

**Government of Tripura**  
State Mission Management Unit  
Tripura Rural Livelihood Mission  
Rural Development Department

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F. No. 3 (48) RD (TRLM)/2015/2474-78

Date: 22/06/2018

**ADVERTISEMENT**

Applications are invited from bona fide Indian Nationals for empanelment of State Resource Persons (SRP)/ Retainer Consultant(RC) in Tripura Rural Livelihood Mission (TRLM). Their services will be utilized by TRLM on part time/ requirement basis.

**1. Details are given below**

SN	Category	Approximate no. of persons required	Work domain
1	Institution Building & Capacity Building (IB & CB)	2	Women SHG and their federation management etc.
2	Social Inclusion and Social Development (SI & SD)	3	PRI-CBO convergence, Food-Nutrition-Health- Wash, Gender etc.
3	Financial Inclusion (FI)	4	Bank Account, CBRM, FLC, Credit Linkage, Bank Sakhi, BC Model etc.
4	Livelihoods	5	Agriculture, Livestock, Pisciculture, Non-farm livelihoods, Value Chain Development and Marketing
5	Insurance	1	Linkage with PMJJBY, PMSBY, APY, Livestock insurance, Agri. insurance etc.
6	Knowledge Management and Communication (KMC)	3	IEC activities in community development works
7	Monitoring & Evaluation (M & E)	5	Process Monitoring, Community Monitoring, Research & Impact assessment studies
8	MIS	2	Innovative systems, Managing different Mobile based applications
TOTAL		25	

2. Detailed particulars for each category and eligibility criteria are given in Annexure- A.
3. **Application format is available in Annexure – B. Only PDF copy of the filled up and signed application is to be submitted through email to: [srp.trlm3@gmail.com](mailto:srp.trlm3@gmail.com). The application should not contain more than two pages.**
4. Applications will be received till 5.30 PM on 12.07.2018.
5. Applications of candidates without having the required qualification, experience etc. shall be summarily rejected. **Candidates without relevant experience (fresh candidates) need not apply.**
6. The applicant should not be in a fulltime service in any organization.
7. In case Grade/ CPI/ CGPA is awarded by the board/ University instead of total marks, it is to be converted into percentage of marks following the formula adopted by the concerned Board/ University and is to be mentioned in the application form at the appropriate place.
8. The applicant should be physically and mentally fit enough to take up the strenuous job involved in the responsibility including extensive travelling.
9. Proficiency in Computers for all categories is essential.
10. Empanelled candidates will have to work and stay in rural areas of the State as and when required by the TRLM. The candidates should be willing to travel regularly inside and outside the state, as and when required by the TRLM.
11. Resource fee and TA/ DA is applicable as per the Retainer Consultant policy as included in the HR Manual of TRLM. The HR manual of TRLM can be accessed on website: [trlm.tripura.gov.in](http://trlm.tripura.gov.in). The Resource fee ranges between Rs.2,667 and Rs. 10,000 per day.
12. Candidates must be willing to undergo residential training and exposure visits, both inside and outside the State, as and when required.
13. Empanelment of State Resource Persons (SRP)/ Retainer Consultant (RC) does not make one eligible for permanent / contractual employment in TRLM or any of the establishment of RD Department or the State Government.



(Arupratan Sarma)

Chief Executive Officer

Tripura Rural Livelihood Mission

Copy to:

1. PS to the Hon'ble Minister, RD Department for kind information of the Hon'ble Minister.
2. The Principal Secretary, RD Department for kind information.
3. The Joint Secretary and Mission Director, DAY-NRLM, MoRD, Govt. of India for kind information.
4. The Director, Information Technology with a request to arrange display of the advertisement on website [rural.tripura.gov.in](http://rural.tripura.gov.in) and [tripura.gov.in](http://tripura.gov.in) and [trlm.tripura.gov.in](http://trlm.tripura.gov.in).
5. National Mission Manager, (MIS/ICT), NMMU, NRLM with a request to display the advertisement on website [aajeevika.gov.in](http://aajeevika.gov.in).



