

MANIPUR STATE RURAL LIVELIHOODS MISSION (MSRLM)  
**Department of RD&PR, Government of Manipur**  
**LoKlaobung, Near Moirangkhom, Imphal-795001**

**NOTIFICATION**

Imphal, 18<sup>th</sup> November, 2020

**MSRLM-143/HR/Recruitment/2018-19, Pt- III:** It is hereby notified for information to all concerned that advertisement for recruitment of the following posts of the MSRLM Society on purely contractual basis has been issued.

**A. For DAY-NRLM**

Sl.No.	Name of the Post	No. of posts proposed for recruitment
<b>State Mission Management Unit</b>		
1	State Mission Manager (HR)	1-OBC (Meitei-1)
2	State Mission Manager-SI/SD	1-UR
3	Mission Executive – Institutional Building and Capacity Building (ME – IB/CB)	1-UR
4	Mission Executive – Non -Farm (ME-Non -Farm)	1-ST
5	Mission Executive – SI/SD	1-UR
6	Mission Executive – KMC	1-UR
7	MIS Assistant/DEO	1-UR
8	State Account Assistant	1-UR
9	State Mission Assistant	1-UR
<b>Sub Total A</b>		<b>9</b>
<b>District Mission Management Unit</b>		
1	District Mission Manager	6 (3-UR, 2-ST, 1-OBC Meitei)
2	District Coordinator – Livelihoods (Farm)	7 (4-UR, 2-ST, 1-OBC Meitei)
3	District Coordinator – Livelihoods (Non- Farm)	6 (3-UR, 2-ST, 1-OBC Meitei Pangal)
4	District Coordinator – SI/SD	8 (4-UR, 3-ST, 1- OBC Meitei)
5	District Account Assistant	6 (4-UR, 2-ST, 1-OBC Meitei)

6	District MIS Assistant	6 (4-UR, 2-ST, 1-OBC Meitei)
7	Multi-Tasking Assistant	8 (5-UR, 2-ST, 1-OBC Meitei)
	<b>Sub Total B</b>	<b>47</b>
<b>Block Mission Management Unit</b>		
1	Block Mission Manager	4 (3-UR, 1-ST)
2	Block MIS Manager	16 (10-UR, 4-ST, 2-OBC)
3	Block Coordinator-SVEP	3-UR
4	Block Coordinator-Livelihoods (Farm)	16 (10-UR, 4-ST, 2-OBC)
5	Block Coordinator-Livelihoods (Livestock)	16 (10-UR, 4-ST, 2-OBC)
6	Block Coordinator-Livelihoods (Non -Farm)	16 (10-UR, 4-ST, 2-OBC)
7	Cluster Coordinator	13 (8-UR, 4-ST, 1-OBC Meitei Pangal)
8	Block Mission Accountant	1(1-ST)
9	Block Multi-Tasking Assistant	16 (10-UR, 4-ST, 2-OBC)
	<b>Sub Total C</b>	<b>101</b>
	<b>Total 1 (Sub Total A+B+C)</b>	<b>157</b>

**B. For DDU-GKY**

Sl.No.	Name of the Post	No. of posts proposed for recruitment
<b>Block Mission Management Unit</b>		
1	Block Coordinator-Skills	54 (28-UR, 16-ST, 7-OBC, 2-OBC Meitei Pangal, 1-SC)
	<b>Total 2</b>	<b>54</b>
	<b>Grand Total (Total 1+2)</b>	<b>211</b>

The details of requisite qualification of posts, indicative job profile and monthly remuneration are available at [www.manipursrlm.gov.in](http://www.manipursrlm.gov.in) and [www.manipur.gov.in](http://www.manipur.gov.in) as Annexure. Interested candidates may download the **MSRLM APPLICATION & RESUME FORM** along with the Checklist and to be filled in Admit card available at [www.manipursrlm.gov.in](http://www.manipursrlm.gov.in) and [www.manipur.gov.in](http://www.manipur.gov.in) , fill the same strictly as per the format and submit it to [recruit2020.msrlm@gmail.com](mailto:recruit2020.msrlm@gmail.com) indicating the name of the post applied for in the subject line and on or before 17.00 hrs of 5th December, 2020. A candidate can apply for only one post.

*Yumnam Robita*  
18/11/2020

(Yumnam Robita)  
State Mission Director

Manipur State Rural Livelihoods Mission

Copy to:

1. Chief Secretary, Government of Manipur.
2. Commissioner (RD&PR), Government of Manipur.
3. The Director, IT Department, for kind uploading of notification along with Annexure at Official website of the Government of Manipur.
4. Editors' (The Sangai Express- English & Manipuri edition; Huiyen Lanpao – English; Poknapham- Manipuri Edition) for publication in their local dailies for two consecutive days. The bill may be submitted along with a copy of the published newspaper for payment.
5. Editors'(ISTV and Impact TV) for kind dissemination.
6. Editors', Eimi Times, Manipur Express, Lamka Post and Masawnnathar, Churachandpur; for kind information

**MANIPUR STATE RURAL LIVELIHOODS MISSION (MSRLM)**  
**Loklaobung Building, near Loklaobung Bridge, Imphal-795001**

**ANNEXURE - 1**

MSRLM-143/HR/Recruitment /2018- 19 Pt. III

Imphal, 18<sup>th</sup> November, 2020

**ADVERTISEMENT**

The Manipur State Rural Livelihoods Mission (MSRLM), an autonomous society of Rural Development & Panchayati Raj Department, Government of Manipur, is the designated State Nodal Agency for planning ,implementation and monitoring and evaluation of all manner of interventions promoting rural livelihoods in the state including implementation of Deen Dayal Antyodaya Yojna - National Rural Livelihoods Mission (DAY – NRLM)/Aajeevika, Deen Dayal Updadhya Grameen Kaushalya Yojana (DDUGKY) and other sub schemes under DAY NRLM. The Society intends to recruit willing, competent and committed professionals for the following posts for its State Mission Management Unit (SMMU), District Mission Management Unit (DMMU) and Block Mission Management Units (BMMU) on a purely contractual basis for stipulated time period based on the performance of the concern and extension of the interventions and be willing to work in the rural areas including remote rural areas of the state primarily with rural poor women under Day NRLM framework. The service conditions will be as per the norm of the Society. The details of positions available are as follows:

**A. Positions at State Mission Management Unit (SMMU), Loklaobung, Imphal.**

Sl.No	Name of the post	Number of Post	Qualification, Experience & upper age limit	Roles and Responsibilities	Monthly Remuneration	Monthly Performance Based Honorarium	Maximum Total Monthly Remuneration
1	State Mission Manager (Human Resource)	1 – OBC Meitei	Post Graduate Degree in Management in HR/MBA (HR)/M. Com (HR) from a recognized University/ Institute having at least 5 years of relevant experience in social / community development sector.  Upper age limit is 45 years	<ul style="list-style-type: none"> <li>To prepare/update HR Manual, do Training Need Analysis of staff, to conduct training/ capacity building of staff, to administer hygiene of staff, to develop and ensure that regular performance appraisal of staff is conducted.</li> <li>To initiate the process of recruitment, Tracking Budget Expenses, Quality Management, Managing Processes, Organization, Communication Processes, Promoting Process Improvement, day to day administrative functions of the Mission and any other task assigned by reporting officer.</li> </ul>	Rs. 13,700/-	Upto Rs. 31,300/-	Rs. 45,000/-

