

National Rural Livelihood Promotion Society
National Rural Livelihoods Mission
Ministry of Rural Development
7th Floor, NDCC-II, Jai Singh Road, New Delhi-01

Terms of Reference for the post of Administration Consultant for National Rural Livelihood Promotion Society

Deenadayal Antodaya Yojana- National Rural Livelihoods Mission, DAY-NRLM is a flagship poverty alleviation programme of Government of India. The mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase household income through sustainable livelihoods and improved access to financial and public services. To implement the mission, Ministry of Rural Development has constituted National Rural Livelihood Promotion Society (NRLPS) to provide Technical Assistance for smooth and efficient functioning of the Mission in the country. A multidisciplinary professional team, has been constituted in NRLPS. This team consists of Senior professionals, experienced consultants and young professionals. The details about DAY-NRLM and its structure can be seen at www.aajeevika.gov.in

DAY-NRLM being a livelihoods program and Institution Building facilitated programme focuses on Institution Building, capacity creation of women Self Help Group monitoring and other related work of community Institution. more on income generation and livelihoods security of the poor women. The emphasis is on supporting multiple livelihoods for a household to ensure food and nutritional security, to ensure income flow throughout the year and to overcome the vulnerabilities thus building the climate change resilience. DAY-NRLM is a household centric approach and supports households through promotion of natural farming, agro ecological practices, organic farming, livestock, poultry, NTFP based activities integrated at the household level where each household is having more than one source of income strengthened.

Applications are invited for Administration Consultant retired from Central/ State Government/PSU invited. The expert is to be based in Delhi.

Remuneration as per Category B: Rs. 5001 to 7500 fixed per day (for a maximum of 15 days) for retired Government/PSU/ Autonomous Officials and Rs. 1500 per month of Communication Allowance as per norms.

Age – Should be less than 62 years as on the closing date of receipt of application.

Educational qualifications and desired skill set required are provided below.

Position/Level	Educational Qualification	Key Competencies
Administration Consultant RC	Graduate degree in any discipline from any Indian University. Knowledge of MS Office/ e-office for Retired Government Officials.	<p>Retired Government Official at the level of US/DS/Director with at least 10 years of relevant experience in Administration/Financial matters in Government/Public Sector Organizations/Autonomous bodies at Central or State Level in supervisory level. S/He should have knowledge of the projects in Govt/Public Sector.</p> <p>Skills and Competencies:</p> <ul style="list-style-type: none"> • Excellent writing and oral skills in English and Hindi • Working knowledge of Hindi and any state language/s would be additional advantage. • Good research and analytical skills including skill in data analysis and report writing. • Excellent Communication and presentation skills, • Ability to plan and organize work programmes, good consultative and collaborative capacities. • Knowledge of MS Office/ e-office. • S/he should have proven track record/ experience/ knowledge of government rules and regulations in Administration, Procurement, Personnel Matters, Financial Matters & delegation of Financial powers. • Procedures related to preparation of budget etc and monitoring of expenditure.

1. Coordinate and support Dir(A&F)/Dy Director(A&F)
 - a. All administrative activities of the Society including recruitment, contract renewals, liaise with the HRMA on Personnel management issues and furnishing of timely returns to Ministry.
 - b. Drafting of cabinet notes related to NRLPS, NRLM and related work,
2. Taking care of procurement of NRLPS and DAY- NRLM.
3. Preparation and updation of NRLPS rules, regulations and internal policies in consultation with financial management team of DAY-NRLM.
4. Support in all budget related issues of NRLM & NRLPS
5. Provide support to the Ministry of RD on preparation draft replies to questionnaire of Standing Committee of Parliament in addition to Parliament questions.
6. Compilation of Annual Action Plan of thematic verticals.
7. Preparing agenda points for the meetings of the Executive Committee /General Body of the Society and minutes of the meeting under the guidance of Senior Officials.
8. Compilation of material for Annual Reports of the Society and Action for laying them on the table of houses within the prescribed timeline
9. Collection of information from concerned agencies on references received from the Ministry relating to NRLPS
10. Updating and uploading of data of NRLPS in the Ministry of Finance Portal on Autonomous bodies.
11. Facilitation in Audit
12. Record management of NRLPS .

Please note the Professionals hired by DAY- National Rural Livelihood Mission would be through Human Resource Management Agency.

i) Based on performance and requirement of NRLPS, the tenure of the position may further be extended.

ii) Interested candidates, who are meeting the desired qualification and skill set, may please apply by sending filled application in the prescribed format along with an updated CV. The applications should be emailed to nrlm.advt@gmail.com .

The last date of submission of filled application along with the CVs is 8th March, 2024, 1700 hrs. (IST).

Application form National Rural Livelihood Mission

Position Applied For: _____

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1. Name : _____
2. Father's Name: _____
3. Date Of Birth: _____
4. Permanent Address: _____
5. Address For Correspondence:

6. E-Mail : _____
7. Tel/Mobile No.: _____
8. Educational Qualification: Start from Highest Degree

Degree/Diplo ma Certificate	Year	College/Institut e	Board/University/Institut ion	Subjects	Division/Mar ks

9. Experience:

S.No	Name Of Organization	Designation	Tenure in months	Responsibility/Assignment	Achievements
Total Experience in years					

10. Language

Language	Read	Write	Understand

11. Computer Proficiency:

12. Any Other Relevant Information that Applicant may like to add :

13. References :

Name	Address
	Tel No/Mobile: E-Mail Address:
	Tel No/Mobile: E-Mail Address:

Date:

Name:

Place:

Signature: