

Government of Jharkhand
Panchayat Raj Directorate

TERMS OF REFERENCE

FOR

**Urgently Required: State-Level Positions under RGSA (Revamped
Rastriya Gram Swaraj Abhiyan)**

1: RGSA (Revamped Rastriya Gram Swaraj Abhiyan)

Rashtriya Gram Swaraj Abhiyan (RGSA) is a comprehensive scheme launched by the Government of India aimed at transforming rural governance by strengthening Panchayati Raj Institutions (PRIs). Scheme is jointly run by Central & State government with the 60:40 expense ratio. The initiative focuses on enhancing the capacities and capabilities of PRIs to ensure inclusive development and effective local self-governance.

Jharkhand DoPR envision to strengthen Central Training Institute, divisional training institute, District Training Institutes and other training institutes. PRI trainings call for strong institutional capability in terms of infrastructure, training equipment and tools, as well as faculty, resource pools, and coordination of cascading trainings and technology enabled trainings that can be transacted in volumes. Jharkhand is planning to further strengthen own institutional structure for CB&T while collaborating with existing resource institutions, NGOs etc. to ensure high quality CB&T and extended outreach.

DoPR is planning to strengthen training institute by hiring high quality faculty members under State Panchayat Resource Centre component of RGSA to conduct and coordinate CB&T activities, research, analysis, documentation and communication as per national standards.

The specific responsibilities of the SPRCs: Broadly SPRCs will develop training curricula, train resource persons, prepare training materials, undertake research and lead the capacity building & training activities in the State. **The specific responsibilities of SPRCs are as under:**

- i. Develop a roadmap on CB&T of PRIs and Prepare Annual Action Plan (AAP) of CB&T of the ERs& Functionaries and other stakeholders of PRIs.
- ii. Prepare Annual Training Calendar based on the approved AAP of CB&T.
- iii. Conduct Training Need Assessment for ERs & Functionaries of PRIs as per Standard Operating Procedure (SoP) of NCBF. Design the Standard Operating Procedure (SoP) for Training Need Assessment for ERs & Functionaries of PRIs
- iv. Organise Trainers Development Training of Trainers (ToT) Program for Master Trainers
- v. Empanel Master Trainer at State level on different domain



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- vi. Develop learning modules (Handbook/PPTs/Short Films/ Video Clips) on different thematic learning areas.
 - vii. Design layout and concept of IEC materials on the institutional capacity of Panchayats.
 - viii. Prepare blue print and support DPRC and BPRC to conduct training of PRIs and engagement of Human Resource.
 - ix. Prepare Budget Outlay for SPRC will play a role in monitoring and supervising the functioning of the DPRCs/ BPRCs and training their faculty members as well as to take various quality control measures for attaining required standard of training by all the DPRCs.
 - x. Perform as the apex institution for conducting research/ action research on various aspects of rural local governance, democratic functioning of GPs, participatory planning, social audit etc. and to suggest policy reforms and other ways for improving their functioning through adopting various policies and systemic changes/reengineering of processes to the RD&P Department:
 - xi. Perform as State Resource Centre on Panchayats & Rural Development and repository of all acquired knowledge available through books/journals/ research papers etc. within and outside the state on functioning of rural local government
 - xii. Assess the functioning of the Panchayats on various agreed parameters and to find out the areas of weakness in their functioning and to work out ways for building required capacity:
 - xiii. Develop capacity of Elected Representatives and functionaries of GP and to provide handholding support to GPs for improving financial management; improvement of governance; application of ICT in governance; preparation, implementation and monitoring of GPDP/BPDP/DPDP.
 - xiv. Coordinate and monitor the training programmes relating to Panchayats and Rural Development being imparted by the DPRCs and BPRCs.
 - xv. Identifying the capacity gaps and organizing training of all the GP level functionaries, elected representatives, employees of other departments who are working at the village level as well as Community Based Organizations (CBOs) who work at the grass-root level in synergy with the Gps
 - xvi. Plan for Exposure Visit of the ERs & Functionaries of the PRIs.
 - xvii. Establishment of linkages and coordination with specialist institutes to provide training in various subjects such as education, health, sanitation, women and child, agriculture, etc.
 - xviii. Networking with NGOs and other resource institutes to share experiences, mutual learning and sharing of training material.
 - xix. Conduct of training, seminars, conferences, workshops in the broad field of Panchayati Raj, decentralized planning, decentralized development and other emerging needs of topical relevance.
 - xx. Promotion and coordination of research work on its own and also in association with universities, specialized research institutes etc. on Panchayati Raj, decentralised development and other related contemporary issues.
 - xxi. Provision of guidance for or conduct of monitoring and evaluation on various aspects relating to Panchayati Raj system in the state

2: State level Positions

Directorate is inviting applications for the following post on the yearly contractual basis.



