

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

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F. No. 3 (118)- RD (TRLM)/ 2021 / 2760-63

Date: 30-07-2021

**JOB ADVERTISEMENT NO – 01/2021**

Applications are invited from bona fide Indian Nationals for recruitment to the following posts of Tripura Rural Livelihood Mission (TRLM) for implementation of DeendayalAntyodayaYojana – National Rural Livelihood Mission (DAY- NRLM) and Deen Dayal Upadhaya Grameen Kaushalya Yojana (DDU- GKY).

Sl No.	Name of the post	No. of vacant Posts							Total	Monthly remuneration at entry level (in ₹)	Monthly remuneration after probation (in ₹)
		SC	ST	UR	Post reserved for PwD	Functional classification for PwD candidates	Physical requirements for PwD reserved posts	Reserved for Ex - Serviceman			
1	Chief Operating Officer (Programme)	-	-	-	1	LV	S, ST, W, SE(with suitable aids and appliance), H,RW,C,MF, PP, BN,M	-	1	1,00,000	
2	Chief Operating Officer (Skill & Placement)	-	-	1	-	-	-	-	1	1,00,000	
3	State Mission Manager(Human Resource)	-	-	1	-	-	-	-	1	40,000	50,000



Sl No.	Name of the post	No. of vacant Posts							Monthly remuneration at entry level (in ₹)	Monthly remuneration after probation (in ₹)	
		SC	ST	UR	Post reserved for PwD	Functional classification for PwD candidates	Physical requirements for PwD reserved posts	Reserved for Ex - Serviceman			Total
	Management)										
4	State Mission Manager(Finance & Proposal)	-	-	1	-	-	-	-	1	40,000	50,000
5	Programme Manager(Knowledge Management & Communication)	-	-	1	-	-	-	-	1	30,000	38,000
6	Programme Manager (Procurement)	-	-	1	-	-	-	-	1	30,000	38,000
7	Programme Manager (Convergence)	-	-	1	-	-	-	-	1	30,000	38,000
8	Accounts Officer	-	-	-	1	LV	S, ST, W, SE(with suitable aids and appliance), H,R,W,C,MF, PP, BN,M	-	1	30,000	38,000
9	Financial Inclusion Coordinator	-	-	1	-	-	-	-	1	30,000	38,000



Sl No.	Name of the post	No. of vacant Posts							Monthly remuneration at entry level (in ₹)	Monthly remuneration after probation (in ₹)	
		SC	ST	UR	Post reserved for PwD	Functional classification for PwD candidates	Physical requirements for PwD reserved posts	Reserved for Ex - Serviceman			Total
10	District Mission Coordinator	-	1	-	-	-	-	-	1	26,000	34,000
11	Block Mission Coordinator	-	5	1	1	LV	S, ST, W, SE (with suitable aids and appliance), H, RW, C, MF, PP, BN, M	-	7	20,000	26,000
12	Livelihood Coordinator (Non Farm)	3	3	-	1	OA, Leprosy cured, Dwarfism, Acid Attack victims	S, ST, W, SE, H, RW, C, MF, PP, BN, M, KC, L	-	7	18,500	25,500
13	Livelihood Coordinator (Livestock)	4	8	4	1	HH	S, ST, W, SE, H (with suitable aids and appliance), RW, C, MF, PP, BN, M	-	17	18,500	25,500



Sl No.	Name of the post	No. of vacant Posts							Monthly remuneration at entry level (in ₹)	Monthly remuneration after probation (in ₹)	
		SC	ST	UR	Post reserved for PwD	Functional classification for PwD candidates	Physical requirements for PwD reserved posts	Reserved for Ex - Serviceman			Total
14	Cluster Coordinator	3	3	2	1	LV	S, ST, W, SE (with suitable aids and appliance), H, RW, C, MF, PP, BN, M	2 (UR - 1, ST - 1)	15	15,000	21,500
					2	HH	S, ST, W, SE, H (with suitable aids and appliance), RW, C, MF, PP, BN, M				
					2	OA, Leprosy cured, Dwarfism, Acid Attack victims	S, ST, W, SE, H, RW, C, MF, PP, BN, M, KC, L				
<b>Total</b>		<b>10</b>	<b>20</b>	<b>14</b>	<b>10</b>			<b>2</b>	<b>56</b>		

2. Detailed particulars of the posts and eligibility criteria are given in Annexure- A.
3. Applicants should submit applications online starting from 02.08.2021 and ending at 5.30 PM on 23.08.2021.



