



## शबरी आदिवासी वित्त व विकास महामंडळ मर्यादित, नाशिक-४२२ ००२

रजि. ऑफीस - " आदिवासी विकास भवन ", ३ रा मजला, राम गणेश गडकरी चौक, जुना आग्रा रोड, नाशिक-२  
दुरध्वनी - (०२५३) २३१५८६०,

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जा. क्र. शआविम/प्रशा./१०५६/२०२४

नाशिक-२ दिनांक-२५/०७/२०२४

### जाहिरात

शबरी आदिवासी वित्त व विकास महामंडळ, मुख्य कार्यालय नाशिक, तसेच मुख्य कार्यालयांतर्गत विविध शाखा कार्यालयात उद्योजकता व कौशल्य विकास प्रकल्प (Skill Development) व उपजिविका वृद्धी (Livelihood) कक्षात आवश्यक असलेली खालील पदे निव्वळ कंत्राटी पध्दतीने/मानधन तत्वावर भरण्यासाठी पात्र उमेदवारांकडून अर्ज मागविण्यात येत आहेत.

| अ. क्र. | पदाचे नाव                                                      | पदांची संख्या |
|---------|----------------------------------------------------------------|---------------|
|         | <b>अ. उद्योजकता व कौशल्य विकास प्रकल्प (Skill Development)</b> |               |
| १.      | सल्लागार- माहिती व तंत्रज्ञान                                  | ०१            |
| २.      | प्रकल्प समन्वयक (कौशल्य विकास)                                 | ०२            |
|         | <b>ब. उपजिविका वृद्धी (Livelihood)</b>                         |               |
| ३.      | सल्लागार- क्षमता बांधणी (Capacity Building)                    | ०१            |
| ४.      | सल्लागार -वनधन विकास                                           | ०१            |
| ५.      | सल्लागार - वित्त (Finance Expert)                              | ०१            |
| ६.      | सल्लागार- Financial Inclusion Expert                           | ०१            |
| ७.      | सल्लागार- Livestock/Fisheries Expert                           | ०१            |
| ८.      | प्रकल्प समन्वयक - Mass Media & Communications                  | ०१            |
| ९.      | प्रकल्प समन्वयक - Livelihoods                                  | ०१            |
| १०.     | प्रकल्प समन्वयक (शाखा कार्यालय)                                | ०८            |

उपरोक्त पदांसाठी आवश्यक पात्रता व अर्हतेबाबत सविस्तर माहिती शबरी आदिवासी वित्त व विकास महामंडळाच्या <https://mahashabari.in/> या वेबसाईटवर पाहता येईल. सदर पदांसाठी अर्ज शबरी आदिवासी वित्त व विकास महामंडळ, नाशिक कार्यालयाच्या ई-मेल वर shabarinsk@gmail.com द्वारे, पोस्टाने/टपालाद्वारे किंवा प्रत्यक्षपणे विहीत मुदतीत सादर करता येतील.

अर्ज करण्यासाठीची मुदत अंतिम दिनांक १६/०८/२०२४ पर्यंत असेल. त्यानंतर प्राप्त झालेले अर्ज विचारात घेतले जाणार नाहीत.

*Leena M Bannod*

(लीना बनसोड भा.प्र.से)

व्यवस्थापकिय संचालक

शबरी आदिवासी वित्त व विकास महामंडळ,

नाशिक-०२

## अटी व शर्ती:

१. उमेदवार हा महाराष्ट्र राज्याचा नागरीक असावा.
२. मराठी भाषेचे ज्ञान आवश्यक
३. सांगणकाचे ज्ञान आवश्यक
४. सदर प्रकल्पाचे कार्यक्षेत्र हे संपुर्ण महाराष्ट्र राज्य असल्याने आवश्यकतेनुसार क्षेत्र भेट करण्याची व संपुर्ण राज्यभर प्रवास करण्याची तयारी असावी.

