PM/Level 4 positions, instead of group discussion presentation on related topic to be conducted.</i></p>

Estimated number of Vacancy for recruitments by HRA.

District Unit Vacancies*	District Managers – 135 District Accounts Officer – 8 District Accountant – 11 Admin Assistant cum Computer Operator – 8 Office Attendant – 6
Block Unit Vacancies	Administrative Assistant cum Computer Operator – 80 Office cum Accounts Assistant – 165 Field Thematic Coordinator – 400 Community Coordinator – 500

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