



JEEViKA



Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar

Add a mission to your career;

Join a team of 6000+ committed and passionate Development Professionals.

Bihar Rural Livelihoods Promotion Society (BRLPS), an autonomous society under Rural Development Department, Govt. of Bihar has been designated as State Rural Livelihoods Mission by Rural Development Department, Government of Bihar to scale up the "**JEEViKA**" model in all 534 Blocks of 38 Districts in Bihar under National Rural Livelihood Mission.

So far JEEViKA has been able to reach out to nearly 1.29 **Crore rural poor households** by organizing them into **10.46 Lakh women Self Help Groups** under **68650 Village Organizations** and **1455 Cluster Level Federations**. These institutions have generated nearly **Rs. 10750 Crore** as their own fund and have leveraged more than **Rs. 29838 Crore** from the Banks.



Bring smile to the faces of poor in Bihar

Applications are invited for the following positions under "Bihar Rural Livelihoods Promotion Society":

State Project Management Unit

Sl.	Name of the Post	Vacancy	Eligibility & Key Responsibility
01.	Administrative Officer Pay: As per the deputation norms of BRLPS	(1 Position: UR-1)	Government Officers from Bihar Administrative Service having experience of minimum 10 years only should apply on deputation basis.
02.	State Project Manager – Monitoring & Evaluation Pay: ₹ 69568/- to ₹ 97684/- CTS* (Monthly) (Excluding other benefits**)	(1 Position: UR-1)	Eligibility: PG degree/Diploma in Rural Development/Management/Business Administration/ Social Work/ MCA with minimum 7 years of relevant experience out of which 3 years relevant experience should be of Senior Manager Level. Working knowledge of data management software will be desirable. Key Responsibility: As part of the SPMU, you will be responsible for developing MIS management system and documentation work at State level. Specifically your key responsibility will be periodic compilation of progress, periodic analysis of data based on project health indicators and circulation of the same both downward and upward to all concerned and documenting identified best practices of the project along with anchoring studies, process monitoring and periodic evaluation at State level.
03.	Project Manager – Non-Farm Pay: ₹ 52774/- to ₹ 73733/- CTS* (Monthly) (Excluding other benefits**)	(1 Position: UR-1)	Eligibility: PG degree/diploma in Rural Management/Business Management/ Administration/Agri-Business Management/ Development in regular course from recognized institute/university with minimum 4 years of post-qualification relevant experience. S/he should have worked in large number of livelihood activities in a livelihoods Programme/Project specially in operation, management of commodity trading/marketing of Non-farm produce such as an Arts & crafts/Leather/Lac/Carpet Weaving / Handloom / Jute/other rural non-farm produce for improving livelihoods in the rural areas in a community driven development model through CBOs such as producers company/Producers Cooperative/Producers group/Watershed users group/SHG Federation/SHG. S/he should have good communication skill (both oral and writing) in English & Hindi. Proficiency in working with MS Office is a must. Key Responsibility: S/he will be responsible for Developing value chain for undertaking non-farm livelihoods interventions. S/he will also facilitate the District/block team for further improvement of the interventions/ quality of the commodities / products. S/he will be responsible for Marketing as well as selling of aggregation of produce / commodities produced from Non- farm sectors / sub-sectors in the surrounding area or in the Mandi or to the big trader through the BPIU teams. S/he will also have to undertake extensive field visit to improve livelihoods through various Non- farm activities.

Selection: Shortlisted applicants will be invited to appear for participating in further stages of recruitment (PI for AO position and Presentation & PI for SPM M&E and PM-NF position) in a phased manner. List of applications received, shortlisted applications, dates and venue of tests for selection etc. would be posted in due course on www.brtps.in (<http://brtps.in/web/brtps/career>). Candidates are requested to visit the website frequently for announcements. All communication will be made through website only.