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2	State Mission Manager-SI/SD	1-UR	<p>Post Graduate Degree or equivalent in Social work / Rural Development/Social Science /Sociology/ Development Studies/ Agri &amp; allied/ Veterinary/ Forestry with 5+ years of experience in marginalized sector/community development sector at the managerial post.</p> <p>Upper age limit is 45 years</p>	<ul style="list-style-type: none"> <li>To recognize, create and implement plans to promote diversity in marginalized sector/community development sector.</li> <li>To promote and develop training programmes in the related area.</li> <li>To enhance the understanding on inclusions and development issues.</li> <li>To carry out any other Task assigned by SMD.</li> </ul>	Rs. 13,700/-	Upto Rs. 31,300/-	Rs. 45,000/-
3	Mission Executive- Institution Building and Capacity Building (ME- (IB/CB))	1-UR	<p>Post Graduate Degree in Management / MSW / Social Science from a recognized University / Institute with 3 years of relevant experience.</p> <p>Upper age limit is 38 years</p>	<ul style="list-style-type: none"> <li>Develop training modules, preparing training calendar etc.</li> <li>To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic.</li> <li>Any other task assigned by SMD and other Officials at SMMU.</li> </ul>	Rs. 13,600/-	Upto Rs. 21,400/-	Rs. 35,000/-
4	Mission Executive Non-farm (ME-Non-Farm)	1-ST	<p>MBA / Post Graduate Degree in Agri &amp; Allied / Forestry, Veterinary &amp; Animal husbandry / Fishery from a recognized University / Institute with 3 years of relevant experience of working in rural marketing, Producers' group, value chain analysis.</p> <p>Upper age limit is 38 years</p>	<ul style="list-style-type: none"> <li>To support market linkage activities of the rural products</li> <li>Promoting rural entrepreneurship,</li> <li>To assist the thematic head in delivering the required task including handholding support to DMMUs and BMMUs in concern thematic.</li> <li>Any other task assigned by SMD and Officials at SMMU</li> </ul>	Rs. 13,600/-	Upto Rs. 21,400/-	Rs. 35,000/-
5	Mission Executive SI/SD	1-UR	<p>Post Graduate Degree or equivalent in Social work / Rural Development/Social Science /Sociology/ Development Studies/ Agri &amp; allied/ Veterinary/ Forestry with 3+ years of experience in marginalized sector/community development sector</p> <p>Upper age limit is 38 years</p>	<ul style="list-style-type: none"> <li>To recognize, create and implement plans to promote diversity in marginalized sector/community development sector</li> <li>To promote and develop training programmes.</li> <li>To enhance the understanding on inclusions and development issues.</li> </ul>	Rs. 13,600/-	Upto Rs. 21,400/-	Rs. 35,000/-

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				<ul style="list-style-type: none"> <li>Any other task assigned by SMD and Officials at SMMU</li> </ul>			
6	Mission Executive-KMC	1-UR	<p>Post Graduate Degree in Journalism, Mass Communication or related field with extensive experience in Information Development and Communication. Sound knowledge of communication strategies and knowledge management tools with 3 years of relevant experience. Upper age limit is 38 years</p>	<ul style="list-style-type: none"> <li>Prepare and design strategies and plans for communication and outreach for the initiative within the framework of the Knowledge Management and Communications Strategy.</li> <li>Develop draft publications or other forms of communication materials provided by programme staff such as reports, summaries, presentations, and verbal inputs.</li> <li>Provide training and capacity building support to initiative teams and partners on knowledge management and communication tools and processes, including training and capacity building on collecting and writing impact stories. Identify the communication and knowledge management needs of the initiatives and suggest appropriate KM and communications tools/services available in-house.</li> </ul>	Rs. 13,600/-	Upto Rs. 21,400/-	Rs. 35,000/-
7	MIS Assistant /DEO	1-UR	<p>Graduate in Computer Application, B.Sc. Computer Science / IT. Or Any Graduate with PGDCA / DCA from recognized university / Institute with 2 years' experience in relevant field. Upper age limit is 38 years'</p>	<ul style="list-style-type: none"> <li>Ensure timely and accurate data entry of all MIS related data of the project.</li> <li>Any other tasks assigned by the higher authority for effective implementation of the mission.</li> </ul>	Rs. 7,600/-	Upto Rs. 4,400/-	Rs.12,000/-
8	State Account Assistant (SAA)	1-UR	<p>Post Graduate in Commerce from recognized University with certified knowledge in computer</p>	<ul style="list-style-type: none"> <li>Assist thematic team in financial &amp; accounting matters, etc.</li> </ul>	Rs. 8,000/-	Upto Rs. 7,000/-	Rs.15,000/-

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			application and Tally of latest version. Candidate having 3 years experiences will be preferred. Upper age limit is 38 years				
9	State Mission Assistant (SMA)	1-UR	Graduate in any discipline from a recognized University with certified knowledge of Computer applications. Candidates with work experience of at least 5 years in the organized sector at similar level will be preferred. Upper age limit is 38	<ul style="list-style-type: none"> <li>To assist SMMs and Mission Executives in various works</li> <li>Any other jobs assigned by superiors from time to time.</li> </ul>	Rs. 7,100/-	Upto Rs. 2,900/-	Rs.10,000/-

