

Instruction to Candidates:-

For recruitment of various positions at State, District and Block level for support Tripura Rural Livelihood Mission (TRLM) purely on Contractual basis on the payroll of XEAM Ventures Private Limited.

1. Closing date and time for submission of Online Application Form for the vacancies is **18-Aug-2022 at 5 PM.**
2. The applicants are advised to fill in all their particulars in the Online Application Form carefully as submission of wrong information may lead to rejection under the process of short-listing.
3. Candidates are requested to apply only through Online Application Form for the vacancies on our website www.xeamventures.com and NOT write to us for Application Forms. They are also requested to go through carefully the details of posts and instructions herein given.
4. Candidate will not be eligible to get the benefit of community reservation for these vacancies as per the guidelines of TRLM.
5. **Age limit to apply the vacancies shall be 18 to 40 years.(except the Job Title No 1 & 2)****
6. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the instructions. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

7. HOW TO APPLY

I. Candidates must apply online through the website **www.xeamventures.com** Applications received through any other mode would not be accepted and summarily rejected.

II. Candidates must upload the documents/certificates in support of all the claims made by them in the application like, Date of Birth, Experience, Desirable Qualification(s) etc. or any other information, separately against each claim in single pdf file in such a way that the file size does not exceed 10 MB and is legible when a printout taken. For that purpose, the applicant may scan the documents/certificates in 200 dpi grey scale. Documents like Pay Slip, Resume, Appointment Letter, Relieving Letter, Un-signed Experience Certificate etc. must not be uploaded in the document file. Note: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be uploaded.

8. IMPORTANT : CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES AND MOBILE NUMBER IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY US THROUGH E-MAIL ONLY. INTERVIEW SCHEDULE AND REQUIREMENTS WITH REGARD TO COPIES OF CERTIFICATES TO BE SUBMITTED IN RESPECT OF CLAIMS MADE IN THE ONLINE APPLICATION FORM WILL BE E-MAILED IN DUE COURSE TO THE CANDIDATES IN THEIR REGISTERED E-MAIL ID.

9. Candidates who wish to apply for more than one post should apply separately for other post if eligible as per the desirable qualification criteria mentioned in the instructions.

10. After submitting the Online Application Form, the candidates are required to take out a print out of the finally submitted Online Application Form.

11. Candidates are not required to submit us either by post or by hand the printouts of their online applications or any other document. They will be required to bring along with them the printouts of their online applications and the documents mentioned if called for interview.

12. The applicants are advised to submit only single Online Application Form for each post; however, if somehow, if he/she submits multiple Online Applications Form for one post, the application may get reject.

13. The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date.

14. CANDIDATES WILL BE SHORT-LISTED FOR FURTHER PROCESS OF SELECTION OR INTERVIEW ONLY ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE APPLICATIONS DOCUMENTS SUBMITTED IN SUPPORT OF THE CLAIM MADE IN THE ONLINE APPLICATION WILL BE EXAMINED ONLY IF THE CANDIDATE IS PRIMA FACIE ELIGIBLE TO BE SHORTLISTED ON THE BASIS OF INFORMATION REGARDING QUALIFICATIONS AND EXPERIENCE CLAIMED IN THE ONLINE APPLICATION, VARIOUS REPORTS AS PER THE ADVERTISEMENT AND MODALITIES AND CRITERIA ADOPTED FOR SHORTLISTING. CANDIDATES MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR ONLINE APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTED.

15. Recruitment Methodology:-

a) Common Aptitude Test (CAT)

b) Group Discussion (GD)

c) Personal Interview (PI)

d) Rural Attachment Test (RAT)

Date for the CAT, GD, PI, RAT on which the shortlisted candidate is required to bring the printout of his/her online application form & Admit Card along with other documents at the office of TRLM shall be intimated separately. (Shortlisted candidates may download their Admit Card through Xeam Portal)

16. DOCUMENTS/ CERTIFICATES TO BE PRODUCED AT THE TIME OF INTERVIEW.

17. The printout of the online application and the following Original Documents/ Certificates along with self-attested copies and other items intimated later for interview are to be produced at the time of interview, failing which the candidate would not be allowed to appear in the Interview.

18. No TA/DA shall be given by us to appear in interview or in any selection process. Candidates should have make their own arrangements.

19. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT: Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its Any copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

20. Desirable qualification and experience criteria's for various vacancies of State, District and Block level for TRLM.

For Job description, Please click on said link (Press Ctrl+Click to follow link):-

<https://www.xeamventures.com/trlm-form-description/>

For apply online, please visit (Press Ctrl+Click to follow link):-

<https://www.xeamventures.com/trlm-application-form-access/>

1. Job Title:- Project -Executive

No. Of Post - 1

Age Limit :- 45

Remuneration (in Rs per month):- 50,000/-

Educational Qualification: Post Graduate in Social Work/ Rural Management/Community Development/Management

Experience: 5 (five) years or more experience in institutions building, conducting training programme and capacity building events in social/Community/Livelihood development programs funded by external agency or Government.