Selection Procedure

S. No.	Post	Selection Procedure
01.	Administrative Officer	<p>Selection process consists of the following:</p> <p>Stage – 1. Shortlisting of candidates based on eligibility criteria of the position.</p> <p>Stage – 2. Personal Interview.</p> <p>Note: Minimum Cut off marks is 50%.</p>

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02.	SPM – M&E and PM-NF	<p>Selection process consists of the following:</p> <p>Stage – 1. Shortlisting of candidates for inclusion in further selection process in a ratio of 1:10 of the advertised vacancy (In case of multiple candidates coinciding at 10th number, all such candidates will be called for further selection process that may increase the number of candidates being called for the process for a particular position) based on criteria as mentioned below:</p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Marks Assigned</th> </tr> </thead> <tbody> <tr> <td>Minimum Educational Qualification</td> <td>05 Marks</td> </tr> <tr> <td>% of marks obtained in Qualifying examination</td> <td>Maximum upto 10 marks 1. Less than 50% - 0 marks 2. 50 to 54% - 2 Marks 3. 55 to 59% - 4 Marks 4. 60 to 64% - 6 Marks 5. 65 to 69% - 8 Marks 6. 70% and above -10 Marks</td> </tr> <tr> <td>Minimum post qualification relevant experience</td> <td>Maximum upto 20 Marks (10 marks for minimum relevant experience and 2 marks for additional each year of relevant experience, maximum upto 10 marks)</td> </tr> <tr> <td>Experience as Thematic head in any Govt. department, Society, Jeevika and Partners of Jeevika</td> <td>Maximum-15 Marks (3 marks for each year of such relevant experience)</td> </tr> </tbody> </table> <p>Stage – 2. This process has following stages:</p> <ol style="list-style-type: none"> Presentation and Interview <p>Final Merit List will be prepared on the basis of criteria mentioned hereunder:</p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Marks Assigned</th> </tr> </thead> <tbody> <tr> <td>% of marks obtained in Qualifying examination as per eligibility criteria</td> <td>Maximum upto 20 marks 1. Less than 50% - 4 marks 2. 50 to 54% - 6 Marks 3. 55 to 59% - 10 Marks 4. 60 to 64% - 14 Marks 5. 65 to 70% - 16 Marks 6. More than 70% -20 Marks</td> </tr> <tr> <td>Minimum post qualification relevant experience as per eligibility criteria</td> <td>Maximum upto 30 (20 marks for minimum relevant experience and 2 marks for additional each year of relevant experience, maximum upto 10 marks)</td> </tr> <tr> <td>Presentation</td> <td>20</td> </tr> <tr> <td>Interview</td> <td>30</td> </tr> <tr> <td>Total Marks</td> <td>100</td> </tr> </tbody> </table> <p>Note : Minimum Cut off marks for (1) Presentation and (2) Personal Interview will be 40% for SC/ST/PH candidates and 50% for BC/EBC/EWS/UR candidates. Both are eliminatory in nature.</p>	Criteria	Marks Assigned	Minimum Educational Qualification	05 Marks	% of marks obtained in Qualifying examination	Maximum upto 10 marks 1. Less than 50% - 0 marks 2. 50 to 54% - 2 Marks 3. 55 to 59% - 4 Marks 4. 60 to 64% - 6 Marks 5. 65 to 69% - 8 Marks 6. 70% and above -10 Marks	Minimum post qualification relevant experience	Maximum upto 20 Marks (10 marks for minimum relevant experience and 2 marks for additional each year of relevant experience, maximum upto 10 marks)	Experience as Thematic head in any Govt. department, Society, Jeevika and Partners of Jeevika	Maximum-15 Marks (3 marks for each year of such relevant experience)	Criteria	Marks Assigned	% of marks obtained in Qualifying examination as per eligibility criteria	Maximum upto 20 marks 1. Less than 50% - 4 marks 2. 50 to 54% - 6 Marks 3. 55 to 59% - 10 Marks 4. 60 to 64% - 14 Marks 5. 65 to 70% - 16 Marks 6. More than 70% -20 Marks	Minimum post qualification relevant experience as per eligibility criteria	Maximum upto 30 (20 marks for minimum relevant experience and 2 marks for additional each year of relevant experience, maximum upto 10 marks)	Presentation	20	Interview	30	Total Marks	100
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Note:

Official website <http://brlps.in> may be visited and click on "Career" to apply online and to know detailed eligibility criteria and other details including category of vacancies. All communication will be made through website only.

1. Applications will be accepted only through online mode. The Application Form through any other mode shall not be accepted.
2. Last Date for receipt of applications is up to 18th June 2023. Applications beyond this date will not be accepted.
3. Application Form of candidates who do not fulfil the eligibility criteria shall be rejected.
4. Position of Administrative Officer (AO) is on deputation only.
5. Candidates are also advised in their own interest to apply online well before the closing date and not wait for the last date of submission to avoid possibility of link failure or any other technical issues whatsoever. There shall not be any responsibility of the BRLPS if any candidate fails to finally submit the Application Form before the last date of submission on account of aforesaid reasons or for any other reason beyond its control.
6. The candidates are required to fill the Online Application Form with correct and complete information carefully. If any incomplete or false information is furnished, then the candidate will be solely responsible for the same and on the basis of false and incomplete information, the Application Form shall be rejected at any stage of the selection process without giving any reason/ notice. On furnishing any false certificate or indicating wrong category in the Application Form or in case of any other default, the BRLPS may reject the candidature at any stage of the selection.
7. In case it is found at any time in future that a Candidate has used/ uploaded the photograph and/ or signature of someone else in his/ her Application Form/ Admit Card or he/ she has tempered his/ her Admit Card/ result, these acts of the candidate shall be treated as Unfair Means.
8. Print out of On-line Application Form or hard copies of certificates/mark sheets are not required to be submitted. Candidates shall have to produce all the required documents pertaining to eligibility for verification as and when asked for by the BRLPS, failing which he/ she shall be disqualified.
9. Candidates must keep print out of On-line Application Form, E-Admit Card and at least 05 (Five) copies of coloured passport size photograph identical with the photograph uploaded in Online Application Form and produce the same, along with all the required certificates, at the time of verification of the documents.
10. All the candidates who are currently employed with Govt/PSU/Bank/BRLPS or working as consultant in the BRLPS will apply online after seeking "NO OBJECTION CERTIFICATE (NOC)" from their respective competent authority, failing which his/ her selection may be cancelled by the BRLPS.
11. It is to be noted that if a candidate has been allowed to appear in the examination, it does not imply that the candidate's eligibility has been verified. It does not vest any right with such candidates to get appointment. The eligibility is subject to final verification by the Competent Authority. The candidate shall satisfy his/her eligibility before applying online and shall be personally responsible, in case, he/she is not found eligible to apply as per the given eligibility criteria.
12. Information uploaded on the official website of the BRLPS shall not be provided to the candidates or any other person under the Right to Information Act, 2005. The information uploaded on the official website of the BRLPS shall remain available for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep it with them for future reference, if any. During the course of recruitment, neither any application under the R.T.I. Act shall be entertained nor any information shall be provided.
13. Any representation filed by any applicant in respect of recruitment shall not be entertained once the process is initiated.
14. Factual information under the R.T.I. Act shall be provided only after declaration of final result. Inferential questions or speculative questions shall not be answered under the R.T.I. Act.
15. In case a candidate is found providing incorrect information or his/ her identity is proved to be false at any time in the future, he/ she may, in addition to disqualification, face penal action as per the law applicable.
16. In case, it is found at any stage of the recruitment process that a candidate does not fulfil the eligibility norms and/ or that he/ she has suppressed/ twisted or truncated any material facts, his/ her candidature shall stand cancelled without giving any reason and notice to the candidate concerned. If any of these shortcomings is detected even after appointment, his/ her service will be liable to be terminated and he/ she will be liable to punishment through proceedings as decided by the Competent Authority.
17. Only one application shall be submitted by each candidate. In case, more than one Application i.e. multiple Application Forms are submitted by the same candidate, then the last application form correct in all respect shall only be taken into account for considering his/ her candidature.
18. Only such candidate shall be considered for selection who participates in all the stages of the Examination, and no exemption shall be granted to any candidate including that of OH Category from appearing in any part/ stage of the Examination for reasons whatsoever.
19. No person under Orthopedically Handicapped (OH) category shall be recruited unless he/ she is in good mental health and physically fit except to the extent of his/ her disability.
20. After final submission of the application form, any request with regard to change of category shall not be entertained. In case of women candidates, caste certificate issued from father's side shall only be treated as valid.
21. Minimum Age limit is 18 years and maximum age limit is 60 years on the last date of receipt of online application for all the posts. Maximum age limit for retired officials from the government is 65 years.

