KS/NRO/A185(1)/2018   04-09-2024

Notification

Kudumbashree National Resource Organization (Kudumbashree-NRO)

Selection of Personnel

Notification

Kudumbashree National Resource Organization (KS-NRO) is providing technical and implementation support to other states as part of Deendayal Antyodaya Yojana - National Rural Livelihood Mission (DAY-NRLM) in two domains viz,

1. Convergence between local governments and community Organisations
2. Community- based enterprise support

The Mission is providing support to develop suitable models analyzing the specific situation of the state. Kudumbashree-NRO is currently supporting 24 states. More details of the work of the Kudumbashree-NRO can be had at www.kudumbashreenro.org.

Kudumbashree-NRO calls for applications from interested persons for positions listed below. General conditions of application and format for application are provided.

Position for which applications are invited:

1. **State Project Coordinator (SPC) - PRI-CBO Convergence**

Job Description:

The position is to provide technical support to State Rural Livelihood Missions (SRLM) having partnership with Kudumbashree NRO under PRI-CBO Convergence. The SPC will be required to interact with different stakeholders (like line departments, Community Based Organisations/ federations, Local Self Government representatives and mentors (experienced personnel from Kerala deployed in partner states) of the project and develop innovative and suitable models for the SRLM. The SPC shall be the nodal person from NRO for communication with the State Mission Management Unit of the partner SRLM. ***The post will be based in the capital of any Partner State/UT across the country.***

The SPC is expected to:

- Support SRLMs in liaising with other stakeholders at the State Level
- Develop a monitoring mechanism for the State
- Document impact stories and best practices in the State
- Develop the content of modules, IEC materials for project activities.
- Assist the mentors for all field-level activities.
- Conduct/ manage workshops on the PRI-CBO Convergence project.
- Develop key strategies for the implementation of the project
- Travel frequently within the implementing districts/ blocks/ immersions sites of the partner state.

Qualifications:

- Master's in social work, Management, Rural Management, Development, Public Administration, or Community Development or an equivalent course from – Tata Institute of Social Sciences (TISS), Azim Premji University, Institute of Rural Management Anand (IRMA), Indian Institutes of Management \ (IIM), Indian Institutes of Technology (IIT), Delhi School of Social Work or Institutes of similar repute
- Fresh graduates meeting the relevant criteria can apply.
- Professionals with work experience may also apply, provided they have completed their post-graduation after March 2022.
- Excellent verbal and written communication skills in Hindi & English
- Proficiency in regional languages such as Tamil, Telugu, or Kannada will be considered a significant advantage
- Willingness to travel extensively for work.
- Strong interpersonal skills and documentation skills
- Flexibility to work in any of the partner states / UTs assigned by NRO.
- Willingness to undergo rigorous training provided by NRO.

Technical skills:

- Proficiency in MS Office.

Personal skills and qualities:

- Strong interpersonal skills with the ability to work independently and as part of a team.
- Excellent Logical thinking, proactive mind-set, problem solving and decision-making skills
- Ability to prioritize as well as perform multiple tasks with minimal direction
- Effective time management and organizational skills.

Age limit: Below 28 years as on 31.05.2024

Expected Remuneration

Position	Consolidated remuneration	Communication Allowance	Total monthly emoluments (Rs.)
State Project Coordinator (PRI-CBO convergence)	42000	1,000	43000

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Terms of appointment

- The appointment of the above position is on an annual contract basis, located in any of the partner states implementing the PRI-CBO convergence project.

- The contract may be renewed based on performance review and the continuation of

NRO. Consolidated monthly remuneration will be paid as per the approved pay details.

Selection Process

The applicants will be selected through a multi-stage selection process:

1. Short-listing of suitable candidates based on review of application in the prescribed format
2. Written test for all the positions
3. Group Discussions, Presentations
4. Personal Interviews for final selection

Submission of applications

Applications for the positions will consist of the following.

1. Cover Letter
2. Application in the given format
3. Copy of Curriculum Vitae

Completed signed applications may be submitted through email to **info@kudumbashreenro.org or recruitment@kudumbashreenro.org** on or before **5 pm on 19/09/2024.**

Note:

- Only applications complete in all respects will be considered. Cover letter, Application in the given format and copy of CV should be submitted together and should be signed by the applicant.
- Submissions through e-mail should be in pdf format and all documents should carry the signature of the applicant
- No supporting document is to be provided along with the application. Applicant may provide authenticated copies of certificates & credentials when asked for and make available originals for verification.
- No enquiries related to the Selection process will be entertained.

EXECUTIVE DIRECTOR

Kudumbashree – National Resource Organization (NRO)

Selection of Personnel

<u>Format for Application</u>

(All sections are to be filled in. Incomplete applications will be summarily rejected)

Position Applied For: _____

1. **Name:**
2. **Father's Name:**
3. **Mother's Name:**
4. **Sex:**
5. **Date Of Birth:**
6. **Permanent Address:**
7. **Address For Correspondence (with Pin Code):**

   E-Mail:

   Mobile No.:

8. **Educational Qualification:**(*in reverse order – last degree first; provide information up to High School level*)

Degree/Diploma Certificate	Year	College/ Institute	Board/University/ Institution	Subjects	Division/ Marks/ GPA

9. **Work Experience**: (*in reverse chronological order – latest first*):

Sl. No	Name Of Organisation	Designation	Tenure	Responsibility/Assignment	Achievements

10. **Language Proficiency:** (*Indicate level of proficiency in languages as Native/Proficient/ Working*)

Language	Read	Write	Speak

11. **Computer Proficiency**:

12. **Suitability of the applicant to the position applied** : (*Please write a brief note not exceeding 500 words as to why the applicant considers her/himself suitable for the position applied for. Use separate sheet if required*)

13. **Any other information relevant to position applied for:** *that applicant may like to add*

14. **References** – *Give contact details of two persons who can provide reference on the candidate. One referee shall be the reporting officer of the applicant in her/his latest job*

Name and Designation	Contact Address (Postal)	Contact Details
		Tel. No: E-Mail:
		Tel. No: E-Mail:

Undertaking by the Applicant

The information provided above is true, accurate and complete in all respects. As part of the procedure for processing the application, my personal and employment references may be checked. If it is found later that any of the facts has been misrepresented or omitted on this application, I may be summarily discharged from the job. Authenticated copies of certificates and credentials to substantiate claims made in this application will be provided when asked for and originals will be produced for verification.

I understand and agree to the information shown above.

Date: Name:

Place: Signature: