

Govt. of Punjab
Department of Rural Development
Office of Joint Development Commissioner
Punjab State Rural Livelihoods Mission
Vikas Bhawan, Sector-62, S.A.S Nagar

NOTICE

Applications are invited for the following posts under Punjab State Rural Livelihood Mission (PSRLM) purely on contractual basis:

Sr. No.	Designation	No. of Posts	Academic Qualification	Experience	Consolidated Remuneration per month (in Rs.)
1.	State Programme Manager (Institutional Building Capacity Building) (IBCB)	1	Two yearsø Post Graduate Degree or Diploma in Rural Development /Rural Management/Social work/Economics/ Sociology/ Anthropology/Agriculture or Allied/Management from recognized and reputed institutions/ university Other Qualifications : Candidate should be well versed with working with MS Office. Candidate should be able to travel extensively within & outside the state and stay in rural areas. Candidate Should have passed Punjabi language in Matric .	Candidate applying for the position must have at least 7 years of post qualification work experience in implementing and managing large project/programme relating to Social/ Community Development and Institution Building of rural poor. S/he should also have effective communication skill and have experience of designing the capacity building initiatives for community institutions. Weight age in selection process will be given to those who have experiences of working with related Government programmes.	70000/-
2.	State Programme Manager (Livelihoods)	1	Post Graduate in management (Agriculture / Agri. Business)/Agri. Economics. Or Post-Graduate in Agriculture/ Horticulture/ Forestry/ Fisheries/ Veterinary Science/ Sericulture. Or, Post Graduate in Agriculture/ Horticulture with PGDM in (Agri. Business /Agri. Marketing). Other Qualifications :	7 (Seven) or more year of post qualification experience is desirable in Rural Livelihood Programmes of Central Govt./State Govt./World Bank/UNDP/IFAD/NABARD/CSR programme on farm livelihood & Marketing. Or, Minimum 7 (Seven) or more year of post qualification experience in farm sector livelihood development programmes with the community and marketing of farm produces.	70000/-

			<p>Candidate should be well versed with working with MS Office.</p> <p>Candidate should be able to travel extensively within & outside the state and stay in rural areas.</p> <p>Candidate Should have passed Punjabi language in Matric ..</p>		
3.	State Programme Manager (Financial Inclusion) (FI)	1	<p>MBA in Finance or MBA (Banking & Finance Programme Structure) or Master in Finance & Control (MFC) Master in Business Economics (MBE) with 1st Division.</p> <p>-In the case of retired bankers, he should be Graduate in Finance/or Banking or CAIIB, having worked as Top Management Executive i.e. AGM/DGM/GM in a Public Sector Bank/NABARD/RBI.</p> <p>Candidate Should have passed Punjabi language in Matric .</p>	<p>Minimum 7 years of post qualification experience. He/ She should have at least 7+ years of relevant work experience out of which 5 year should be of senior management level. He/ she should have worked in large organizations /project(s), specifically for promotion of financial inclusion at a senior position in the field.</p>	70000/-
4.	State Programme Manager (HR and Procurement)	1	<p>Post Graduate in Management-HR/IR/PR from national institute of repute.</p> <p>Candidate Should have passed Punjabi language in Matric .</p>	<p>7 (Seven) years of post qualification experience is desirable in Conducting training programme and capacity building events in Social/ Community/ Livelihood development programs funded by external agency or Government.</p> <p>Candidate having experience in the field of procurement/ Financial Management/ in the programmes of Central Govt./ State Govt./ World Bank/ UNDP/ Banks/ external aided projects of State/ Central Government will be given preference.</p> <p>Worked as HR Manager/HR executive in corporate sector with proven experience of recruitment, Procurement and capacity building of staff shall also be considered.</p>	70000/-
5.	Project Manager-Institutional	1	<p>Two year Post Graduate degree or Diploma in Development Studies/</p>	<p>He/She should have at least 5 years of post qualification work experience in relevant field.</p>	45000/-

	Building (IB)		<p>Rural Development/ Management/ Business Administration/ Computer Application/IT/Agriculture/ Agri. Business Management/ Social work/ and in any allied discipline from a premier institute.</p> <p>Candidate Should have passed Punjabi language in Matric .</p>	<p>Weight age in selection process will be given to those who have experience of working with related Government programmes.</p> <p>S/he should also have effective communication skill and have experience of designing the capacity building initiatives for community institutions.</p> <p>The candidate should have good communication skill in English, Punjabi & Hindi. Proficiency in MS office in must.</p>	
6.	Assistant Accountant	1	<p>Post Graduation in Commerce (M.Com) or other related field from recognized university with one year computer course from reputed ISO certified institute.</p> <p>Candidate Should have passed Punjabi language in Matric ..</p>	<p>Having 3 years post qualification experience in office administration/ file management/ office correspondence with Govt. programmes .</p> <p>Sound Knowledge of Govt. Accounting, income tax, TDS and other taxation matters.</p> <p>Experience of working with Tally software for at least one year.</p> <p>proficiency in data entry, MS-Office work .</p>	25000/-
7.	Account Clerk cum Data Entry Operator	1	<p>Graduate in Commerce (B.Com) or other related field from recognized university with one year computer course from reputed ISO certified institute.</p> <p>Candidate Should have passed Punjabi language at Matric Level.</p>	<p>Having 1-2 years of post qualification experience in office administration/ file management/ office correspondence with Govt. programmes .</p> <p>Sound Knowledge of Govt. Accounting, income tax, TDS and other taxation matters.</p> <p>Experience of working with Tally software will be given preference.</p> <p>Having typing speed of 30 WPM in Punjabi and English</p>	20000/-
8.	Office Assistant/ General Assistant	1	<p>Graduation and -00Level or One year computer course from reputed institution.</p> <p>Or Three years degree in any stream/BCA/B .Sc. (Comp. Sc./ IT) will be given preference</p> <p>Candidate Should have passed Punjabi language at</p>	<p>Having 0-1 year of post qualification experience in file management/ office correspondence/ data entry with Govt. programmes .</p> <p>Candidate should be well versed with working with MS Office. Having typing speed of 30 WPM in Punjabi and English</p>	20000/-

			Matric Level		
--	--	--	--------------	--	--

Maximum age limit for all the above mentioned posts is 55 years except retired Candidates who should not be more than 62 years. The reservation will be as per policy of State Government.

Interested candidates fulfilling the above conditions are required to submit their applications in the prescribed format (**available on www.pbrdp.gov.in**) along with photocopies of certificates/ testimonials by **12th Sept. 2018** on email : **psrlm.hr@gmail.com** or by hand or by post in the office of Joint Development Commissioner, 3rd Floor, Vikas Bhawan, Sector-62, SAS Nagar, Punjab, PIN: 160062.

The list of eligible candidates will be uploaded on the website. Only eligible candidates will be asked to appear before the Selection Committee for the Candidateal interview/test in the office of Joint Development Commissioner, 3rd Floor, Vikas Bhawan, Sector-62, SAS Nagar. The date & time of the interview/test will be intimated only to the eligible candidates through e-mail and on website. No interview letters will be sent separately and No TA/DA will be paid. The department has the right to increase or decrease and postpone or cancel the interveiw at any time. **Note: For any queries contact at 0172-5063076, 9316610024.**

- SD -

**Joint Development Commissioner - cum
Chief Executive Officer, PSRLM
Rural Development Department, Punjab**