22. Candidates are requested to visit the website frequently for updates and other announcements. All recruitment related notification shall be brought to the notice of candidates only through the official website of the BRLPS. No personal communication shall be made in this regard.
23. Reservation would be applicable for recruitment on these positions as per the latest Reservation Policy of the Government of Bihar. Only eligible candidates as per the required eligibility criteria will be called for participating in further stages of recruitment.
24. BRLPS reserves the right to cancel this recruitment process, fully or partially, at any stage. The BRLPS reserves the right to bring about changes in the selection procedure/ scheme of Examination.
25. There shall be no provision for re-evaluation/ re-checking/ scrutiny of the answer sheet/ score. No correspondence in this regard shall be entertained.
26. Only those candidates shall be considered for selection who secures the minimum cut off marks in the GD/ Personal Interview.
27. If two or more candidates secure equal marks, the candidate securing higher marks in the GD will be placed above and if the marks obtained in the GD are also equal, then the candidate born earlier will be placed above.
28. Waiting list shall remain valid for a period of one year from the date of its approval by the Competent Authority and may be extended for another one year in case of exigency.
29. Number of vacancies may be changed without prior notice.
30. Only such Educational qualifications of the candidates would be considered as are approved by the AICTE/MHRD/respective states. PG Degree / Diploma of two years duration will only be considered.
31. In case the Universities/Boards, award grades/CGPA/OGPA, the same will have to be indicated in equivalent percentage of marks as per the norms adopted by the respective University/ Board. In the absence of the same, the candidature will not be considered.
32. BRLPS reserves the right to shortlist candidates based on qualification and post qualification relevant experience.
33. Relevant experience is specific to the eligibility criteria and key responsibility as mentioned against each position.
34. Shortlisting will be based on information provided by the candidates in the Application Form. No changes afterwards will be accepted in any circumstances.
35. For the purpose of calculation of experience, the reference date will be the 1st April 2023.
36. Post qualification relevant experience for the position will only be considered. Relevant Experience with Govt. Organization / Govt. Corporation / Govt. Authority/ Autonomous Govt. body / Registered Govt. Societies / Banks / PSUs and recognized International/ Multinational Organization/registered reputed and recognised companies may only be accepted. Experience of honorary position / as commission agent / Training / Internship / Articleship will not be accepted. Experience during the educational qualifications will also not be accepted. Recognized means recognized by State or the Central Government.
37. The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience.
38. Articleship/apprenticeship/internship/training outside job or working in self owned enterprise will not be considered as experience.
39. 1 year relaxation in experience will be allowed to a working employee of BRLPS who has completed at least 1 year of service with BRLPS, as per the provision of BRLPS HRD Manual.
40. *Cost to Society (CTS) includes Basic Pay, House Rent Allowance, Project Allowance & Employees Provident Fund (Employers share).
41. **Other monetary benefits allowed to BRLPS employees include Child Education Allowance for a maximum of two living children, Annual Increment at the rate of 5%, Performance incentive up to maximum of 30% of Annual Basic as annual pay, Laptop Maintenance allowance, Self Learning Allowance, Accidental Insurance coverage, Medical Insurance cover for self & family, etc.
42. Contract will be till attainment of the superannuation age of 60 for positions under BRLPS and one year for the positions under NRO that maybe extended further on the basis of performance and approval of the Competent Authority and continuance of the NRO Project. Employees may be separated if not found suitable at the discretion of the management. The contract would also end with the closure of the BRLPS project.
43. Persons who had been separated from the BRLPS on disciplinary grounds need not apply as their candidature will not be considered.
44. No TA/DA will be paid for attending different stages of selection process or first joining of BRLPS.
45. There would be a probation period of 3/6 months.
46. The record relating to this recruitment, 2023 would be available up to 6 months from the Date of declaration of final result and, thereafter, all examination materials shall be weeded out and no communication in this regard shall be entertained with respect to this recruitment drive.
47. Retired Officials from Govt., PSUs and Banks with enough zeal and willingness to work for the cause of the poor may also apply for the Project Manager position. Retired government officials applying for PM positions should have completed graduation to be considered for selection.
48. Serving State Government Officials are encouraged to apply. Relevant deputation norms/BRLPS policy would be applicable to them.
49. Remuneration for retired Officials from Government of Bihar will be fixed as per the provision of Sankalp No. 10000 dated 10/07/2015 and Letter No. 3/M-63/2013 Sa Pra 8710 dated 11/08/2021.

50. Reservation facility would be applicable only to the Bihar domicile candidates. The permanent address furnished in the application form shall be considered as domicile for the purpose of reservation.