**B. Positions at District Mission Management Unit (DMMU)**

Sl. No	Name of the Post	Number of Post	Qualification, Experience & upper age limit	Roles and Responsibilities	Monthly Remuneration	Monthly Performance Based Honorarium	Maximum Total Monthly Remuneration
10	District Mission Manager (DMM)	6(3- UR, 2-ST, 1-OBC Meitei)	Post Graduate Degree in Social Work/ Rural Development/ Development Studies/Agro Economics / Agriculture from a recognized University/ PG Diploma in RDM from nationally reputed Institution with minimum 4 years of experience in the Social/ Community Development Sector.  Upper age limit is 43 years	<ul style="list-style-type: none"> <li>Responsible for day to day management of the DMMU staff. Coordinate the various activities and plan of the mission under overall guidance of SMMU. Regular monitoring and evaluation of the various thematic interventions and regular report to SMMU.</li> <li>Ensure good convergence with district administration, line department and other like-minded organization.</li> <li>Prepare district annual plan by consolidating the block plan.</li> <li>Prepare DMMU annual report.</li> </ul>	Rs. 13,700/-	Upto Rs. 26,300/-	Rs.40,000/-
11	District Coordinator- L (Farm)	7 (4-UR, 2-ST, 1-OBC Meitei)	Post Graduate in Agri & Allied / Veterinary & Animal Husbandry / Fishery / Forestry / Bio-technology from a recognized	<ul style="list-style-type: none"> <li>Coordinate Livelihoods activities within the district.</li> <li>Assist thematic head in delivering the required task</li> </ul>	Rs. 13,600/-	Upto Rs. 16,400/-	Rs.30,000/-

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			University with 2 years relevant experience. Upper age limit is 38 years	including hand holding support to BMMUs in concern thematic			
12	District Coordinator-L (Non-Farm)	6 (3-UR, 2-ST, 1-OBC Meitei Pangal)	Master in Entrepreneurship / Marketing, M.Com (Entrepreneurship), MBA Marketing / Entrepreneurship from a recognized University with 2 years relevant experience. Upper age limit is 38 years	<ul style="list-style-type: none"> <li>Coordinate Livelihoods activities within the district.</li> <li>Assist the thematic head in delivering the required task including hand holding support to BMMUs in concern thematic</li> </ul>	Rs. 13,600/-	Upto Rs. 16,400/-	Rs.30,000/-
13	District Coordinator (SI/SD)	8 (4 UR, 1-OBC Meitei, 3-ST)	Post Graduate Degree or equivalent in Social work / Rural Development / Social Science /Sociology / Development Studies with 2+ years of experience in marginalized sector / community development sector. Upper age limit is 38 years	<ul style="list-style-type: none"> <li>Coordinating the SI/SD activities in delivering the required task including handholding support to BMMUs in concern thematic.</li> <li>Regular field visit to understand the interventions and to support BMMU team.</li> <li>Regular monitoring and evaluation of the various interventions and regular report to concerned officials at DMMU/SMMU.</li> </ul>	Rs. 13,600/-	Upto Rs. 16,400/-	Rs.30,000/-
14	District Account Assistant	6 (4- UR, 2- ST, 1-OBC Meitei)	Graduate Degree in Commerce from any recognized University with at least 6 months certificate course in computer Application and knowledge of Tally ERP with 3 + years of experience in the relevant field is the requisite requirement. Upper age limit is 38 years	<ul style="list-style-type: none"> <li>To ensure that proper financial management practices is followed in the District.</li> <li>Fund utilization as per the budget and financial norms.</li> </ul>	Rs. 8,000/-	Upto Rs. 10,000/-	Rs.18,000/-
15	District MIS Assistant	6 (4- UR, 2- ST, 1-OBC Meitei)	Graduate in Computer Application, B.Sc. Computer Science / IT with 2 years' experience in relevant field. Or Any Graduate with PGDCA / DCA from recognized university / Institute with 3 years' experience in relevant field. Upper age limit is 38 years	<ul style="list-style-type: none"> <li>Ensure timely and accurate data entry of all MIS related data of the project.</li> <li>Any other tasks assigned by the SMD and other Officials of the Mission.</li> </ul>	Rs. 8,000/-	Upto Rs. 10,000/-	Rs.18,000/-

