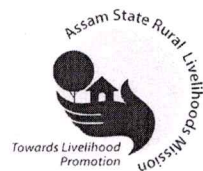




GOVERNMENT OF ASSAM
অসম ৰাজ্যিক গ্ৰামীণ জীৱিকা অভিযান
ASSAM STATE RURAL LIVELIHOODS MISSION
(Department of Panchayat and Rural Development)
SIVA NATH GOGOI PATH, PANJABARI, GUWAHATI, ASSAM -781037



No :- ASRLMS/L&M/CBBO/4883/2022-23/136

Dated :- 06.09.2023.

WALK-IN-INTERVIEW NOTICE

Assam State Rural Livelihood Mission (ASRLM) will be acting as Cluster Based Business Organisations (CBBO's) under the scheme to form and nurture the FPOs. A dedicated project team of the required domain experts and other required technical and supporting staff will be engaged by ASRLM for the said activities. For this purpose, The Tenure of Engagement of all the posts is three year for present, subject to annual renewal based on satisfactory performance of the incumbents. The tenure may be extended, subject to continuation of the project engagement and discretion of authorities. **The engagement will be dedicatedly for this project and later on it will not be absorbed into other schemes/project under ASRLM.**

Walk-in Interview will be held for the following position on purely temporary contractual basis as mentioned below. Interested eligible Candidates who are citizen of India as defined under the Constitution of India and fulfill the eligibility norms of educational qualification, experience, age etc. as per respective Terms of Reference (ToR) provided in the website of ASRLMS at <http://www.asrlms.assam.gov.in> may Walk-In accordingly along with the **prescribed application form and all original certificates/documents relating to qualification, experience, age, identity proof, latest salary certificate, two passport size colored photographs etc. and also a set of self- attested copies of the same must be shared to cbbo.asrlm@gmail.com on or before 5 PM of 18th September 2023**. The required qualification & experience in brief, age for the positions is mentioned below. However, the same shall be as per the detailed **Terms of Reference (TOR)** provided on the website of ASRLMS www.asrlms.assam.gov.in.

Sl No	Name & Number of Position	Essential Qualification & Experience.	Date & Time and Venue of Walk-in-Interview
1	Domain Expert-Law & Accounts-1(One)	Educational Qualification: M.Com with 5+ years/Chartered Accountant/Company Secretary. Experience: 3+ years of relevant experience in accounting, auditing, statutory compliance, legal matters, arbitration etc. Preference will be given for LLB as an additional qualification. Computer Skills: Proficiency in Microsoft Office software including in MS Word, MS Excel, MS Power Point etc. Age: Candidate should not be more than 40 years as on 1 st August, 2023.	21 st September 2023 Reporting Time 9:30AM Assam State Rural Livelihoods Mission, Sivanath Gogoi Path, Panjabari, Guwahati-37

2.	Domain Expert-IT/MIS- 1(One)	<p>Educational Qualification :- B.Tech/ MCA/ Masters in Computer Science/ Information Technology or equivalent from a recognized University/Institute</p> <p>Experience :- 5+ years of relevant experience of handling IT related assignments, MIS development, software development etc.</p> <p>Age: Candidate should not be more than 40 years as on 1st August, 2023.</p>	<p>21st September 2023</p> <p>Reporting Time 9:30AM</p> <p>Assam State Rural Livelihoods Mission, Sivanath Gogoi Path, Panjabari, Guwahati-37</p>
3.	Domain Expert-Crop Husbandry- (One)	<p>Educational Qualification :- Post Graduate in Agriculture from a recognized University</p> <p>Experience :- 5+ years of relevant experience in crop production techniques, technology intervention and working with FPOs/Large Farmers' Groups etc.</p> <p>Age: Candidate should not be more than 40 years as on 1st August, 2023.</p>	<p>21st September 2023</p> <p>Reporting Time 9:30AM</p> <p>Assam State Rural Livelihoods Mission, Sivanath Gogoi Path, Panjabari, Guwahati-37</p>
4.	Domain expert-Value Addition/ Processing & Agri. Marketing- 1(One)	<p>Educational Qualification:- MBA/Post Graduate Diploma in Agri-Business Management /PG in Post-Harvest Management or equivalent from a recognized University/ Institute.</p> <p>Experience:- 5+ years of relevant experience in Agribusiness/ Agri Marketing/ Value Chain Development including Post Harvest Management and working with FPOs/Large Farmers groups etc.</p> <p>Age: Candidate should not be more than 40 years as on 1st August, 2023.</p>	<p>21st September 2023</p> <p>Reporting Time 9:30AM</p> <p>Assam State Rural Livelihoods Mission, Sivanath Gogoi Path, Panjabari, Guwahati-37</p>

5.	Domain expert- Social Mobilization- 1(One)	<p>Educational Qualification:- Post Graduate in Rural Development/ Social Work or Graduate with Diploma in Rural Development/Social Work from a recognized University/ Institute with relevant experience.</p> <p>Experience: - 5+ years relevant experience in mobilization of farmers, field demonstrations, organizing village level meetings etc.</p> <p>Age: Candidate should not be more than 40 years as on 1st August, 2023.</p>	<p>21st September 2023</p> <p>Reporting Time 9:30AM</p> <p>Assam State Rural Livelihoods Mission, Sivanath Gogoi Path, Panjabari, Guwahati-37</p>
6.	FPO Coordinator- 8 (Eight)	<p>Educational Qualification: -</p> <p>Graduation preferably in Rural Development/Social Work/ Agribusiness/Agriculture from a recognized University/ Institute, Additional Diploma in Rural Development/Social Work from a recognized University/ Institute will be an added advantage.</p> <p>Experience: -</p> <p>3+ years of experience in working with SHGs/Producers Groups/FPOs and their federations Proven track record in implementing schemes pertaining to promotion of agribusiness activities via Community Institutions such as FPOs/ Cooperatives.</p> <p>Age: Candidate should not be more than 40 years as on 1st August, 2023.</p>	<p>21st September 2023</p> <p>Reporting Time 9:30AM</p> <p>Assam State Rural Livelihoods Mission, Sivanath Gogoi Path, Panjabari, Guwahati-37</p>

Other General conditions for interview:

1. The original certificates/documents will be returned after corroboration with the self-attested copies to be brought by the candidates. If at any stage, it is found that information furnished in the application or supporting documents is misleading/misrepresented/incomplete/false, candidature shall be liable for cancellation. In case of exceptionally talented candidates, SMD, ASRLMS may relax the age limit of all the mentioned positions.
2. The SMD, ASRLMS reserves the right to-
 - a. Cancel this advertisement and/or the selection process, in parts or fully, without assigning any reason and without thereby causing any liability to anyone.
 - b. Increase or decrease the number of positions mentioned above.
 - c. Recruit the selected incumbents in a staggered manner.

- d. Candidates coming for the Walk-in-Interview without necessary documents (i.e Application form/Educational Certificate/Work Experience Certificate/Salary Slip/ Offer letter of current or previous organisation, etc will not be entertained for selection process.
3. No TA/DA shall be admissible for attending the Walk-in-interview.
4. Mere allowing a candidate to appear before the Interview Panel shall not necessarily mean that the candidate is qualified and eligible for the position. The candidate's acceptance shall be solely based on the qualifications, experience, performance in the interview, etc. as assessed by the Interview Panel. Decision made by the selection committee will be final.
5. Interested and eligible Candidates (from India) having the essential qualification and experience may submit the filled up application form along with requisite documents as mentioned on or before 5 PM of 18th September 2023 in the email id **cbbo.asrlm@gmail.com** and directly Walk-In for Interview on **21st September 2023 at 9:30 AM at the Office of the State Mission Director, Assam State Rural Livelihoods Mission, Sivanath Gogoi Path, Panjabari, Guwahati, 37. Candidates arriving after 10:30 AM** on the date of Walk-in-Interview will not be considered/entertained for the Walk-in-Interview.
6. ASRLMS is an equal opportunity employer. Women and persons with disability are especially encouraged to apply.



State Mission Director.
Assam State Rural Livelihoods Mission Society.
Sivanath Gogoi Path, Panjabari, Guwahati-37, Assam.

Terms of Reference for engaging Professionals under Cluster Based Business Organisation (CBBO) Staff Under the Scheme- "Formation and Promotion of Farmer Produce Organizations (FPOs)" by ASRLM

A. Background:

ASRLM is an autonomous body formed under the Panchayat and Rural Development Department, Govt. of Assam and registered under Societies Registration Act, 1860. It has been designated by Govt. of Assam to implement the Deen Dayal Antodya Yojana-National Rural Livelihoods Mission as well as the Deen Dayal Upadhaya Grameen Kaushalya Yojana (DDU-GKY) – a programmed for skill development and livelihoods opportunities for rural in the state.

The Assam State Rural Livelihoods Mission (ASRLM) has been set up with the aim to reduce poverty among rural BPL families through building strong grassroots institution of the poor. ASRLM has multi-pronged approach to strengthen livelihoods of the rural poor by promoting women SHGs, providing skill development and placement for youth for wage-based occupations in different private/business organizations and imparting self-employment-oriented training through banks.

Aajeevika – National Rural Livelihoods Mission (NRLM) was launched by the Ministry of Rural Development (MoRD), Government of India, in June 2011. The Mission aims at creating efficient and effective institutional platforms of the rural poor, enabling them to increase household income through sustainable livelihoods enhancements and improved access to financial services.

The Placement Linked Skill Development Training Program - Deen Dayal Upadhaya Grameen Kaushalya Yojana (DDU-GKY) in Assam is also being implemented by ASRLM to cater to the challenges of creating a large number of Skill development and livelihood opportunities for the rural poor, occupational aspirations of the rural youth and to increase the income levels of rural poor in the State. ASRLM is implementing NRLM in a phased manner. NRLM is being implemented in all 34 districts covering all 219 blocks of Assam.

B. Objective of the engagement: -

Department of Agriculture Cooperation & Farmers' Welfare (DAC&FW), Government of India (GoI) has launched the scheme- "Formation and Promotion of Farmer Produce Organizations (FPOs)" to promote 10,000 new FPOs in the country by 2023-24.

Foundation for Development of Rural Value Chains (FDRVC), a special purpose vehicle of MoRD, GoI for value chain intervention and formalization of community institutions has been designated as an Implementing Agency (IA), to promote FPOs allocated to the Ministry of Rural Development (MoRD), GoI under the scheme.

Assam State Rural Livelihood Mission (ASRLM) will be acting as Cluster Based Business Organisations (CBBO's) under the scheme to form and nurture the FPOs. A dedicated project team of the required domain experts and other required technical and supporting staff will be engaged by ASRLM for the said activities. For this purpose, **Assam State Rural Livelihood Mission (ASRLM)** invites applications from eligible candidates for contractual engagement of following categories of Technical and Supporting Staff. Tenure of Engagement of all the posts is three year for present, subject to annual renewal based on satisfactory performance of the incumbents. The tenure may be extended, subject to continuation of the project engagement and discretion of authorities.

C. Role of the Cluster Based Business Organisation (CBBO):

implementation of the 10k FPO scheme of the Ministry of Agriculture and Farmers Welfare (MoA&FW). The roles of ASRLM as a CBBO are mentioned below:

1. Support in the implementation of the programme as suggested by the NPMA and as per Scheme guidelines.
2. Support Implementing Agency (IA) in cluster identification.
3. Support in community mobilization - baseline survey, cluster finalization, value chain study, formation of groups and FPO and assist in their periodic meetings.
4. Registration of FPOs and Training of BODs on roles, responsibilities, management and also capital/equity mobilization.
5. Training and capacity buildings of FPOs/farmer groups- Training needs identification, develop training modules, conduct basic training workshops and exposure visits.
6. Encourage and promote social cohesiveness amongst members of FPOs.
7. Preparation and execution of Business Plans for long-term sustainability of FPO- Business plan preparation (for different incubation services), acquiring land, mobilizing equity capital and implementation of Business Plan while assisting in input management, adoption of proper and good agricultural practices through knowledge sharing, aggregation of produce, quality management, assaying, processing, packaging, supply chain development and marketing and market linkages with buyers/processors/exporters, trading, export etc as may be necessary to ensure long-term sustainability of FPOs.
8. Support in regular interface with stakeholders like various Government Departments, Financial Institutions, Training, Research and Development Institutions at the cluster level.
9. Support FPOs in availing Equity Grant and Credit Guarantee Facility as per need and growth.
10. Incubation/handholding services for sustainability - Provide support and monitoring in terms of incubation activities; capacity building of BODs and FPO management for sustainability. The incubation/handholding services include ensuring input, market linkages, preparing and implementing related business plans.
11. Facilitate establishment of necessary common pool production, marketing and processing infrastructure facility by the FPO, as may be necessary, to develop the business for long-term viability.
12. Facilitating traceability, compliance and global market connectivity.
13. Review and monitoring of the field team during implementation as per desired outcomes.
14. Support in communication and dissemination of information to farmers by way of market and crop advisory.
15. Progress report on all specified target activities to be submitted periodically to the NPMA.
16. Ensuring programme/project targets are met.
17. Support in compliance issues of FPO including their capacity building in the subject.
18. Support NPMA and Implementing Agency in data collection and generating MIS reports/information in the required data sheets.
19. Support Implementing Agency and NPMA in rating of FPOs as may be necessary.
20. Support in federating FPOs when necessary for business growth and expansion.
21. Support FPO in proper financial management and utilization of fund and accounting and timely submission of returns and certificates.
22. Any other activity related to implementation, management and monitoring of the project.
23. An advisory body consisting of various stakeholders including state government representative, NGOs, RIs, KVKs or any other support institutions will provide active guidance over project implementation.

D. Engagement Description:

i) Domain Expert- Law & Accounts- 1(One)

Location	Guwahati, Assam
Roles	To support registration of FPOs and handle compliances of FPOs pertaining to Governance and Business
Reporting	State Mission Director, ASRLM or designated officer authorized by SMD, ASRLM
Key Responsibilities	<ul style="list-style-type: none">• Coordinating application to ROC and follow-up action for registration of FPO to be managed by external expert/ CA firm• Coordinating Post Incorporation- Immediate Statutory Compliances of FPO• Ensuring statutory compliance of FPOs pertaining to governance; such as- AGM, BOD meetings, BOD elections, engaging expert director etc. as per ROC norms and are diligently followed and maintained• Ensuring statutory compliance of FPOs pertaining to business; such as- obtaining and renewing business specific licenses/permissions, finalizing annual accounts and fulfilling audit formalities, filing GST and income tax return with tax authority, filing annual accounts and annual return with ROC etc and due reporting thereof is diligently followed and maintained• Ensuring recording of day-to-day business transactions of FPOs are done in designed accounting software/tool with support from Accountant-FPO• Ensuring co-ordination with auditors for UTC's and other compliances of FPO for project fund management is diligently maintained as per defined SOP's and protocols• Any other task assigned by reporting officer
Qualification	<ul style="list-style-type: none">• M.Com with 5+ years' experience/Chartered Accountant/Company Secretary with 3+ years of relevant experience .
Experience	<ul style="list-style-type: none">• 3+ years of relevant experience in accounting, auditing, statutory compliance, legal matters, arbitration etc
Remuneration	Rs.42000 per month
Age :-	Candidate should not be more than 40 years as on 1 st August, 2023.

ii. Domain Expert- IT/MIS- 1(One)

Location	Guwahati, Assam
Roles	To verify, record and report activities of CBBO and FPOs at concerned levels as per demand
Reporting	State Mission Director, ASRLM or designated officer authorized by SMD, ASRLM
Key Responsibilities	<ul style="list-style-type: none"> Ensuring Activities of CBBOs and FPOs are diligently verified, recorded and reported in specified formats at concerned levels as per demand Coordinating with IA-FDRVC in desk and field appraisal of the information Guiding FPOs on- documenting name, address, land holding and other basic information of members; recording transaction of members via FPO and benefits obtained by them in assigned tools Monthly/Quarterly reporting dashboards are maintained as per assigned KPI's and performance tracking is complete as per due laid out procedures for FPO's assigned to the clusters Any other task assigned by reporting officer
Qualification	<ul style="list-style-type: none"> B.Tech/ MCA/Masters in Computer Science/ Information Technology or equivalent from a recognized University/Institute
Experience	<ul style="list-style-type: none"> 3+ years of relevant experience of handling IT related assignments, MIS development, software development etc.
Remuneration	<ul style="list-style-type: none"> Rs.42000 per month
Age.	Candidate should not be more than 40 years as on 1 st August, 2023.

i. Domain Expert- Crop Husbandry- (One)

Location	Guwahati, Assam
Roles	To promoted Good Agricultural Practice (GAP) and low-cost sustainable technology among FPO members
Reporting	State Mission Director, ASRLM or designated officer authorized by SMD, ASRLM

Key Responsibilities	<ul style="list-style-type: none"> • Conducting Training Needs Assessment (TNA) and identifying area for capacity building for agri based, sustainable agri practices • Roping resource agencies specified in the scheme guidelines and coordinating training of BODs/farmers of FPOs on Good Agricultural Practices (including post-harvest management practices) and facilitation of farmer workshops • Providing on-field guidance to FPO members on Good Agricultural Practices • Ensuring farmer diaries and due transaction records are maintained • Guiding agri input business of FPOs; promote sale of sustainable inputs and extension services • Orienting farmers about low-cost sustainable technology and linking with available subsidy schemes through convergences to avail such technology • Documentation and preparation of case studies, best practices/ success stories etc. • Any other task assigned by reporting officer
Qualification	<ul style="list-style-type: none"> • Post Graduate in Agriculture from a recognized University
Experience	<ul style="list-style-type: none"> • 5+ years of relevant experience in crop production techniques, technology intervention and working with FPOs/Large Farmers' Groups etc.
Age.	Candidate should not be more than 40 years as on 1 st August, 2023.
Remuneration	<ul style="list-style-type: none"> • Rs.42000 per month

iii. Domain expert- Value Addition/ Processing & Agri. Marketing- 1(One)

Location	Guwahati, Assam
Roles	To Manage sales and marketing activities of FPO with support from CEO-FPO
Reporting	State Mission Director, ASRLM or designated officer authorized by SMD, ASRLM
Key Responsibilities	<ul style="list-style-type: none"> • Identifying potential markets, customer segments and different sales channels to bulk and retail sale of farm produce • Making bulk business tie-ups for agro produce with traders, processors, retail chains, HoReCa and other institutional buyers • Coordinating sale of retail/consumer produce distribution in general trade • Coordinating planned packaging, positioning and marketing/brand building activities of FPOs for retail/consumer packs • Planning, designing and co-ordinating backward and forward market linkages for FPO's

	<ul style="list-style-type: none"> Ensuring planned agro produce sales target of FPOs are achieved Coordinating recording of daily business transactions (inventory management, order management, payment follow-up etc.) Any other task assigned by reporting officer
Qualification	<ul style="list-style-type: none"> MBA in Agri-Business Management/Post Graduate Diploma in Agribusiness/ Post Graduate in Post-Harvest Management or equivalent from a recognized University/ Institute
Experience	<ul style="list-style-type: none"> 5+ years of relevant experience in Agribusiness/ Agri Marketing/ Value Chain Development including Post Harvest Management and working with FPOs/Large Farmers groups etc.
Remuneration	<ul style="list-style-type: none"> Rs.42000 per month
Age.	Candidate should not be more than 40 years as on 1 st August, 2023.

iv.Domain expert- Social Mobilization- 1(One)

Location	Guwahati, Assam
Roles	To support and coordinate formation, capacity building and Governance systems of FPOs
Reporting	State Mission Director, ASRLM or designated officer authorized by SMD, ASRLM
Key Responsibilities	<ul style="list-style-type: none"> Ensuring planned membership target of FPOs are achieved & share fee are collected as per target, with support from FPO Coordinators Conducting Training Needs Assessment (TNA) and identifying area for capacity building around management, operations and skilling of members Roping resource agencies specified in the scheme guidelines and coordinating training of BODs/farmers of FPOs as per the training calendar Ensuring targeted FPO staff are empanelled and trained by resource agencies specified in the scheme guidelines as per the training calendar Ensuring that the FPOs are abiding by defined roles, responsibilities of BODs and members as specified in AOA Any other task assigned by reporting officer
Qualification	<ul style="list-style-type: none"> Post Graduate in Rural Development/ Social Work or Graduate with Diploma in Rural Development/Social Work from a recognized University/ Institute with relevant experience.

Experience	<ul style="list-style-type: none"> 5+ years relevant experience in mobilization of farmers, field demonstrations, organizing village level meetings etc
Remuneration	<ul style="list-style-type: none"> Rs.42000 per month
Age.	Candidate should not be more than 40 years as on 1 st August, 2023.

2. Supporting Staff

i. FPO Coordinator- 8 (Eight)

Location	Identified Districts to be covered (Each FPO Coordinator to support 7 FPOs as allocated)
Roles	Manage formation, capacity building, governance and business processes of FPOs
Reporting	State Mission Director, ASRLM or designated officer authorized by SMD, ASRLM
Key Responsibilities	<ul style="list-style-type: none"> Mobilizing farmers & forming women collectives. Identifying BODs & 1st subscribers & collecting due documents for application to ROC for FPO registration Collecting share fee and issue share certificates Organizing BOD meetings and elections and AGMs Coordinating capacity building training and exposure visit of FPOs Manage recruitment and training of FPO staff Aligning resources for starting FPO business activities Supervising day-to-day business activities of FPO Collecting data on FPO activities Ensuring FPOs are qualified and apply for equity grant, credit guarantee fund and composite loan from formal lending institutions Any other task assigned by reporting officer
Qualification	<ul style="list-style-type: none"> Graduation preferably in Rural Development/Social Work/ Agribusiness/Agriculture from a recognized University/ Institute, Additional Diploma in Rural Development/Social Work from a recognized University/ Institute will be an added advantage.
Experience	<ul style="list-style-type: none"> 3+ years of experience in working with SHGs/Producers Groups/FPOs and their federations Proven track record in implementing schemes pertaining to promotion of agribusiness activities via Community Institutions such as FPOs/ Cooperatives.

Remuneration	<ul style="list-style-type: none"> Rs.25000 per month
Age.	Candidate should not be more than 40 years as on 1 st August, 2023.

E. Duration of Contract, Exit Policy, etc:

1. The duration of the assignment will be initially for a period of Three (3) years. Further extension based on satisfactory performance may be considered. The contract management shall be done as per the ASRLM & CBBO rules.
2. The Engagement of the Domain Experts and FPO Coordinators is only limited to the project duration as mentioned above.
3. Domain Experts and FPO Coordinators are not employees of ASRLM, they will be engaged only for the implementation of 10k FPO scheme as ASRLM being the Cluster Based Business Organisation (CBBO).
4. The contract with Domain Experts and FPO Coordinators may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to ASRLM. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond contract period. The Govt. of Assam/ASRLM shall not undertake any responsibility for subsequent deployment of the incumbent.
5. The Domain Experts and FPO Coordinators shall not assign or sub-contract, in whole or in part, his/her obligations to perform under this ToR.
6. The Domain Experts and FPO Coordinators will have to serve the assigned office on full time basis under overall command of State Mission Director. During the assignment period the Domain Experts and FPO Coordinators may be transferred to any other office of the Project either at HQ (Guwahati) or in the districts.

F. Remuneration, Payment, Terms and Leave etc:

1. The consolidated fixed remuneration of the Domain Experts and FPO Coordinators as mentioned.
2. The provisions of leave would be as per provisions of designated leave of ASRLM officials.
3. No other payment whatsoever (except reimbursement of official travelling expenses) shall be made, except as agreed with the Domain Experts and FPO Coordinators by the Project.

G. **Travel and logistic:-** Arrangement will be made by ASRLM for travel to district offices, in case office vehicle is not available Domain Experts can hire a vehicle which will be reimbursed as per following rates below.

Sl No	Key Position	For Transportation (Not applicable for use of office vehicle)	For Accommodation.	For Refreshment (Per Diem Allowance)	Remarks
1.	Domain Expert	For Hired Vehicle. (Rs 1500 per day excluding Fuel)	Upto Rs 1800/- per day within Assam and Rs. 3500/- per day outside Assam.	Rs 850/- per day within Assam and Rs. 1250/- outside Assam.	On Actual Submission of Bills. Domain Experts should intimate to ASRLM about his field visit before commencement and get prior approval from the concerned authority.

2.	FPO Coordinator	For Hired Vehicle. (Rs 1500 per day excluding Fuel)	Upto Rs 1800/- per day within Assam and Rs. 3500/- per day outside Assam.	Rs 850/- per day within Assam and Rs. 1250/- outside Assam.	On Actual Submission of Bills. Domain Experts should intimate to ASRLM about his field visit before commencement and get prior approval from the concerned authority.
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Note:- In case of posting of FPO Coordinators at District/Block level, Fixed Travel Allowance as per ASRLM norms will be payable to them and it may be noted that Transportation, Accommodation and DA rate will not be applicable.

H. Data, Services and Facilities to be provided by the ASRLM:

All the necessary information, data, reports and other documents needed for the assignment will be provided by ASRLM. The Domain Experts and FPO Coordinators would be given access to all documents, correspondence and any other information relating to the project and deemed necessary by the Young Professionals for carrying out hir/her work. ASRLM would provide necessary liaison with BMMUs and DMMUs to facilitate the work smoothly.

I. Performance Review:

The Domain Experts and FPO Coordinators will report to the State Mission Director, ASRLM. The quality of service and performance of the Young Professionals will be reviewed by the SMD on a quarterly basis. The Domain Experts and FPO Coordinators will report to CEO/State Mission Director, State Rural Livelihoods Mission or designated officer authorized by SMD, ASRLM.

Notes:

1. *This is a draft ToR and SMD, ASRLM reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.*

APPLICATION FORM FOR THE POSITION OF.....

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband' s Name :
3. Mother's Name :
4. Gender:
5. Marital Status :
6. Nationality (attach a copy of evidence):
7. Permanent Postal Address (attach a copy of evidence):
8. Police Station:
9. Current Address:
10. Mobile No.:
11. Mobile No. (WhatsApp messenger) :
12. Email ID :
13. Passport No. (If available) (attach a copy):
14. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
15. Age (As on 1st August 2023) : _____ Years _____ month(s)
16. Current Designation:
17. Current Employer's Full Address with contact email and phone number:
18. Educational Qualification (attach a copies of certificates):

Paste self attested
Recent Passport
Photo

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

19. Training details relevant to the position applied (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

20. Total Professional Experience: _____ Years _____ month(s)

21. Details of Professional Experience (Starting from latest **) (attach copies of experience certificates):

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Summary of Services provided

** Attach latest salary certificate.

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23. Languages proficiency: (please tick √)

Sl.	Language	Read	Write	Speak

24. Computer proficiency :

Sl.	Program/Software/Applications	Excellent	Good	Average

25. Names and Addresses of two persons from whom we may seek reference about you:
(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

26. Do you have any criminal or corruption charges against you? *(If yes furnish details)*

27. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? *(If yes furnish details)*

28. Have you ever been discharged or forced to resign from any position? *(If yes furnish details)*

<p>Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the ASRLMS to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by ASRLMS would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.</p>	
<p>Date : Place :</p>	<p>Signature of the Candidate</p>

IMPORTANT Notes:

- Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. ***The complete application along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.***
- While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application, Candidates are to note that **applications without self-attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected.**