Candidate having work experience in Elderly /PWD SHGs will be given preference.

APPLY

2. Job Title:- Young Professional

No. Of Post - 1

Age Limit :- Below 30 Years

Remuneration (in Rs per month):- 40,000/-

Educational Qualification:- Post Graduate in Social Work/ Rural Management/Community Development/Management

Experience: Candidate having experience minimum of 2 (Two) years in institutions building, conducting training programme and capacity building programme in social/ Community/Livelihood development programs funded by external agency or Government, will be given preference.

APPLY

3. Job Title:- Programme Manager (Social Development):-

No. Of Post - 1

Remuneration (in Rs per month):- 38,000/-

Educational Qualification: Post Graduate in Social Work/Rural Development/ social science/ Sociology/Development Studies/ Mass Communication Psychology.

Experience: – Minimum 3 years experience in community development/ social work/community health/ Food, Nutrition, Health and Wash/ gender development/ Other social issues at field under the government/ Govt. Sponsored programme.

APPLY

4. Job Title:- Programme Manager (Livelihood- MIS):-

No. Of Post - 1

Remuneration (in Rs per month):- 38,000/-

Educational Qualification: Post Graduate in Computer science/ IT or MCA

Experience: – Minimum 3 year's experience in MIS/IT/ Software development.

APPLY

5. Job Title:- District Mission Coordinator

No. Of Post - 2

Remuneration (in Rs per month):- 34,000/-

Educational Qualification: Post graduate in Social Work/ Rural Development/ social science/Sociology/Management/Mass Communication/ Development Studies/Economics.

Experience: Minimum 2 (two) years or more in experience Community Development/ Rural Development/Livelihood promotion programme of the Government/ Govt. sponsored programme.

APPLY

6. Job Title:- District Coordinator (Institution Building & Capacity Building):-

No. Of Post - 2

Remuneration (in Rs per month):- 27,500/-

Educational Qualification :- Post graduate in Social Work/ Rural Development/ social science/ Sociology/ Management/ Mass Communication/ Development Studies/ Economics/ Psychology.

Experience:- Minimum 1.5 years or more experience in community development programmes/ schemes Govt. or Govt sponsored programme

APPLY

7. Job Title:- District Coordinator (Livelihood & Marketing for farm sector)

No. Of Post - 1

Remuneration (in Rs per month):- 27,500/-

Educational Qualification:- Post Graduate Agriculture/ Horticulture/ Agri Business Management/ Botany/ Zoology. OR, PG in any discipline with 2 years experience in livelihood promotion programmes.

Experience:- Minimum 1.5 years or more experience in community Development

APPLY

8. Job Title:- District Coordinator (Livelihood & Marketing for non-farm sector)

No. Of Post - 4

Remuneration (in Rs per month):- 27,500/-

Educational Qualification:- Post graduate in Management/ Social Work/ Rural Development/ Entrepreneurship Development/ Development studies/Food technology/ Marketing Management/Advertisement/Economics/ Commerce.

Or, PG in any discipline with 2 years. experience in enterprise promotion/ non-farm livelihood generation activities.

Experience:- Minimum 1.5 years or more experience in economic development programmes/enterprise promotion schemes/ community development

APPLY

9. Job Title:- District Coordinator (Financial Inclusion):-

No. Of Post -3

Remuneration (in Rs per month):- 27,500/-

Educational Qualification:- 1. Post graduate in Management Finance/Commerce. 2. Or, PG in any discipline with 2 years experience in unrecognized MFI/ recognized NBFCs/ digital finance/Financial Inclusion programmes/ Banks.

Experience:- Minimum 1.5 years or more experience in community development programmes/ schemes/work experience with MFI/recognized NBFCs/ digital finance/Banks

APPLY

10. Job Title:- District Coordinator (Social Inclusion & Social Development):-

No. Of Post -2

Remuneration (in Rs per month):- 27,500/-

Educational Qualification:- Post graduate in Social Work/Sociology/ Development studies/ Rural Development Management/ Social Science/ Economics. Or, PG in any discipline with 2 years experience in social development programmes/Food- Nutrition-Health-Wash or any other social development activities

Experience:- Minimum 1.5 years or more experience in community development programmes/ schemes

APPLY

11. Job Title:- Block Programme – Manager

No. Of Post -46

Remuneration (in Rs per month):-21,500+TA As per TRLM Policy

Required educational

Qualification

Required experience

Graduate in Social Work/Rural Development/Management Mass Communication/ Economics/ B.tech/law/ commerce
Or,

Graduate in any discipline

Minimum 3(three) years of experience in the thematic area in skill social/programme/community development sector in Govt. Dept./ Project/PSU

Or,

Graduate in any discipline

Candidates trained under Deen Dayal Upadhaya Grameen Kaushalya Yojana (DDU-GKY)

APPLY

For any Concern Contact details:-

1. Mr. Somnath : Mb:- 70052-27210

2. Mr. Bhaskar : Mb:- 91272-50355

3. Mr. Rohtash : Mb:- 90682-10025