



JEEVIKA

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



Proposal for
Recruitment of BRLPS- JEEVIKA Cluster Based Business Organisation (CBBO) Staff
under the Scheme- “Formation and Promotion of Farmer Produce Organizations (FPOs)”

SELECTION THROUGH WALK - IN INTERVIEW



Add A mission to your CAREER;

Join A TEAM of committed And PASSIONATE Development Professionals.

Department of Agriculture Cooperation & Farmers' Welfare (DAC&FW), Government of India (GoI) has launched the scheme- “Formation and Promotion of Farmer Producer Organizations (FPOs)” to promote 10,000 new FPOs in the country by 2023-24. State Rural Livelihood Missions (SRLMs) will be acting as Cluster Based Business Organisations (CBBO's) under the scheme to form and nurture the FPOs. Under this scheme, State Rural Livelihood Mission-Bihar has promoted 15 FPOs -1. Bhitiharwa Jeevika Mahila Kisan Producer Company Limited, Manjhaulia, West Champaran 2. Agro Acres Chakai Jeevika Mahila Kisan Producer Company Limited, Chakai, Jamui 3. Atrayani Ganga Jeevika Mahila Kisan Producer Company Limited, Dighwara, Saran 4. Kalyani Jeevika Mahila Kisan Producer Company Limited, Ariyari, Sheikhpura 5. Jayeka Jeevika Mahila Kisan Producer Company Limited, Asarganj, Munger 6. Srijaan Jeevika Mahila Kisan Producer Company Limited Bhagwanpur, Kaimur 7. Singheswar Jeevika Mahila Kisan Producer Company Limited, Kumarkhand, Madhepura 8. Nawada Jeevika Mahila Kisan Producer Company Limited, Sirdala, Nawada 9. Ujwala Jeevika Mahila Kisan Producer Company Limited, Singhwara, Darbhanga 10. Samridh Jeevika Mahila Kisan Producer Company Limited, Bodhgaya, Gaya 11. Katihar Jeevika Mahila Kisan Producer Company Limited, Korha, Katihar 12. Arunodaya Jeevika Mahila Kisan Producer Company Limited, Kursakanta, Araria 13. Sonbhadrai Jeevika Mahila Kisan Producer Company Limited, Tilouthu, Rohtas 14. Maasheetala Jeevika Mahila Kisan Producer Company Limited, Dumraon, Buxar 15. Maasheetala Jeevika Mahila Kisan Producer Company Limited, Fatuha, Patna. A dedicated project team of the required domain experts and other required technical and supporting staff will be engaged by CBBO for the said activities. For this purpose, State Rural Livelihood Mission, Bihar invites online applications from eligible candidates for contractual engagement in CBBO of following categories of Technical and Supporting Staff. Tenure of Engagement of all the posts is three years, subject to annual renewal based on satisfactory performance of the incumbents:-

Applications Are invited for the following positions for CBBO

Current Opening: 7 Positions (Domain Expert- Law & Accounts-1, Domain Expert- IT/MIS-1, Domain Expert- Crop Husbandry – 1, Domain expert- Value Addition/ Processing-1 & Agri. Marketing -1, Domain expert- Social Mobilization-1, FPO Coordinators-2)

Name of Position	Number of Vacancies	Qualification	Experience	Key Responsibilities	Monthly Remuneration
Domain Expert- Law & Accounts	1	B. Com/Chartered Accountant/Company Secretary	For B.Com 5+ Years and for CA/CS 3+ years of relevant experience in accounting, auditing, statutory compliance, legal matters, arbitration etc.	<ul style="list-style-type: none"> • To support registration of FPOs and handle compliances of FPOs pertaining to Governance and Business • Coordinating application to ROC and follow-up action for registration of FPO to be managed by external expert/ CA firm • Coordinating Post Incorporation- Immediate Statutory Compliances of FPO • Ensuring statutory compliance of FPOs pertaining to governance; such as- AGM, BOD meetings, BOD elections, engaging expert director etc. as per ROC norms and are diligently followed and maintained • Ensuring statutory compliance of FPOs pertaining to business; such as- obtaining and renewing business specific licenses/permissions, finalizing annual accounts and fulfilling audit formalities, filing GST and income tax return with tax authority, filing annual accounts and annual return with ROC etc and due reporting thereof is diligently followed and maintained • Ensuring recording of day-to-day business transactions of FPOs are done in designed accounting software/tool with support from Accountant-FPO • Ensuring co-ordination with auditors for UTC's and other compliances of FPO for project fund management is diligently maintained as per defined SOP's and protocols • Any other task assigned by reporting officer 	Rs.40,000/month

Domain Expert- IT/MIS	1	B.Tech / BCA/B.Sc in Computer Science/ Information Technology or equivalent from a recognized University/Institute	3+ years of Post-qualification work experience in relevant experience of handling IT related assignments, MIS development, software development etc.	<ul style="list-style-type: none"> • To verify, record and report activities of CBBO and FPOs at concerned levels as per demand • Ensuring Activities of CBBOs and FPOs are diligently verified, recorded and reported in specified formats at concerned levels as per demand • Coordinating with IA-FDRVC in desk and field appraisal of the information • Guiding FPOs on-documenting name, address, land holding and other basic information of members; recording transaction of members via FPO and benefits obtained by them in assigned tools • Monthly/Quarterly reporting dashboards are maintained as per assigned KPI's and performance tracking is complete as per due laid out procedures for FPO's assigned to the clusters • Any other task assigned by reporting officer 	Rs.40,000/month
Domain Expert- Crop Husbandry	1	Graduate in Agriculture from a recognized University	5+ years of relevant experience in crop production techniques, technology intervention and working with FPOs/Large Farmers' Groups etc.	<ul style="list-style-type: none"> • To promoted Good Agricultural Practice (GAP) and low-cost sustainable technology among FPO members • Conducting Training Needs Assessment (TNA) and identifying area for capacity building for agri based, sustainable agri practices • Roping resource agencies specified in the scheme guidelines and coordinating training of BODs/farmers of FPOs on Good Agricultural Practices (including post-harvest management practices) and facilitation of farmer workshops • Providing on-field guidance to FPO members on Good Agricultural Practices • Ensuring farmer diaries and due transaction records are maintained • Guiding agri input business of FPOs; promote sale of sustainable inputs and extension services • Orienting farmers about low-cost sustainable technology and linking with available subsidy schemes through convergences to avail such technology • Documentation and preparation of case studies, best practices/ success stories etc. • Any other task assigned by reporting officer 	Rs.40,000/month

Domain expert- Value Addition/ Processing & Agri. Marketing	1	MBA in Agribusiness Management or equivalent from a recognized University/ Institute	3+ years of relevant experience in Agribusiness/ Agri Marketing/ Value Chain Development including Post Harvest Management and working with FPOs/Large Farmers groups etc.	<ul style="list-style-type: none"> • To Manage sales and marketing activities of FPO with support from CEO-FPO • Identifying potential markets, customer segments and different sales channels to bulk and retail sale of farm produce • Making bulk business tie-ups for agro produce with traders, processors, retail chains, HoReCa and other institutional buyers • Coordinating sale of retail/consumer produce distribution in general trade • Coordinating planned packaging, positioning and marketing/brand building activities of FPOs for retail/consumer packs • Planning, designing and co-ordinating backward and forward market linkages for FPO's • Ensuring planned agro produce sales target of FPOs are achieved • Coordinating recording of daily business transactions (inventory management, order management, payment follow-up etc.) • Any other task assigned by reporting officer 	Rs.40,000/month
Domain expert- Social Mobilization	1	Graduate in rural development/ social work or graduate with diploma in rural development/social work from a recognized university/ institute	5+ years relevant experience in mobilization of farmers, field demonstrations, organizing village level meetings etc.	<ul style="list-style-type: none"> • To support and coordinate formation, capacity building and Governance systems of FPOs • Ensuring planned membership target of FPOs are achieved & share fee are collected as per target, with support from FPO Coordinators • Conducting Training Needs Assessment (TNA) and identifying area for capacity building around management, operations and skilling of members • Roping resource agencies specified in the scheme guidelines and coordinating training of BODs/farmers of FPOs as per the training calendar • Ensuring targeted FPO staff are empanelled and trained by resource agencies specified in the scheme guidelines as per the training calendar • Ensuring that the FPOs are abiding by defined roles, responsibilities of BODs and members as specified in AOA • Any other task assigned by reporting officer 	Rs.40,000/month