Instructions for Filling the Online Application Form:-

1. Candidates are advised to read the detailed advertisement carefully prior to filling the online application form. The candidate must ensure that he/she has an active e-mail ID and Mobile number. The e-mail ID and the Mobile number are required to be preserved till publication of final result. The candidate must also ensure the availability of all the relevant documents/ certificates at the time of filling the online application form.
2. For Applying Online, visit the "Career" tab in the menu of official website of Bihar Rural Livelihoods Promotion Society (BRLPS) (<http://brlps.in>).
3. Click on "Vacancy for Administrative Officer and PM- NF"
4. Click on "Apply online".
5. Click on the link "Sign Up" to register.
6. On the registration page, a candidate is required to select Project Name and Post Applied For then fill in his/ her Full Name, Aadhar Number, Email ID and Mobile Number. Fields marked with asterisk (*) are mandatory. Prior to submission, the candidate must ensure that all the details filled in are correct in all aspects, as the data once submitted cannot be changed. After verification of data, registration number and password will be generated and the same will be communicated by E-mail.
7. Thereafter, the candidate will have to Login by using Registration Number and Password shared via Email.
8. After login, form for detailed application will open where the data provided at the time of registration shall be visible in prefilled format and it cannot be altered.
9. At first, a candidate is required to fill in his/ her Personal Details and then click "Save as Draft".
10. Thereafter, the candidate is required to fill in Education Details and then click "Save as Draft".
11. Thereafter, the candidate is required to fill in Experience Details and then click "Save as Draft".
12. Thereafter, the candidate is required to upload the following documents :- a) Scanned copy of recent passport size colour photograph b) Scanned signature c) Matriculation (10th) d) Qualifying Qualification (Degree/Diploma) Mark sheet e) All relevant Experience Certificates f) Domicile Certificate, if applicable g) Caste/ Non Creamy Layer/ EWS Certificate, if applicable h) Certificate of Disability, if applicable.
Note: - A candidate must select only one document at a time and upload the same, then proceed for uploading the next document.
13. Instructions to upload photograph and Signature: a) Size of the Photograph should be maximum 100 KB. b) Size of the Signature should be maximum 50 KB. c) Image should be in JPG/ JPEG/ PNG format.
14. Instructions to upload required Documents/Certificates: a) Size of the each document should be maximum 400 KB. b) Document should be only in JPG/ JPEG/ PNG format.
15. Uploaded photograph and signature (in running hand) must be clearly identifiable / visible, otherwise application of the candidate is liable to be rejected by the BRLPS and no representation from the candidate will be entertained by the BRLPS in this regard.
16. The photograph of the candidate must contain his/ her full face, both ears and neck, in frontal view with a neutral, non-smiling expression and with open eyes directed at the camera. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background. If the picture is taken on a sunny day, the Sun should be behind the candidate, or the candidate should place himself in the shade, so that the candidate is not squinting and there are no harsh shadows. If flash is used, it must be ensured that there is no "red-eye". Photograph with caps, hats, sunglasses and dark glasses must not be uploaded. Religious headwear is allowed but it must not cover the face. If candidates wear power glasses, it must be ensured that there are no reflections and the eyes can be clearly seen.
17. The applicant has to sign on white paper with Black pen in running hand. The signature must be signed only by the candidate and not by any other person. The Signature will be used for the purpose of verification during the recruitment process. If at any stage of recruitment process, the Candidate's signature does not match the signature on the Admit Card, the candidate will not be permitted to take the examination and his candidature shall be cancelled.
18. After all details are filled in the Application Form, candidate has to verify all the details on the Print Preview page and after clicking the check box, the "Final Submission" button shall be visible. Prior to proceeding for Final Submission, candidate must preview the application form and ensure that all the details filled in are correct in all aspects and then proceed further. After final submission, no change/ alteration shall be allowed and any deviation from the data appearing in the certificates/ documents, noticed at later stage shall lead to disqualification.
19. The candidates must take printout of the finally submitted online Application Form reflecting therein the Final Submission and retain the same along with relevant uploaded documents for producing the same at the time of document verification.

20. Candidates are advised to apply much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on the BRLPS website on account of heavy load on Internet/ Website/ Server. The BRLPS shall not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the BRLPS.
21. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be summarily rejected.

Disclaimers: Mere eligibility does not guarantee a job.

**Chief Executive Officer-cum- Mission Director,
Bihar Rural Livelihood Promotion Society**

Canvassing in any form shall be a disqualification.