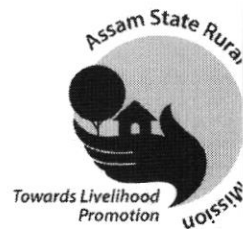




**GOVERNMENT OF ASSAM**  
**অসম ৰাজ্যিক গ্ৰামীণ জীৱিকা অভিযান**  
**ASSAM STATE RURAL LIVELIHOODS MISSION**  
*(Department of Panchayat and Rural Development)*  
SIVA NATH GOGOI PATH, PANJABARI, GUWAHATI, ASSAM -781037



No:- ASRLM/YP-JJM/5302/2023-24/39

Dated:- 09/11/2023

**WALK-IN-INTERVIEW NOTICE**

Assam State Rural Livelihood Mission (ASRLM) in collaboration with Jal Jeevan Mission (JJM), are engaging Cluster Level Federation (CLF)/Village Organization (VO)/Self Help Group (SHG) members promoted by ASRLM; in periodical Functional Household Tap Connection (FHTC) Verification and Implementation of JJM activities by CLFs as Implementing Support Agencies (ISA). With this context, District Mission Management Unit (DMMU) will require a robust and structured approach so that all the activities mentioned within the agreement between ASRLM and JJM get the support and guidance to achieve the targets. In this regard, Young Professional- JJM Collaboration can play a vital role by providing his/her profound knowledge and skills in handholding, implementation, and monitoring.

Engagement of 34 (thirty-four) Young Professionals- Jal Jeevan Mission Collaboration at District level and 1 (one) at State Level will be done. The duration of the assignment will initially for the period of up to 31st March 2024. The Extension of engagement of these Young Professionals will be based on availability of funds at the disposal of ASRLM from Jal Jeevan Mission (JJM) and requirement of services under the said Project. The contract management shall be done as per the ASRLM rules. The Engagement will be dedicatedly for this Project and will not be absorbed into any other Schemes later 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 ASRLM 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. 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 ASRLM <http://www.asrlms.assam.gov.in>.

Sl. No.	Position with No. of Posts	Educational Qualification	Desired Experience	Age	Date of Interview
1.	Young Professionals- JJM Collaboration No. of Posts: 35 (34 @District, 1@State)	Bachelor degree in Arts/Science/Commerce/Social Work/ Rural Development from a recognized university.	Minimum 1 year experience in Community Development sector funded by State/Central Govt. The candidate must have expertise in using Internet based applications, working with advanced	21-40 years as on 01-09-2023	01-12-2023

			<p>word processing/spreadsheet including MS Word, MS Excel, MS Power Point, related applications.</p> <p>Basic knowledge of CBO structure under DAY-NRLM.</p> <p>Designing training programmes and development of modules, manuals and kit etc.</p> <p>Excellent reading, writing, documentation, articulation &amp; communication skills in English, Hindi and regional language.</p> <p>Mentoring, handholding and counselling skills.</p> <p>Willing to travel extensively in remote areas across the district.</p>	
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**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, State Mission Director (SMD), ASRLM may relax the age limit of all the mentioned positions. Application received through email shall not be entertained and rejected.
2. The SMD, ASRLM 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 incumbeents 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.

5. Interested and eligible Candidates (from India) having the essential qualification and experience may directly Walk-In for Interview on the above- mentioned dates and venue. **Candidates arriving after 12.00 Noon on the date of Walk-in-Interview will not be considered/entertained for the Walk-in-Interview.**
6. ASRLM is an equal opportunity employer. Women and persons with disability are especially encouraged to apply.



State Mission Director

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

**Terms of Reference for hiring Young Professionals- Jal Jeevan Mission (JJM) Collaboration under Individual Consultant Method to support in roll-out of activities assigned under ASRLM and JJM Collaboration.**

**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 Kaushalaya Yojana (DDU-GKY) – a programmed for skill development and livelihoods opportunities for rural in the state.

The Assam State Rural Livelihoods Mission 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 Kaushalaya Yojana (DDU-GKY) in Assam is also being implemented by the Assam State Rural Livelihoods Mission (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. Across State of Assam NRLM has been implemented in 35 districts and 219 blocks.

Ministry of Jal Shakti was formed in June 2019 with two Departments: Department of Water Resources, River Development and Ganga Rejuvenation and Department of Drinking Water and Sanitation (DDWS). Jal Jeevan Mission (JJM) has been launched by Ministry of Jal Shakti, Government of India. JJM the flagship scheme of the Government seeks not only to provide functional household tap connections for all but also to promote the holistic management of local water resources. Under JJM water conservation, reuse measures are made mandatory to the scheme design. As per DDWS as on 31st March 2019, only 18.33 percent of rural households in the country, have Piped Water Supply (PWS). It has been planned to provide around 14.60 crore rural households with functional household tap connection (FHTC) through Jal Jeevan Mission (JJM) by 2024. In Assam, 34 percent of habitations are fully covered with piped water supply and only around 2.3 percent of total households have individual household pipe water supply connection. The goal is that every home gets drinking water in adequate quantity i.e. 55 liters per capita per day (lpcd) on a regular and long-term basis.

Various schemes and sub-missions under ester while NRDWP viz. Rural Water Supply and Sanitation Project for low income states (RWSSP-LIS), National Water Quality Sub-Mission (NWQSM), Japanese Encephalitis – Acute Encephalitis Syndrome (JE-AES), Swajal, Water Quality Monitoring and Surveillance (WQM&S) and all support activities under NRDWP has been subsumed into JJM. The JJM emphasises on community participation and making it as a movement- a Jan Aandolon. As per JJM guideline at grassroots level local communities especially women are to be encouraged to participate and take ownership of water resource management, water supply and grey water management and its reuse. The Implementation Support Agencies (ISA) like NGO, SHGs, CBOs, Voluntary Organisations, Trusts, and Foundations will play critical role as partner of Government in mobilising and engaging the communities to plan, design, implement, manage, operate and maintain in village water supply infrastructure.

## **B. Objective of the Assignment and Scope: -**

To achieve the objective of providing improved and sustainable drinking water services in rural communities through JJM, it is important to focus on water distribution networks, water quality management, source sustainability, sustainable service delivery (including operation and maintenance), building professional capacity and strengthening decentralized governance.

With the above context, District Mission Management Unit (DMMU) will require a robust and structured approach so that all the activities mentioned in the MoU between ASRLM and JJM get the support and guidance to achieve the targets. In this regards Young Professional- JJM Collaboration can play a vital role by providing his/her profound knowledge and skills in handholding, implementation and monitoring.

The key role of these Young Professionals will be to support ASRLM to roll-out the activities assigned under ASRLM-JJM Collaboration in the entire state in phased manner. The Scope of Work for the Young Professionals shall be, but not limited to the following: -

- (i) To assist DMMU in handholding and monitoring of respective BMMUs on activities related to ASRLM-JJM Collaboration.
- (ii) To attend joint meetings with the District PHED officials and JJM cadres to discuss & finalize the plan submitted by identified CLFs/VOs at the beginning of the quarter.
- (iii) Finalize & submit the estimate of fund requirement, Utilization certificates (BMMU/CLF-wise) along with a summarized copy specifying the total fund required by the entire District for the quarter based on the activities planned.
- (iv) To conduct field visit; as and when required along; as approved by DPM, ASRLM/DMMU Nodal Person with District ISA Coordinator/in-charge to handhold & monitor the ISA activities by CLF/VOs.
- (v) Coordinate with Divisional and Sub-Divisional PHED officials for ensuring entries of activities on i-PET by CLF/VOs.
- (vi) Co-ordinate with BMMUs/CLF/VOs on regular basis & assist them in preparation of Quarterly Activity Plans and Reports.

- (vii) Assist the BMMUs/CLFs/VOs in identifying the human resource with necessary skills to undertake ISA activities.
- (viii) Provide hand-holding support to the BMMUs/CLF/VOs engaged at field level for conducting ISA activities.
- (ix) Regularly monitor the field level activities of BMMUs/CLF/ VOs and undertake course correction initiatives.
- (x) Assist DMMU/BMMU on Documentation of Success Stories from field Level.
- (xi) Ensure regular payment to CLF/VOs & SHGs have been made.
- (xii) Any other task assigned by reporting officer (DPM/District Nodal person).

**C. Education qualification and experience required:**

Sl. No.	Position with No. of Posts	Educational Qualification	Desired Experience	Age	Date of Interview
1.	Young Professionals-JJM Collaboration No. of Posts: 35 (34 @District, 1@State)	Bachelor degree in Arts/Science/ Commerce/ Social Work/ Rural Development from a recognized university.	Minimum 1 year experience in Community Development sector funded by State/Central Govt.  The candidate must have expertise in using Internet based applications, working with advanced word processing/spreadsheet including MS Word, MS Excel, MS Power Point, related applications. Basic knowledge of CBO structure under DAY-NRLM.  Designing training programmes and development of modules, manuals and kit etc.  Excellent reading, writing, documentation, articulation & communication skills in	21-40 years as on 01-09-2023	01-12-2023

			English, Hindi and regional language. Mentoring, handholding and counselling skills. Willing to travel extensively in remote areas across the district.		
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**D. Duration of Contract, Notice Period, etc:**

1. **The duration of the assignment will initially for the period of up to 31st March 2024.**
2. The Extension of Engagement of these Young Professionals will be based on availability of funds at the disposal of ASRLM from Jal Jeevan Mission (JJM) and requirement of services under the said Project.
3. The contract management shall be done as per the ASRLM rules.
4. The contract with the Young Professionals 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 Young Professionals shall not assign or sub-contract, in whole or in part, his/her obligations to perform under this ToR.
6. The Young Professionals will have to serve the assigned office on full time basis under overall command of State Mission Director. During the assignment period the Young Professionals may be transferred to any other office of ASRLM either at HQ (Guwahati) or in the districts.
7. The Engagement will be dedicatedly for this Project and will not be absorbed into any other Schemes later on under ASRLM.

**E. Remuneration, Payment, Terms and Leave etc:**

1. **The consolidated fixed remuneration of the Young Professionals shall be Rs. 25000/- per month.** The fixed remuneration shall be inclusive of monthly remuneration and communication allowance, etc if any. The remuneration will be inclusive of communication allowance, health/service related allowance, all taxes, cost of accommodation and food, conveyance to attend the office etc. Taxes shall be dealt with as per applicable laws.
2. The provisions of leave would be as per provisions of designated leave of ASRLM officials.
3. No house rent allowance or any other such allowance shall be paid by the Project. No other payment whatsoever (except reimbursement of official travelling expenses) shall be made, except as agreed with the Young Professionals by the Project.

**F. Travel Allowance, Other Allowances will be made by ASRLM at par to the TA/DA and Hotel Accommodation payable to Young Professionals employed by ASRLM.**

**G. Performance Review:**

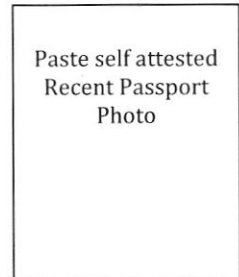
The Young Professionals will report to State Mission Director, ASRLM or designated officer authorized by SMD, ASRLM. The quality of service and performance of these Young Professionals will be reviewed by the SMD, ASRLM on a monthly basis.

Notes: *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.*



**Annexure I**

**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 1<sup>st</sup> September 2023) :** \_\_\_\_\_ Years \_\_\_\_\_ month(s)
16. **Current Designation (if any):**
17. **Current Employer's Full Address with contact email and phone number:**

**18. Educational Qualification** (attach a copies of certificates):

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	HSLC					
2.	Higher Secondary					
3.	Graduation					
4.	Post-Graduation (if any)					
5.	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.

22. Write a brief note describing why would like to be associated with us : (Maximum 250 words)

23. Languages proficiency: (please tick v)

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)

**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 ASRLM 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 ASRLM would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date:

Signature of the Candidate

Place:

**IMPORTANT Notes:**

1. Candidates shall complete this application in not more than 4 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.**
2. 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.