FPO Coordinator	2	Diploma in Rural Development/Social Work from a recognized University/Institute	<ul style="list-style-type: none"> • 2+ years of experience in working with SHGs and their federations • Proven track record in implementing schemes pertaining to promotion of agribusiness activities via Community Institutions. 	<ul style="list-style-type: none"> • Manage formation, capacity building, governance and business processes of FPOs • Mobilizing farmers & forming farmer interest groups • Identifying BODs & 1st subscribers & collecting due documents for application to ROC for FPO registration • Collecting share fee and issue share certificates • Organizing BOD meetings and elections and AGMs • Coordinating capacity building training and exposure visit of FPOs • Manage recruitment and training of FPO staff • Aligning resources for starting FPO business activities • Supervising day-to-day business activities of FPO • Collecting data on FPO activities • Ensuring FPOs are qualified and apply for equity grant, credit guarantee fund and composite loan from formal lending institutions • Any other task assigned by reporting officer 	Rs.30,000/month
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- Initially contract will be for a period of eleven months that may be extended further on the basis of the performance, requirement etc of the project and approval of the Competent Authority.
- Short listing will be based on Educational qualification and minimum relevant experience.
- Number of vacancies may be changed without prior notice.

IMPORTANT DATES

Last date for receiving application	25.06.2022
Group discussion and personal interview	14th to 16th July 2022

Age Limit –

- Minimum Age limit for all the positions will be 21 years and maximum 45 years (age and experience will be calculated as on 25.06.2022)

How to Apply:-

- Read the Instructions carefully before applying for any position.
- Before start of filling-up of application through on-line mode, the candidate should keep ready the following details/ documents:-
 - A. Valid E-mail ID & Mobile Number
 - B. Scanned copy of the recent passport size color Photograph (not older than 3 months). Candidates should ensure that the same photograph is used throughout this recruitment process.
 - C. Scanned signature
 - D. Updated Resume
 - E. Required certificates and relevant documents as mentioned in the Advertisement
 - F. Candidates may apply for multiple posts, as per eligibility.
- Candidates should have valid e-mail ID and mobile number; it should be kept active during the entire recruitment process. Registration number, password and all other important communication will be sent on the same registered e-mail ID and suitable message in the registered Mobile Number (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).

- Candidates should fill the details carefully while filling in the on-line application. CANDIDATE CAN EDIT THE INFORMATION BEFORE FINAL SUBMISSION OF FORM, (*Once the form is submitted, it can't be edited)
- Only the documents submitted by candidates at the time of submission of online application should be considered for evaluation purpose, no documents submitted after the submission of application will be considered for evaluation purpose.
- Candidates intending to apply should ensure that they fulfil the minimum eligibility criteria specified in the Job Descriptions in this advertisement.
- Candidates must necessarily produce the relevant documents in original and along with a photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications & relevant work experience etc. as indicated in the online application form at the time of interview and at any subsequent stages of the recruitment process.
- In case of overlap of durations in experience certificates, multiple experience letters with same date/ issue number, all such experiences will not be considered and summarily rejected.
- The applicants are required to submit the duly filled application on or before the due date, failing which the application of the said applicant shall be treated as non-responsive. The applications received after due date shall not be considered.
- Curriculum Vitae (CV) will be considered as a document to assess overall and relevant experience and same will be validated with relevant valid documents.
- Photograph must be a recent passport size colour picture on light background. The size of the scanned image should be between 50kb -100kb and in jpg/ jpeg format only.
- The applicant has to sign on white paper with Black/Blue ball point pen. Size of file should be between 50kb - 100kb in jpg/jpeg format only.
- Please scan the relevant Certificates. Each Certificate in PDF/DOC/DOCX format only and Size of file should be between 50kb - 1000kb.
- Candidates should apply in prescribed format available in the following link :
<https://forms.gle/YZ8NQQwvDBvxaHqc9>
- Please visit <http://brlps.in/Career> for more details
- For technical queries in filling application, candidates may contact through E Mail on following : recruitment@brlps.in
- Candidates are requested to check the websites periodically for updates and other announcements.
- BRLPS reserves the right to cancel this recruitment process, fully or partially, at any stage at its discretion.
- Selection will be based on educational qualification & experience, GD & personal interview only.
- The selected candidates will be the employees of the CBBO for which they are selected; they will not be the staff of the BRLPS. Hence, liabilities of such officials will lie with the CBBO.
- Place of posting of the hired person will be Patna.
- Only Shortlisted candidates will be called for the next stage of the selection process i.e, GD and Personal Interview. List of shortlisted candidates will be published on <http://brlps.in/Career>.

Disclaimers: Mere eligibility does not guarantee a job. BRLPS reserves the right to cancel the candidature at any point of time if any discrepancy is found.

Together we CAN REALize
Chief Executive Officer,
Bihar Rural Livelihoods Promotion Society