Chief Executive Officer

Tripura Rural Livelihood Mission

**Required qualification and experience for State Resource Persons (SRP)/ Retainer Consultants**

SN	Category	Educational Qualification & Exp.	Job Description	Required days per month
1	Institution Building & Capacity Building (IB & CB)	<p>Graduate/ Post Graduate in any discipline from recognized academic institutions. 5 years or more experience in development of community institutions/ Capacity Building of Community Institutions or directly to rural communities with development programme run by Government/ external funded agency/ experienced NGOs.</p> <p>Or, Retired Person having same qualification and experience in similar field and willing to travel throughout the State also can apply.</p>	<p>Preparation of plan along with the thematic head, Providing training to Staff members and Community institutions, Preparation of training modules, monitoring the activities of the community Institutions, documentation of activities and visits (including video documentation). Support in preparation of policy documents, development of community resource persons, Regular field visits in Villages etc.</p>	<p align="center">Around 10-15 days per month/ as per requirement</p>

2	Social Inclusion and Social Development (SI & SD)	<p>Graduate/ Post Graduate in any discipline from recognized academic institutions.  5 years or more experience in development of community development projects related to Food/ Nutrition/ Health/ Wash/ Gender/ Social Inclusion with development programmes run by Government/ external funded agency/ experienced NGOs etc.  Or,  Retired Person having same qualification and experience in similar field, willing to travel throughout the State also can apply.</p>	<p>Preparation of convergence plan in consultation with the thematic head, training to Community Resource Persons (CSPs) and CBOs (SHGs and their Federations) on FNHW, Gender, Participatory Identification of Poor (PIP) process.  Demonstration of PIP process.  Identification of different social Issues and strategies to overcome these issues by involving CBOs.  Preparation of policy documents, development of community resource persons, Regular field visit in villages.</p>	<p>Around 10-15 days per month/ as per requirement</p>
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3	Financial Inclusion (FI)	<p>Graduate/ Post Graduate in any discipline from recognized academic institutions.</p> <p>5 years or more experience in Rural Banking/ Micro Finance Institutions (Managed 50 Cr. Or more portfolio for MFIs)</p> <p>Or, Retired Bank Officials served in rural branches, Fluent in basic use of computer and willing to travel in rural areas.</p>	<p>Preparation of plan along with the FI team.</p> <p>Ensuring achievement of on time Credit Linkage and opening of Bank account for women and CBOs. Effective implementation of CBRM, FLCs.</p> <p>Training to Bank Sakhis, BC Sakhis, Training to TRLM staff members and Bank Managers.</p> <p>Demonstration of MCP process and its appraisal.</p> <p>Review for timely completion of MCP and timely disbursement of RF and CIF.</p> <p>Regular field visit in Rural parts of the State.</p>	<p>Around 10-15 days per month/ as per requirement</p>
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4	Livelihoods	<p>Graduate/ Post Graduate in Agriculture/ Horticulture/ Veterinary Science/ Fisheries/ Agriculture Economics/ Marketing Management/ Agri. Business/ Entrepreneurship Development from recognized academic institutions.</p> <p>5 years or more experience in similar field.</p> <p>Or,</p> <p>Retired Person having same qualification and experience in the same fields, fluent in use of computer and willing to travel throughout the State can also apply.</p>	<p>Planning for different livelihood activities related to farm and non-farm sector.</p> <p>Innovation in existing rural livelihoods.</p> <p>Training and capacity building of Staff, Community Service Providers, CBO on different livelihood options.</p> <p>Generating different livelihood options for the CBOs.</p> <p>Preparation of different IEC materials around the livelihood activities.</p> <p>Documentation of best practices, ensuring the spread of organic practices, regular field visits in rural areas.</p>	<p>Around 10-15 days per month/ as per requirement</p>
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5	Insurance	<p>Graduate/ Post Graduate in any discipline from recognized academic institutions. 5 years or more experience in Banks/ Insurance sector as Manager.</p> <p>Or,</p> <p>Retired Official from Bank/ Insurance Company served in rural branches as Manager or in higher posts and fluent in basic use of computer.</p>	<p>Regular discussion with banks and different insurance companies.</p> <p>Generating awareness about insurance among the SHG members.</p> <p>Ensuring access to basic insurance products to all SHG members related to life, health, accidental, agriculture, livestock etc.</p> <p>Institutionalizing the insurance and early claim settlement to the SHG members through their federations.</p>	<p>Around 10-15 days per month/ as per requirement</p>
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6	Knowledge Management and Communication (KMC)	<p>Graduate and PG or PG diploma in Bengali/ English/ Kokborok/ Public Relation or Mass Communication with excellent writing skills in Bengali/ English/ Kokborok/ any PG with excellent writing skills in Bengali/ English/ Kokborok.</p> <p>5 years or more experience in development/ customization of IEC materials for community development programmes.</p> <p>Or, Retired Person having same qualification and experience in similar field, willing to travel throughout the State, fluent in use of computer also can apply.</p>	<p>Preparation and customization of different IEC materials for the programme. Documentation of the programme performances, best practices, Newsletters in local languages.</p>	<p>Around 10-15 days per month/ as per requirement</p>
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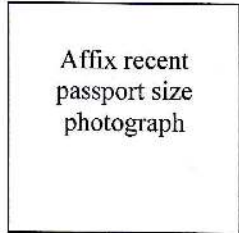
7	Monitoring & Evaluation (M & E)	<p>PG in Social Work, Sociology, Social Science, Economics, Management, Rural Development, Community Studies etc. * Candidates experienced in the field of (M &amp; E) in other development projects shall be preferred. Candidates completed PhD in aforesaid subject shall be given preference. 5 years or more experience in research related to social/community development sector/ M &amp; E.</p> <p>Or,</p> <p>Retired Person having similar qualification and experience in similar field, willing to travel throughout the State also can apply. Fluent in basic use of computer shall be preferred.</p>	<p>Process monitoring, Community Monitoring, Studies and research, innovation etc. development of monitoring tools, training and capacity building of staff.</p>	<p>Around 10-15 days per month/ as per requirement</p>
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8	MIS	<p>Graduate/ PG in Computer Science, Computer Application, Computer Engineering etc.  Experience in managing MIS/ App based MIS of Government/ NGO run programme shall be given preference.  5 years or more experience in Data management/ Data analytics/ software development/ MIS/ Information &amp; Technology etc.  Or,  Retired Person having similar qualification and experience in similar field, willing to travel throughout the State also can apply.</p>	<p>Regular field visit and support to Block and District team on technical issues, Capacity Building of Staff, Community Service Providers (MIS),  Developing and ensuring the data flow management between CBO and TRLM.  Managing different MIS or state specific software's of TRLM.</p>	<p>Around 10-15 days per month/ as per requirement</p>
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**APPLICATION FOR EMPANELMENT OF STATE RESOURCE PERSON (SRP)/ RETAINER CONSULTANTS (RC) IN TRLM**

**ADVERTISEMENT NO 01/2018**

1. Name of the Candidate:
2. Father's Name:
3. Husband's Name:
4. Mother's Name :
5. Date of Birth :
6. Category (please tick) : IB & CB / SI & SD / FI / Livelihoods / Insurance / KMC / M& E / MIS / Skill Development.
7. Address for correspondence:
8. Contact Phone Number:  
(The phone number must be an active one)
9. Contact email id :  
(The email id must be an active one)
10. Educational qualification(write only highest qualification & % of total marks):
11. Details of Experiences :



Name of Organization	Position held	Job profile	Duration (in years & months)	Details of experience

**Declaration:**

I do hereby declare that, all the information given above is true to the best of my knowledge and belief. I also declare that, I am not in fulltime service in any organization. I also understand that my candidature/ selection shall be liable for cancellation in case any of the information is found to be incorrect/ false.

Date:  
Place:

Signature of the Candidate

If required, for highlighting detailed experience, an additional page(not more than one page) can be added.