4. An applicant opting for applying for more than one posts, should select the posts at the appropriate space in the application form for which he/ she intends to apply. One applicant can apply for more than one posts, if intended, **ON A SINGLE APPLICATION ONLY**, provided required qualification/ experience etc. are in possession of the candidate for all the posts.
5. An applicant opting for PwD/ Ex- serviceman should upload scanned copy of disability/ Ex- serviceman certificate (in pdf format) while applying online. Size of the pdf file should not be more than 2 MB.
6. Engagement to the posts shall be purely on contract basis for a period of 12 (twelve) months and this will not confer any right for regularization. However, the incumbent may be re- engaged after giving one day break in case of good performance in the previous contract period.
7. The applicants shall not be more than 40 years of age (except sl no. 1, 2, 9) as on 02.08.2021. However, the upper age limit relaxation is upto 5(five) years for SC/ ST/ physically challenged/ Ex serviceman candidates.
8. The selected candidates will have to undergo probation as contained in the HR manual of TRLM. On successful completion of the probation period, remuneration of the incumbent will be enhanced, other benefits such as EPF, Medical Insurance etc. will also be extended including benefits mentioned at HR manual and other guidelines of TRLM. HR manual and other administrative orders can be accessed by visiting website [trlm.tripura.gov.in](http://trlm.tripura.gov.in)
9. The numbers of posts may increase or decrease depending upon the circumstances.
10. In case of in- service candidates, "No Objection" issued by the current employer shall be submitted at the time of Group Discussion (GD)/ Personal Interview (PI). Failure to do so will render the candidature liable for cancellation.
11. 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.
12. Selection of the candidate shall be made as per the selection procedure of TRLM notified vide no. F. No. 3(51) - RD (TRLM)/ 2013/ Part- III/ 742-50 dated 20.05.2017. The service condition of the staff shall be governed by the HR manual adopted by TRLM and amendments thereof being made from time to time. Summary of post wise selection procedure is given below.

Post Sl No.	Steps of Selection Procedure
Sl No.1, 2, 8 & 9	<ol style="list-style-type: none"> <li>1. Thematic Presentation</li> <li>2. Personal Interview</li> </ol>
Sl No. 3 to 7 and 10 to 14	<ol style="list-style-type: none"> <li>1. Common Aptitude Test (CAT)</li> <li>2. Group Discussion (GD)</li> <li>3. Personal Interview (PI)</li> <li>4. Rural Attachment Test (RAT)</li> </ol>



Details of selection procedure can be accessed by visiting website [trlm.tripura.gov.in](http://trlm.tripura.gov.in). Candidates applying for multiple posts and found eligible after screening then will have to appear CAT in multiple time as per the category of the posts. These are given below.

CAT - I : Posts of Sl. 3-7 & 10

CAT - II : Posts of Sl. 11-14

Candidates applying for multiple posts will be asked to appear for GD and PI only once, if qualified for GD and PI. Based on the PI the Interview board shall recommend the best suited positions for the candidate. One should qualify all rounds to get themselves in the merit list.

13. The Common Aptitude Test (CAT) is a screening test only to select candidates for the Group Discussion (GD). The marks obtained in CAT by the candidate will not be considered for preparing final merit list. Candidates will be called for Group Discussion (GD) as per the following ratio:

Number of vacancies	Number of candidates to be called for Group Discussion on the result (in order of merit Category wise and post wise) of CAT
1(one)	5(five) candidates
2(two)	8(eight) candidates
3(three) and above	3(three) times the number of vacancies

It is also mentioned here that candidate(s) scoring marks equal to that of the last qualified candidate in the CAT for a particular post and particular category as per above ratio shall also be called for Group Discussion. Candidate(s) scoring marks equal to that of the last qualified candidate in final round that is in Rural Attachment Test (RAT) for a particular post and particular category as per selection procedure of TRLM, then final decision shall be taken up by the selection committee based on the total scores obtained during CAT, PI and RAT.

If candidate(s) are not found suitable on evaluation of Rural Attachment Test (RAT) for a post then merit list will not be prepared for the post and the post shall remain vacant for subsequent recruitment process. Decision of the interview board about the suitability of the candidate at any stage of the selection process is final. In case of any preference mentioned in the required qualification, experience, these preferences shall be only evoked, if there is tie between two or more candidates while preparation of final merit list for appointment.

14. Token numbers of candidates qualifies after CAT and RAT shall be published in the websites [rural.tripura.gov.in](http://rural.tripura.gov.in) or [trlm.tripura.gov.in](http://trlm.tripura.gov.in)



15. Candidates qualified for GD shall submit self attested copies of all testimonials/ certificates/ mark sheets related to Qualifications, Scheduled Caste/ Tribe(if SC/ ST), Physically challenged/ Ex serviceman, Date of Birth, Nationality, Experience etc.
16. Applications of candidates who do not possess the required qualification, experience etc. shall be rejected summarily. Canvassing in any form will result in disqualification of candidature.
17. Decision of the selection committee of TRLM as to the eligibility or otherwise of a candidate at any stage of the selection process shall be final.
18. Engagement may be terminated from either side with one month's prior notice.
19. Incomplete applications will be treated as rejected.
20. Proficiency in MS office application of computer is necessary for all the posts.
21. Selected candidates will have to work and stay in rural areas of the State.
22. No TA/ DA shall be provided to the candidates for appearing in CAT/ GD/ PI/ RAT.

#### **Steps to apply online:**

1. Visit [rural.tripura.gov.in](http://rural.tripura.gov.in) or [trlm.tripura.gov.in](http://trlm.tripura.gov.in) for the link showing 'APPLY ONLINE IN TRLM' and regular updating about the recruitment.
2. Clicking on the link will open the portal for submitting online application, where the candidates may check the advertisement once again.
3. On the portal, the link 'Apply Online' will open the application form.
4. The applicant should fill up all the essential fields (with red asterisk) with correct information.
5. Photograph and signature of the applicant should be uploaded at the appropriate place. Size of the photograph and signature should not be more than 50 kb and 20 kb respectively in jpg/jpeg format.
6. An applicant opting for PwD/ Ex- serviceman should upload scanned copy of disability/ Ex- serviceman certificate (in pdf format)while applying online. Size of the pdf file should not be more than 2 MB.
7. The application should be saved and re- checked before final submission.




8. The candidate should satisfy himself/ herself fully about the correctness of the application before clicking on 'Submit Application'.  
After clicking on 'Submit Application' no further editing is possible.
9. After submission, a complete application form along with token number will be generated. The candidate should note down the token number for future reference.
10. The completed application should be printed and signed by the candidate with date and should be kept in his/ her personal custody for future reference.
11. Candidate should bring the printed copy of the signed application form during every step of selection process.
12. The candidate may access the submitted application form subsequently by logging in at the link 'Print Application' where his token number is the user ID and the date of birth is the password.

  
**(S. C Saha, TCS, SSG)**

Additional Chief Executive Officer  
Tripura Rural Livelihood Mission

Copy to:

1. PS to the Hon'ble Deputy Chief Minister, Government of Tripura for kind information of the Hon'ble Deputy Chief Minister.
2. The Secretary, RD Department, Government of Tripura 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*, *tripura.gov.in* and *trlm.tripura.gov.in*

  
**Additional Chief Executive Officer**  
Tripura Rural Livelihood Mission



Particulars of the post for recruitment in Tripura Rural Livelihood Mission (TRLM)

Advt. No 01/2021

Sl No	Name of the posts	Status of engagement	No. of post	Upper age Limit (yrs.)	Educational Qualification	Experience
1	Chief Operating Officer (Programme)	Contractual	1	45	Post Graduate from any recognized university	Minimum 10 years or more experience in a similar position of Community Development/ Development of Rural Livelihoods implemented by Central Govt./ State Govt./ World Bank/ UNDP/ IFAD/ NABARD/ externally funded programmes of State/ Central Govt. Preference shall be given to the candidates worked in rural community based livelihood development programs for more than 10 years and these preference shall be evoked, only if, there is tie between two or more candidates while preparation of final merit list.

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Sl No	Name of the posts	Status of engagement	No. of post	Upper age Limit (yrs.)	Educational Qualification	Experience
2	Chief Operating Officer (Skill & Placement)	Contractual	1	45	Post Graduate from any recognized university	Minimum 10 years or more experience in a similar position of Skill Development Programmes/ Community Development Programme of GoI/ State Government/ NSDC/ any external funded programmes.
3	State Mission Manager (Human Resource Management)	Contractual	1	40	Post Graduate in Social Work/ Management - HR/IR/PR.	<p>5 (five) year's 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>Or, Worked as HR Manager/ HR executive in corporate sector with proven experience of recruitment and capacity building of staff shall also be considered.</p>
4	State Mission Manager (Finance & Proposal)	Contractual	1	40	Chartered Accountant (CA) or MCoM/ MBA (Finance)	<p>1. 5 years (for CA 3 Years) or more experience is desirable in relevant technical and managerial experience in financial monitoring and evaluation of projects.</p> <p>2. Proven Experience in Project</p>

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Sl No	Name of the posts	Status of engagement	No. of post	Upper age Limit (yrs.)	Educational Qualification	Experience
5	Programme Manager (Knowledge Management & Communication)	Contractual	1	40	Post Graduate in Mass Communication/ Knowledge Management/ Public Relation/ Post Graduate Degree or Diploma in Advertisement & Public Relations.	3 years or more experience is desirable in knowledge Management and Communication in programmes of Rural Livelihoods/ Community Development of Central Govt./ State Govt./ World Bank/ UNDP/ Corporate sector/ Banks/ International NGOs with excellent written and oral communication in English.
					Or, PG in any discipline with excellent writing skills in English	Or, 5 years experience is desirable in development and use of ICT material for community development programmes.
6	Programme Manager (Procurement)	Contractual	1	40	Post Graduate in CA/ Financial Management/ ICWA/ Commerce	3 years or more experience is desirable 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.

