

## **Director (Admin & Finance) in NRLPS**

National Rural Livelihoods Promotion Society, an autonomous body under the Ministry of Rural Development, registered under the Societies Registration Act XXI of 1860, invite applications for the post of Director (Administration & Finance), on deputation basis.

2. The responsibilities, pay scale, duration of deputation, and eligibility criteria for the post of Director (Admin & Finance) are enclosed as Annexure -1.

3. It is requested that the applications of eligible and willing persons, who can be spared immediately, may be forwarded in the prescribed proforma to the Addl. Secretary RL & CEO, NRLPS, Ministry of Rural Development, Department of Rural Development, 7<sup>th</sup> Floor, NDCC-II Building, New Delhi-110001 within 2 months from the date of publication of this circular in the Employment News, along with the following documents:-

(a) Vigilance Clearance in respect of the official, (b) Integrity Certificate and statement showing major or minor penalties, if any, imposed on the officer and (c) Clear photocopies of ACRs / APAR for last 5 years duly attested by a Gazetted Officer.

4. Application received after the closing date of receipt of application or without the ACRs/APAR or otherwise found incomplete is liable to be rejected.

5. The persons who apply for the above posts will not be allowed to withdraw their applications subsequently.

6. While forwarding the application, the Ministry/Department to certify that the particulars furnished by the official are correct and the applicant meets the eligibility criteria prescribed for deputation to the post of Director (Admin & Finance), NRLPS. It may also be confirmed that in the event of selection for appointment, the official concerned will be relieved of his/her duties to join NRLPS on deputation.

Detailed TOR's attached:

## **Director (Administration & Finance) -One Post**

### **Responsibilities**

#### **1. Administration and Finance Support**

- a. Administrative and Financial Support to Mission Director-cum-CEO in the discharge of his responsibilities and monitoring state units, efficiency of delivery mechanism and qualitative results of NRLPS and mission (DAY-NRLM) with support of Project management team at National unit. Exercising the administrative and financial powers.
- b. Support Mission Director-cum-CEO in overall strategic vision setting for NRLPS.
- c. All works related to NRLPS, including Annual report preparation, support for EC/GB, and other work.
- d. Guiding State project team in designing various policy frame work, strategy to ensure rolling out of all organizational policies and systems across the country to deliver quality results.
- e. Coordination with Bilateral and Multilateral Agencies.

#### **2. Thematic Support:**

Support in - Institution Building & Capacity Building, Microfinance, Community Finance, Health & Nutrition, Social Development, Farm, Off Farm (Non-Farm) including the following but not restrictive to:

- a. Planning, execution and monitoring of all programs and Activities of the Mission.
- b. Providing leadership support in designing various policy frameworks related to the concerned thematic area and intertwining/interlinking them with other related thematic programs as per their requirement.
- c. Facilitating business plan, standard business processes, Value Chain Projects support, ensuring its monitoring and progress review for need based change and effective roll out of the concerned thematic program in sync with another domain

---

## Eligibility

1	Pay scale.	Level 13 in Central Pay Matrix
2.	Period of deputation	5 years The period of deputation (including short term contract) including the period of deputation in another ex-cadre post immediately preceding this appointment in the same or other organization/department of the Central Government shall ordinarily not exceed 5 years.
3.	Maximum Age limit	Shall not be exceeding 56 years as on the closing date for receipt of applications.
4.	Eligibility	Officers under the Central Government, or State Government or Central autonomous bodies (i) Holding analogous posts <b>or</b> (ii) With 5 years' service in the level rendered after appointment thereto on regular basis in Pay Matrix level 12 <b>or</b> (iii) With 10 years' service in the level rendered after appointment thereto on regular basis in Pay Matrix Level 11.
5.	Educational qualifications	Degree from a recognized institution
6.	Experience	10 years' experience in Administration/Finance.
7.	Desirable experience	2 years' experience in social sector preferably in Rural Livelihoods

**PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF DIRECTOR  
(ADMINISTRATION & FINANCE)**

1	Name of the applicant	
2	Name, address and contact number of office where working at present	
3	Contacts	
	Mobile	
	E-mail address	
	Landline	
4	Address for correspondence (with pin code)	
5	Date of Birth	
6	Date of entry into Govt. service	
7	Service to which the officer belongs	
8	Present post held with Pay scale (Level in Pay Matrix)	
9	Date of appointment in the present post (mention ad-hoc & regular periods separately)	
10	Basic Pay (as per pay matrix Of Seventh Pay Commission)	
11	Details of earlier deputation, if any	
	(a) Whether presently holding Deputation post, or not	
	(b) If 'Yes' please mention, basic Pay (as per pay matrix of Seventh Pay Commission)	

12. Educational qualifications (including professional qualification):-

Sl.No.	Degree/Diploma	Year	Subjects taken	University	Division

13. Brief Service particulars/Experience

(a) Details of experience in Administration and Finance

(b) Details of experience of working in social Sector/Rural Livelihoods

14. Whether SC/ST/OBC/GEN

15. Whether the applicant fully meets the educational qualifications and experience

mentioned in the vacancy circular.

(Signature of the Applicant)

Certificate to be furnished by the Head of Office

1. Service particulars given above have been verified from the service record of the applicant and found correct.
2. The applicant possesses the educational qualifications and experience mentioned in the vacancy circular.
3. Certified that no vigilance enquiry/disciplinary case is pending or contemplated against the applicant.
4. He/She will be relieved of his/her duties in this office to take up assignment in the National Rural Livelihoods Promotion Society on his selection for appointment to the post.

Place:

Date:

Signature & Designation

Office Seal