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16	Multi-Tasking Assistant	8 (5-UR, 2-ST,1-OBC Meitei)	Matriculate. Upper age limit is 38 years	<ul style="list-style-type: none"> <li>Record and maintenance of outgoing and incoming files.</li> <li>Entry of all Daks and physical maintenance of files.</li> <li>Photocopying of documents and s etc.</li> <li>Dispatch of letters and files.</li> <li>Record movement of office vehicles.</li> <li>Any work assigned by the superior authority is also the responsibility of the employee.</li> </ul>	Rs. 5,700/-	Upto Rs. 2,260/-	Rs.8,000/-
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**C. Positions at Block Mission Management Unit (BMMU)**

Sl. No	Name of the Post	Number of Post	Qualification, Experience & upper age limit	Roles and Responsibilities	Monthly Remuneration	Monthly Performance Based Honorarium	Maximum Total Monthly Remuneration
17	Block Mission Manager (BMM)	4 (3-UR,1-ST)	Post Graduate in Social work /Rural Development /Development Studies/ Dairy / Agro Economics / Agriculture or relevant subjects from recognized University with minimum 2 years' experience in community development projects. Or Graduate in Social work /Rural Development /Development Studies/ Dairy / Agro Economics / Agriculture from recognized University/ with minimum 4 years' experience in community development projects. Upper age limit is 40 years	<ul style="list-style-type: none"> <li>Over all in-charge of implementation of the mission in the block</li> <li>Management of BMMU staff and coordinating the activities of staffs.</li> <li>Lead the block team in planning of activities as in line with mission goal.</li> <li>Planning, implementation and Monitoring of the mission implementation and regular review of staff activities.</li> <li>Regular report to higher unit and ensuring good convergence with stakeholders and line departments.</li> <li>Prepare the BMMU annual report.</li> </ul>	Rs. 13,600/-	Upto Rs. 11,400/-	Rs. 25,000/-
	Block MIS Manager	16 (10-UR,4-ST, 2-OBC Meitei)	Post Graduate in Computer Science / Information Technology from recognized University / Institution with minimum 2 years' experience in	<ul style="list-style-type: none"> <li>To coordinate with all the data entry operators within the respective block with thematic head SMM MIS.</li> </ul>			

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18			<p>relevant field.</p> <p>Or</p> <p>Graduate in Computer Application, B.Sc. Computer Science / IT or Any Graduate with PGDCA / DCA from recognized university / Institute with 4 years' experience and Upper age limit is 40 years.</p>	<ul style="list-style-type: none"> <li>Undertake any other task assigned by the Higher Authority.</li> </ul>	Rs. 13,600/-	Upto Rs. 11,400/-	Rs. 25,000/-
19	Block Coordinator-Livelihoods (Farm)	16 (10-UR,4-ST,2-OBC Meitei)	<p>Graduate in Agri &amp; Allied / Veterinary &amp; Animal Husbandry/Fishery/Forestry /Bio-technology from a recognized University /Institute.</p> <p>Relevant experience and Higher qualification preferred.</p> <p>Upper age limit is 38 years</p>	<ul style="list-style-type: none"> <li>Coordinate the Livelihoods activities within the assigned block.</li> <li>To carry out any relevant tasks assigned by thematic head.</li> </ul>	Rs. 13,500/-	Upto Rs. 4,500/-	Rs. 18,000/-
20	Block Coordinator - Livelihoods (Non-Farm)	16 (10-UR,4-ST,2-OBC Meitei)	<p>Bachelor in Business Administrative/ Entrepreneurship / Marketing, B.Com Entrepreneurship/ Marketing and allied. Relevant experience and Higher qualification preferred.</p> <p>Upper age limit is 38 years</p>	<ul style="list-style-type: none"> <li>Coordinate the Livelihoods activities within the assigned block.</li> <li>To carry out any relevant tasks assigned by thematic head</li> </ul>	Rs. 13,500/-	Upto Rs. 4,500/-	Rs. 18,000/-

