

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

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**F. No. 3(51)/RD(TRLM)/2017/Part-IV/ 925-30**      **Date:** 05-06-2017

**JOB ADVERTISEMENT NO - 2/ 2017**

Applications are invited from bona fide Indian Nationals for recruitment to the following posts of Tripura Rural Livelihood Mission (TRLM) for implementation of Deen Dayal Upadhyaya- Grameen Kaushalya Yojana (DDU-GKY) in the State.

**1. Details of the vacant posts**

Sl. No	Name of the post	No. of Posts			
		SC	ST	UR	Total Posts
1	Chief Operating Officer (Skill and Placement)	-	-	1	1
2	State Mission Manager (Mobilization & Counseling)	-	-	1	1
3	State Mission Manager (IT & Inspection)	-	-	1	1
4	State Mission Manager (Finance and Proposal)	-	-	1	1
5	State Mission Manager (Pedagogy and learning Management)	-	-	1	1
6	State Mission Manager (Migration & placement)	-	-	1	1
7	State Mission Manager (Coordination)	-	-	1	1
8	Accountant	-	-	1	1
9	Documentation Assistant	-	1	1	2
<b>Total</b>		-	<b>1</b>	<b>9</b>	<b>10</b>

2. Detailed particulars of the posts and eligibility criteria are given in Annexure - A.

3. Applicants should submit applications online starting from 05. 06. 2017 and ending at 11.00 PM on 26.06.2017.

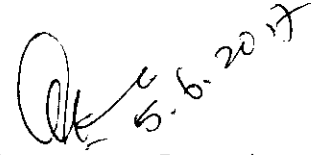
4. An applicant opting for applying for more than one posts, should select the posts in the application form for which he/she intends to apply. One applicant should apply for more than one posts, if intended, on a single application only, provided required qualification/ experience etc. are in possession of the candidate.
5. Engagement to the aforementioned posts shall be purely on contract basis for a period of 12 (Twelve) months. However, the incumbent may be re-engaged after giving one day break in case of good performance in the previous contract period.
6. The applicant shall not be more than 40 years of age as on 04.06.2017. However, the upper age limit is relaxable upto 5 (five) years for SC/ST candidates.
7. For the posts at Sl. No. 2 to 7, the selected candidates will have to undergo probation for a period of 6 (six) to 9 (nine) months. On successful completion of the probation period, remuneration of the incumbent will be enhanced. Other benefits will also be extended to the incumbent according to HR Manual of TRLM. Remuneration package and the HR Manual can be seen at website [trlm.tripura.gov.in](http://trlm.tripura.gov.in)
8. Probation period is not applicable for posts mentioned at Sl. No. 1, 8 and 9.
9. The numbers of posts may increase or decrease depending upon the circumstances.
10. Engagement may be terminated from either side with one month's prior notice.
11. An applicant employed/ engaged in any Govt. establishment/ organization or PSU may apply for appointment on deputation basis (for posts at Sl. No 8 & 9), if the qualification and experience etc. matches the requirement.
12. In case of in-service candidates, 'No Objection' issued by the current employer should be submitted at the time of Group Discussion (GD)/ Personal Interview (PI), failure to do so will render the candidature liable for cancellation.
13. 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.
14. Selection procedure for the posts shall be as given below
  - (i) For the post at sl. no. 1-7: According to the selection procedure of TRLM notified vide no. F.No.3 (51)-RD(TRLM)/2013/Part-III/ 742-50 dated 20.05.2017. It can be seen at website [trlm.tripura.gov.in](http://trlm.tripura.gov.in)
  - (ii) For the posts at sl. no 8-9: According to revised general employment guidelines of GA (P & T) Department, Government of Tripura notified vide no. No.F.23(8)-GA(P & T)/14 dated 23<sup>rd</sup> July, 2016. It can be seen at website [trlm.tripura.gov.in](http://trlm.tripura.gov.in)

15. Candidates qualified for GD shall produce self attested copies of all testimonials/ certificates/ mark sheets related to qualifications, Scheduled caste/tribe (if SC/ST), date of birth, Nationality, Experience etc.
16. Candidates applying to the posts mentioned at Sl. No 8 and 9 are to produce following documents during the time of personal interview
  - i. A self declaration stating the status of having Govt. employee among his/her family members. Format for Self declaration is given in Annexure-B.
  - ii. Recent income certificate from the SDM of his/her domicile sub-division showing total yearly income of the applicant's family.
17. Applications of candidates without having the required qualification, experience etc. shall be summarily rejected.
18. Proficiency in Computers for all post is essential.
29. Selected candidates will have to work and stay in rural areas of the State.
20. No TA/DA shall be provided to the candidates for appearing in CAT/GD/PI.

**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.'
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. The application should be saved and re-checked before final submission.
7. After clicking on 'Submit Application' no further editing is possible.
8. After submission, a completed application form along with token number will be generated. The candidate should note down the token number for future reference.
9. The completed application shall be printed, signed by the candidate with date, and be kept in his personal custody for future reference.
10. Candidate should bring the printed copy of the signed application form during every step of selection process.

11. 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.



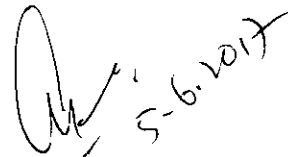
(Arupratan Sarma)

Chief Executive Officer

Tripura Rural Livelihood Mission

Copy to:

1. PS to the Hon'ble Minister, RD Department for kind information of the Hon'ble Minister.
2. The Principal Secretary, RD Department for kind information.
3. The Joint Secretary (Skills), MoRD, Govt. of India for kind information.
4. The Chief Information Officer, National Team for DDU-GKY, with a request to arrange display of the advertisement on website *ddugky.gov.in*
5. The Director, Information Technology with a request to arrange display of the advertisement on website *rural.tripura.gov.in* and *tripura.gov.in*
6. Programme Manager (MIS), SMMU, TRLM to display the advertisement on website *trlm.tripura.gov.in*



Chief Executive Officer

Tripura Rural Livelihood Mission

**Annexure-A**

**Particulars of the post for recruitment in Tripura Rural Livelihood Mission  
(TRLM)- Adv. No. 2/2017**

<b>Sl. No</b>	<b>Name of the Post</b>	<b>Status of engagement</b>	<b>No. of Posts</b>	<b>Upper age Limit (Yrs)</b>	<b>Educational Qualification</b>	<b>Experience</b>	<b>Monthly remuneration at entry level ₹</b>
1	Chief Operating Officer (Skill and 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.	1,00,000

Sl. No	Name of the Post	Status of engagement	No. of Posts	Upper age Limit (Yrs)	Educational Qualification	Experience	Monthly remuneration at entry level ₹
2	State Mission Manager (Mobilization & Counseling)	Contractual	1	40	Master in Social Work/ MBA/ PG in Rural Management	<ol style="list-style-type: none"> <li>1. 5 Years or more experience is desirable in relevant fields like counseling/ social mobilization programmes/ job fairs.</li> <li>2. Familiarity in Bengali/ Kokborok and in ICT usage skills.</li> <li>3. Should have demonstrable experience in interfacing with multiple stakeholders, monitoring at various levels.</li> <li>4. Prior experience in skilling shall be given preference</li> </ol> <p>Experience in assisting set-up of self-employment initiatives for the skilled youth through incubation is preferred.</p>	40,000

Sl. No	Name of the Post	Status of engagement	No. of Posts	Upper age Limit (Yrs)	Educational Qualification	Experience	Monthly remuneration at entry level ₹
3.	State Mission Manager (IT & Inspection)	Contractual	1	40	BE/BTech/ MCA	<ol style="list-style-type: none"> <li>1. 5 year's or more experience is desirable in Information &amp; Technology field.</li> <li>2. Experience in design, project management of medium scale IT system is required</li> <li>3. Proven experience in project performance management/ quality assurance/ Monitoring etc. in development projects.</li> <li>4. Experience with the Government shall be preferred.</li> </ol>	40,000

Sl. No	Name of the Post	Status of engagement	No. of Posts	Upper age Limit (Yrs)	Educational Qualification	Experience	Monthly remuneration at entry level ₹
4.	State Mission Manager (Finance and Proposal)	Contractual	1	40	Chartered Accountant (CA) Or, MCOM/ MBA (Finance)	<ol style="list-style-type: none"> <li>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.</li> <li>2. Proven experience in Project Appraisal from financial risk perspective, project financial performance management.</li> <li>3. Experience in conducting audit, finalization of accounts and management of audit preferred.</li> <li>4. Experience in developing financial process and systems for development projects.</li> <li>5. Prior experience in financial process and systems for development projects.</li> <li>6. Prior experience in financial management of World Bank projects is desirable.</li> <li>7. Knowledge and experience in Government financial rule (GFR/ DFR) is desirable.</li> </ol>	40000



Sl. No	Name of the Post	Status of engagement	No. of Posts	Upper age Limit (Yrs)	Educational Qualification	Experience	Monthly remuneration at entry level ₹
5.	State Mission Manager (Pedagogy and learning Management)	Contractual	1	40	Post-Graduate or equivalent in Management or relevant disciplines including Library Science/ MSW/ Development Research/ Management / Learning Management	<ol style="list-style-type: none"> <li>1. Proven experience in developing curriculum standards for skill/ vocational training, experience in development of NOS/ curriculum development/ L &amp; D in skill would be given preference.</li> <li>2. Proven experience in undertaking quality assurance in training quality management.</li> <li>3. Knowledge and experience of training/ skill requirements in specific industry sectors.</li> <li>4. Experience in assessing training quality and trainer quality.</li> <li>5. Knowledge and experience of training/ skill requirements in specific industry sectors.</li> <li>6. Knowledge and in depth understanding of skill assessment frameworks in national and international context.</li> <li>7. Experience in designing QA standards and protocols.</li> </ol>	40,000

Sl. No	Name of the Post	Status of engagement	No. of Posts	Upper age Limit (Yrs)	Educational Qualification	Experience	Monthly remuneration at entry level ₹
6.	State Mission Manager (Migration & placement)	Contractual	1	40	PG in MSW/ Rural Management / Social Sciences/ Sociology/ Development Economics/ Rural & Urban Development.	<ol style="list-style-type: none"> <li>1. Proven experience in tracking, follow-up, root cause analysis, assessments, law enforcement in multi-stakeholder eco-system, experience in pre-sales preferred.</li> <li>2. Proven experience in M &amp; E preferably programmatic and for a large scale program.</li> <li>3. Experience in skilling sector is preferred.</li> </ol>	40,000
7	State Mission Manager (Coordination)	Contractual	1	40	Post Graduate in Management / MSW/ Rural Management	<ol style="list-style-type: none"> <li>1. 5 years or more experience is desirable in relevant fields dealing with coordination activities at a multi-stakeholder organization.</li> <li>2. Past experience in govt. is preferred.</li> <li>3. Familiarity in local language and in ICT usage skills</li> <li>4. Experience in skilling sector shall be given preference.</li> </ol>	40,000

Sl. No	Name of the Post	Status of engagement	No. of Posts	Upper age Limit (Yrs)	Educational Qualification	Experience	Monthly remuneration at entry level ₹
8	Accountant	Contractual	1	40	Honours Graduate in Commerce	-	15,000
		On Deputation from Govt. Department / PSU		-	-	-	As per LPC
9	Documentation Assistant	Contractual	2	40	Graduate in any discipline	-	13,000
		On Deputation from Govt. Department / PSU		-	-	-	As per LPC

**SELF DECLARATION**

I, Shri/ Smt....., S/O,  
D/O,W/O.....,  
resident of (full address).....

.....hereby  
declare that

- a. There is no member in my family having government employment.
  - b. There is member (s) in my family having government employment.
- (Strike out a or b whichever is not applicable)

This is true to the best of my knowledge and belief. If my declaration is found to be incorrect or untrue, my appointment may be terminated and I may be subjected to any penal action for giving untrue declaration.

Signature of witness with date

- 1. ....
- 2. ....

Signature of the applicant with date

(Full address)