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Sl No	Name of the posts	Status of engagement	No. of post	Upper age Limit (yrs.)	Educational Qualification	Experience
						<p>Appraisal from financial risk perspective, project financial performance management.</p> <p>3. Experience in conducting audit, finalization of accounts and management of audit is preferred. These preference is only applicable if there is a tie between two or more candidates while preparation of final merit list.</p> <p>4. Experience in developing financial process and systems for development projects.</p> <p>5. Prior experience in financial process and systems for development projects.</p> <p>6. Prior experience in financial management of World Bank projects is desirable.</p> <p>7. Knowledge and experience in Government Financial Rule (GFR/DFR) is desirable.</p>

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Sl No	Name of the posts	Status of engagement	No. of post	Upper age Limit (yrs.)	Educational Qualification	Experience
7	Programme Manager (Convergence)	Contractual	1	40	MBA or equivalent in Marketing/Finance/ Entrepreneurship/Rural Management	Minimum 3 (three) years experience in Livelihood Projects/ Community Development Projects of State/ Central Govt./ any other agencies
					Or Master degree in Rural Development/ Social Work/ Sociology/Economics	
					Or Post Graduate degree in Agriculture/ Horticulture/ Fisheries/ Veterinary Science/ Forestry/ Agri. Business/ Agri. Economics	
8	Accounts Officer		1	40	Graduate degree in commerce.	Minimum 5(five) years experience in the related field in Govt. deptt./ project or PSU or in CA firm, empanelled by CAG for audit works. Successful completion of training in Tally and experience is desirable.
		Or, deputation		-		On deputation from Govt. deptt/ PSU/ Agency. The person must have completed the Accounts- cum - Administrative Training successfully & should have at least five years experience in Accounts work. Successful completion of training in



Sl No	Name of the posts	Status of engagement	No. of post	Upper age Limit (yrs.)	Educational Qualification	Experience
						Tally and experience is desirable.
9	Financial Inclusion Coordinator	Contractual	1	65	Graduate in any Discipline	Minimum 5 years experience at Managerial capacity in any Nationalized Bank, Tripura Gramin Bank or Tripura State Cooperative Bank
10	District Mission Coordinator	Contractual	1	40	Post Graduate degree in Management/ Rural Development/ Social Work/ Agriculture/ Sociology/ Economics/ Entrepreneurship Development/ Horticulture/ Veterinary Science/ Sericulture/Forestry/ Fisheries/ Agri. Marketing/ Agri. Economics/ Agri. Business/ Natural Resource Management/Science/ Commerce	Minimum 2 (two) years experience in Community Development/ Rural Development/ Livelihood promotion in rural areas.
11	Block Mission Coordinator	Contractual	7	40	Graduate in Social Work/ Rural Development/ Management/ Mass communication	Minimum 1 year experience in the thematic area in Social/ Community Development sector in Govt. deptt/ project or PSU
		Or, on deputation from Govt. deptt./ PSU/ Agency				5 years experience in social mobilization, Institution Building, Capacity Building, Livelihoods in rural sector

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Sl No	Name of the posts	Status of engagement	No. of post	Upper age Limit (yrs.)	Educational Qualification	Experience
12	Livelihood Coordinator( Non Farm)	Contractual	7	40	Graduate in Agriculture/ Horticulture/ Veterinary Science/ Sericulture/ Forestry/ Fisheries/ Agri. Marketing/ Agri. Economics/ Agri. Business	1(One) year or more experience in non farm sector livelihood development for rural community
					Or Graduate in Science/ Engineering/ Management/ Rural Development/ Social Work	
13	Livelihood Coordinator (Livestock)	Contractual	17	40	Graduate in Veterinary Science	-
14	Cluster Coordinator	Contractual	15	40	Graduate in Social Work/ Rural Development/ Management/ Mass communication	5 years experience in social mobilization, Institution Building, Capacity Building, Livelihoods in rural sector
		Or, on deputation from Govt. deptt. PSU/ Agency				

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