



JEEViKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Office Order

Revised POLICY PAPER ON JOB RESOURCE PERSON (JRP)

Rationale:

Providing gainful employment to the rural youth is one of the top priority component of JEEViKA. The project started its intervention in service sector through different partners and stakeholders providing market oriented skill training to rural unemployed youth for placement in organized sector for ensuring livelihoods on sustainable basis.

To achieve the project objective of providing strengthened livelihoods support to the rural Poor through service sector and for effective and meaningful mobilisation of the rural youth for the training and direct placement, JRP policy was developed.

As per Notification No: 34/2016 dated 4th July 2016 of MoRD (Rural Skills Division) an incentive of Rs 600/candidates is proposed in order to undertake mobilisation, Placement & tracking of the trained youth

As per the Notification the some changes are proposed in JRP guidelines to increase incentive upto Rs 600 per candidates to the JRPs.

Job Profile of Job Resource Person:

- S/he would be the key link person between the community and the Project for Jobs theme. S/he would act as a bridge between the Youth and training partner.
- The role of Job Resource Person would be to identify and collect the data/information of the unemployed rural youth.
- To prepare and maintain/update the profile of rural youth.
- S/he would be aware of background/profile verification of the rural youth.
- S/he will facilitate the candidates in collection/getting their credentials from Block offices, schools/colleges.
- To travel intensively to spread awareness on jobs related programs in his/her allotted area.
- S/he would be responsible for the community mobilization and counselling of the unemployed youth and sending them for skill training.
- S/he will also keep the update about the candidates and follow up in counselling of the candidates and their parents during pre and post placement phases.
- To coordinate with CLF/Nodal VO as well as BPM and Manager-Jobs (and other Managers as per the requirement) to implement the job sector interventions.
- S/he will visit the placement site for having better understanding about the working condition where the youth is being placed.

Job Description and Responsibilities of JRP:

- To participate in VO/CLF meeting to share the information regarding opportunity of placement and to identify and explore the possibilities of youth placement.
- To visit at least 6 VOs and update the unemployment register of the VO on monthly basis, to share the information of skills training & job opportunities for the unemployed youth.
- To organise cluster based youth meetings for orientation and counselling on tentative placement opportunities.
- His/her responsibility would be of mobilizing and counselling the unemployed youth/candidates on the personal and family basis, during pre as well as post placement phases. Also s/he would need to maintain post placement follow up updates, at least up to twelve months with the concerned HHs and tracking the dropouts pinpointing reasons of and remedies for such dropouts.
- JRP will also be responsible for counselling of candidates undergoing training and whose attendance is less than 75%.
- Helping in Assessment & certification of the candidates will also be the responsibility of the JRP.
- S/he shall update the CLF/Nodal VO with new information regarding jobs in consultation Manager Jobs/BPM.
- To mobilise and send unemployed poor youth in job fairs with proper information and required documents.
- To arrange alumni meets in consultation with CLF/Nodal VO by inviting the already placed youth of the area who come to their homes during vacations/festival periods.
- To participate in the training of the selected VO leaders/ other community trainings or workshops (related to jobs) for spreading the awareness on jobs programme.
- Other responsibilities as and when decided by the JEEViKA from time to time.

Qualifications and skills required for Job Resource Person:

A JRP would be judged on the certain selection criteria such as:

1. Age -Between 21-40 years.
2. Preference - In selection of JRP, the preference will be given first to the ST/SC then to the EBC followed by the BC and then others. Effort should be made that at least 33% of the total JRP in a, district are female candidates.
3. Education - Minimum 10th pass with good communication skills, good at convincing and motivating youth.
4. Experience - experience should not be a strong deciding factor.
5. Socio-economic background - should be from the marginalized community and also from the member family of SHGs formed by JEEViKA. The track record of the concerned person must be clean and S/he must not have indulged in any notorious/fraudulent/criminal activity.

6. Other essential attributes:

- S/he should be active and expressive having leadership and persuasive skill.
- S/he must have concern for the poor and marginalized community.
- S/he should not have any type of addiction of any drugs or alcohol.
- S/he should know cycling and be willing to travel extensively in his/her allotted area.

Selection Methodology:

Nominations: Nodal VO/CLF will nominate 3 JRPs based on the above mentioned criteria. These nominations will be collected at the block and district level.

Screening: A simple assessment will be done at the block level by a committee consisting of DPM/Manager Jobs/BPM and 3 representatives of community. The assessment will include a simple written test and interview. The JRP intern will be selected in transparent method.

Selection: The selected JRP will be designated JRP intern for a period of 3 months.

Orientation: The JRP intern will go through a 2 day orientation. This will include broader topics like overall understanding of JEEViKA to the vision of the Jobs component. Their performance criteria will be clearly spelt out.

Honorarium & Incentive of Job Resource Person:

- **Fixed honorarium:** Job Resource Person will get honorarium of Rs. 1750 per month, Rs.750 as' fixed TA per month and Rs. 250 per month as communication allowance. The internship period for them will be three to six months subject to satisfactory performance.
- **Incentive**

Sl. No.	Activity Undertaken	Validation to be given by	Incentive per beneficiary
1	Beneficiary identification, Creation of youth data base, counselling of beneficiary and parents, submission of bio-data of prospective beneficiary to BPIU and Freezing of batch. In case of Job Fair if the candidates joins the Jobs offered	BPM/ Manager Jobs	150
2.	Training Completion including OJT	Manager Jobs	100
3	Tracking a beneficiary for three months at village level after placement. This is applicable for candidates placed through Job fair and direct placement	Manager Jobs	150
4	Tracking candidate for one year after placement at village level. This is applicable for candidates placed through Job fair and direct placement	Manager Jobs	200

- **TA/DA:** JRP will be entitled for 2nd class sleeper journey by train & Bus fare as per actual for approved tour outside the Head Quarter. The fooding and lodging allowance per day given below:

Sl. No.		Within State		Outside State	
		State Capital	Other than State Capital	State Capital	Other than State Capital
1	Lodging	400	300	750	400
2	Fooding	200	150	250	200

The payment to JRPs will be disbursed initially through BPIU on the recommendation of Nodal VO/CLF and later through CLF.

Assessment & Monitoring of JRP's work:

The following methodology is proposed to improve the efficiency of performance of a JRP. The process has been evolved to ensure objective appraisal of the JRP and infusing more efficiency into the Jobs work in the concerned area.

1. The Nodal VO/CLF will review the performance of the JRP once in a month. The area coordinator/cc would ascertain the visit and participate in the VOs meeting respectively for task accomplishments and outputs of the activity performed. Feedback of the JRP may be taken from VOs regarding their participation and sharing the information related to jobs in the concerned meetings. The task assignments may also be reviewed by the project at BPIU/DPCU level.
2. The JRP will bring his/her tour diary and registers signed by the Nodal VO/CLF for the monthly review meeting conducted by Manager Jobs/Nodal Manager.
3. The Under/Low performing JRP will be issued warning for the poor performance after each review.
4. The JRP will be terminated by the nodal VO/CLF if performance does not improve in spite of two consecutive warning regarding poor performance.

Training

The JRPs will undergo customised training and exposure visit. The training will be a comprehensive one with inputs from external resource persons on topics ranging from leadership skills; team management to field work orientation.


(Balamurugan D)

Chief Executive Officer cum State Mission Director

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