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SN	Designation (RGSA)	No
1	Participatory Planning Expert	01

- i. **Recruitment process of state-level positions:** A5-member recruitment and selection committee will be formed to evaluate the applications. This committee will share the final evaluation report to Director Panchayati Raj for approval. The committee will have the following composition;
 - a. **Chairperson:** Deputy Director, Directorate Panchayat Raj/District Panchayati Raj Officer
 - b. **Secretary:** Assistant Director, Directorate Panchayat Raj
 - c. **Member 1:** Under Secretary, Directorate Panchayat Raj
 - d. **Member 2:** 2 Experts nominated by Director Panchayat Raj

- ii. **Process of selection:** The above committee will be adopting the following process for the selection of the candidates -
 - a. **Advertisement and Outreach: Annexure 1**
 - i. Publish job postings in local newspapers and invite applications within 7 Days of publication.

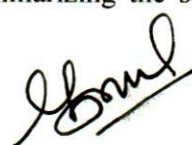
 - b. **Screening and Short listing:**
 - i. Review applications and shortlist candidates based on predefined criteria decided by selection committee.

 - c. **Interviews and Assessments:**
 - i. Schedule and conduct interviews with shortlisted candidates.
 - ii. Utilize various assessment methods (e.g., technical tests, behavioral interviews)

 - d. **Selection and Decision-Making:**
 - i. Evaluate candidates based on interview performance and assessments.
 - ii. Discuss and finalize the selection of the most suitable candidate(s).
 - iii. Ensure consensus among committee members before making the final decision.
 - iv. The recruitment process will be strictly done by the selection committee constituted for this purpose.
 - v. Selection committee constituted for this purpose may hire Consultant / Experts directly who are working in similar capacity if s/he meets all the eligibility criteria.

 - e. **Offer and Onboarding:**
 - i. Extend job offers to selected candidates. Coordinate the on-boarding process to ensure a smooth transition for new hires.

 - f. **Documentation and Reporting:**
 - i. Maintain comprehensive records of the recruitment process.
 - ii. Prepare a final report summarizing the selection process and decisions made.



3: Gross Pay: Consolidated monthly package

STATE-LEVEL POSITION UNDER RGSA						
S.N.	Position	No of Position	Age	Min Exp. In Yr	Salary per month	Gross Pay (Consolidated monthly package)
1	Participatory Planning Expert	1	Age - 35-40 years	11	1,00,000/-	Consolidated salary will be based upon the last drawn salary (etc) & experience of the candidate

4: Job Description, Qualification, Experience and Scope of work:

S N	Position	No of Position	Qualification, Experience, Maximum Age
1	2	3	4
1	Participatory Planning Expert	1	<p>1. Qualification 1.1 The professional must hold degree with 10 (High School) +2 (Intermediate) + 3 (B.Sc./BA)+2 (M.Sc./M.A.) with more than 60% in regular M.Sc./M.A. courses.</p> <p>2. Experience</p> <ul style="list-style-type: none"> • Duration: Typically 11 years of total experience for senior/state-level roles with at least 3 years of work experience with state level Panchayat Raj Departments or SIRD (State Institute of Rural Development). • Domain Expertise: Proven track record in: <ul style="list-style-type: none"> • Participatory Planning methodologies (PRA/PLA techniques). • Formulation and monitoring of Gram Panchayat Development Plans (GPDP). • Capacity Building and Training (CB&T) for elected representatives and Panchayat functionaries. <p>3. Age - 35-40 years</p>

5: Other Terms & Conditions

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- (A87)
1. The expert will be placed at the Central Training Institute, Hehal of Department of Panchayati Raj, Government of Jharkhand or the place decided by the Director Panchayati Raj.
 2. The position offered is on contract extending to not more than one years, subject to satisfactory performance. The contract would be reviewed annually by the Director Panchayati Raj. Directorate might rescind the contract before completion, if performance has been found to be unsatisfactory. If the performance is found to be satisfactory Directorate may consider extending the contract period for a further period of one year on the same terms & condition.
 3. The services of the hired staffs shall be liable to be terminated at any time by giving one month notice in writing by Directorate. Services may also be terminated in case of violation of terms and conditions mentioned in the scope of work.
 4. The appointment of above-mentioned positions would be on contractual, full-time basis and they would not be permitted to take up any other assignment during the consultancy period.
 5. Leave: The professionals will be entitled for 12 casual leaves in a year, on a pro-rata basis. This can be availed in between January to December.
 6. The selected candidates will have to sign a contractual agreement prepared by the department.
 7. No TA/DA shall be admissible for joining/appearing for the interview. Staff shall be allowed TA/DA for their travel inside the country in connection with the official work as per the state rules.
 8. Term of reference and application format may be downloaded from the <https://jharkhand.gov.in/panchayatiraj>

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APPLICATION FORMAT (to be typed on A4 size paper)

1: Application for the post of :

2: Name:

3: Date of Birth:

Nationality :

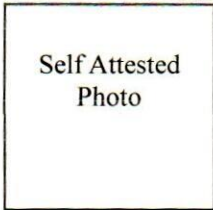
4: Residential Address:

5: Telephone:

Mobile No. :

6: E-mail:

7: Education



Name of the Degree	University/Institution	Subject	Percentage

8: Employment Record (Starting with the present position, see format below)

Organisation	From (Year) to (Year)	Post held	Job Responsibility/ Work done

9: Last salary/remuneration/fee drawn:

10: Suitability for the position of the post applied (200 words)

11: Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience. I understand that any wilful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Place and Date:-

(Signature of the Candidate)