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21	Block Coordinator- Livelihoods (Livestock)	16 (10-UR,4-ST,2- OBC Meitei)	Graduate in Agri and Allied / Bio- technology, Veterinary & Animal Husbandry/Fishery from a recognized University or Institute.  Relevant experience and Higher qualification preferred.  Upper age limit is 38 years	<ul style="list-style-type: none"> <li>Coordinate the Livelihoods activities within the assigned block.</li> <li>To carry out any relevant tasks assigned by thematic head</li> </ul>	Rs. 13,500/-	Upto Rs. 4,500/-	Rs. 18,000/-
22	Block Coordinator- SVEP	3- UR	Bachelor in Business Administration / Entrepreneurship / Marketing, B.Com Entrepreneurship/ Marketing and allied.  Relevant experience and Higher qualification preferred.  Upper age limit is 38 years	<ul style="list-style-type: none"> <li>Coordinate all the Livelihoods activities within the assigned block.</li> <li>To carry out any relevant tasks assigned by thematic head</li> </ul>	Rs. 13,500/-	Upto Rs. 4,500/-	Rs. 18,000/-
23	Cluster Coordinator (CC)	13(8-UR, 4-ST, 1- OBC-Meitei Pangal)	Any Graduate with minimum two years' experience in SHG formation and its capacity building.  OR 10+2 with field experience of more than 3 years (from within Community). Upper age limit is 38 years	<ul style="list-style-type: none"> <li>Conducting social mobilization and SHG formation and nurturing.</li> <li>Formation and nurturing of higher level federations and ensure that institutions of the poor are properly capacitated including regular update of progress to the BMMU.</li> </ul>	Rs. 13,500/-	Upto Rs. 4,500/-	Rs. 18,000/-
24	Block Mission Accountant	1-ST	Graduate in Commerce from recognized University with knowledge in computer application and Tally latest version. Candidate having 3 years experiences will be preferred. Upper age limit is 38 years	<ul style="list-style-type: none"> <li>To manage the finance of the BMMU and ensure proper utilization of funds as per norms.</li> <li>To lead in conducting financial audit of Self Help Groups</li> <li>To submit financial report to SMMU</li> </ul>	Rs. 8,000/-	Upto Rs. 7,000/-	Rs. 15,000/-

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25	Block Coordinator (Skills)	54(28-UR, 16-ST,7-OBC-M,2-OBC Meitei Pangal,1-SC)	Any Graduate from recognized University OR 10+2 with relevant field experience of more than 3 years (from within Community). Upper age limit is 38 years	<ul style="list-style-type: none"> <li>• Skill gap analysis of the community</li> <li>• Identification of skill training requirement including entrepreneurship development.</li> <li>• Ensuring all eligible individual receives required skill/ entrepreneurship training and to provide jobs.</li> </ul>	Rs. 13,500/-	Upto Rs. 4,500/-	Rs. 18,000/-
26	Block Multi- Tasking Assistant	16(10-UR,4-ST,2-OBC- Meitei)	Matriculate. Upper age limit is 38 years	<ul style="list-style-type: none"> <li>• Record and maintenance of outgoing and incoming files.</li> <li>• Entry of all Daks and physical maintenance of files.</li> <li>• Photocopying of documents and s etc.</li> <li>• Dispatch of letters and files.</li> <li>• Record movement of office vehicles.</li> <li>• Any work assigned by the superior authority is also the responsibility of the employee.</li> </ul>	Rs. 5,740/-	Upto Rs. 2,260/-	Rs. 8,000/-

1. Eligible applicants will be called for the selection process, which consist of a Written Examination, Group Discussion, Personality Test, Field Visit and Presentation depending upon the post and numbers of applicants.
2. The post of SMMs, DMMs, MEs, DCs, BMMs and CCs involve extensive travelling and field stay and only candidates willing to undertake such travels/ stay should apply.
3. Number of vacancy may increase as per requirement during the process of recruitment.
4. Interested candidates may download the application cum resume format from [manipursrlm.gov.in](http://manipursrlm.gov.in) and [manipur.gov.in](http://manipur.gov.in) and fill- in strictly as per the format and submit it on or before 17.00 hrs. of 5<sup>th</sup> of December , 2020.
5. Incomplete applications will be summarily rejected.
6. A candidate can apply only one position.
7. A Filled in admit card with passport size photograph pasted on it.is to be submitted along with the application form.
8. Selection will be done on fair competitive basis and subject to decision of the board which will be final.



(Yumnam Robita)  
State Mission Director,  
MSRLM, Imphal