## उमेदवारांना सुचना:

१. जाहिरातीतील सर्व पदे महामंडळाची नियमित पदे नसुन ही निव्वळ कंत्राटी स्वरूपाची आहेत. सदर पदावर कायमपणाचा हक्क राहणार नाही.
२. जाहिरातीमध्ये दर्शवलेल्या पदसंख्येत बदल होऊ शकतो.
३. प्रथमतः नियुक्ती ही ११ महिन्यांसाठी राहिल.
४. संबंधित उमेदवाराचे संबंधित पदावरील या ११ महिन्यांच्या कामाचे मुल्यमापन करुन ११ महिन्यांनंतर मा. व्यवस्थापकिय संचालक, शबरी महामंडळ यांचे मान्यतेने पुनर्नियुक्ती देण्यात येईल. उमेदवाराचे काम समाधानकारक आढळल्यास पुनर्नियुक्तीच्या वेळी पाच टक्के पर्यंत वेतनवाढ तसेच परफॉर्मन्स इन्सेन्टीव्ह (Performance Incentive) देण्याचे अधिकार व्यवस्थापकीय संचालक यांना राहतील.
५. वर्ग-२ व त्यावरीलचे सेवानिवृत्त अधिकारी देखिल अर्ज करू शकतील.
६. त्यापैकी गुणवत्तेनुसार निवड झाल्यास त्यांना शासन निर्णय क्रमांक सामान्य प्रशासन विभाग शासन क्रमांक संकीर्ण-२७१५/प्र.क्र.१००/१३ मंत्रालय, मुंबई दि.१७.१२.२०१६ नुसार मानधन देण्यात येईल.
७. अर्जासोबत उमेदवाराने स्वतःचा बायोडाटा (त्यामध्ये संपर्कासाठी ई-मेल व मोबाईल क्रमांक नमुद करणे अनिवार्य आहे.) व इतर संपुर्ण माहिती जोडणे आवश्यक आहे. जसे, शैक्षणिक पात्रता, अनुभव प्रमाणपत्र, संगणक आर्हता, मराठी इंग्रजी टापिंग प्रमाणपत्र, इ. विहीत नमुन्यात सादर करावे.
८. अर्जाचा नमुना शबरी आदिवासी वित्त व विकास महामंडळाच्या <https://mahashabari.in/> या वेबसाईटवर उपलब्ध आहे.
९. ज्या पदासाठी अर्ज केला आहे त्या पदाचे नाव तसेच कर्तव्य ठिकाण अर्जावर ठळकपणे नमुद केलेले असावे.
१०. पात्र उमेदवारांनी आपले अर्ज ई-मेल, पोष्टद्वारे अथवा प्रत्यक्ष कार्यालयीन वेळेत सादर करावेत.
११. अर्ज करण्यासाठीची अंतिम मुदत: दिनांक १६.०८.२०२४ पर्यंत कार्यालयीन वेळेत या मुदतीत प्राप्त होणा-या अर्जाचाच विचार करण्यात येईल.
१२. पात्र उमेदवारांना मुलाखतीसाठी ई-मेल द्वारे कळविण्यात येईल.



(लीना बनसोड भा.प्र.से)

व्यवस्थापकिय संचालक

शबरी आदिवासी वित्त व विकास महामंडळ,

नाशिक-०२

## 1. Consultant – IT (Skill Development Project)

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| <b>Designation</b>                   | : | Consultant – IT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Post</b>                          | : | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Age</b>                           | : | Not more than 50 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Period</b>                        | : | The position will be for 11 months on contract basis.<br><br>Further contract renewal will be on requirement and performance based.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Location</b>                      | : | Nashik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Education Qualification</b>       | : | Graduate Degree in Computer Science (BE/B.Tech Comp./BCA/BCS)<br><br>Knowledge of Marathi Language and MS Office is essential.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Experience</b>                    | : | At least 05 years of working experience in Information and Technology sector.<br>Experience in handling websites related to government departments and skill development projects is preferred.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Remuneration</b>                  | : | Maximum up to Rs.60,000/- per month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Duties &amp; Responsibilities</b> | : | <ul style="list-style-type: none"> <li>• Regular coordination with Maharashtra State Skill Development Society for Mahaswayam web portal.</li> <li>• Managing a project website to disseminate information.</li> <li>• Planning and setting up the necessary IT infrastructure for the project, including hardware (computers, laptops, servers) and software (operating systems, applications).</li> <li>• Implementing and managing the Learning Management System (LMS) platform for delivering training content.</li> <li>• Developing and uploading training materials, assessments, and resources onto the LMS.</li> <li>• Tracking Project progress and generating reports.</li> <li>• Collecting, organizing, and analyzing project data related to learner performance, training outcomes, and program effectiveness.</li> <li>• Developing reports and dashboards to visualize data and provide insights.</li> <li>• Ensuring data privacy and security.</li> <li>• Providing IT support to project staff, trainers, and learners.</li> <li>• Conducting IT training sessions for project stakeholders as needed.</li> <li>• Troubleshooting technical issues and providing solutions.</li> <li>• Utilizing social media platforms to promote the project and engage with stakeholders.</li> <li>• Setting up and managing virtual meetings and training sessions.</li> <li>• Fulfilling all additional responsibilities assigned by superiors.</li> </ul> |
| <b>Selection Process</b>             | : | Through Exam OR Personal Interview OR Both.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## 2. Project Co-ordinator (Skill Development Project)

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| <b>Designation</b>                   | : | Project Co-ordinator (Skill Development Project)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Post</b>                          | : | 02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Age</b>                           | : | Not more than 50 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Period</b>                        | : | The position will be for 11 months on contract basis.<br><br>Further contract renewal will be on requirement and performance based.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Location</b>                      | : | One post at Nashik and One post at Nagpur                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Education Qualification</b>       | : | Any Graduate<br>Knowledge of Marathi Language and MS Office is essential.<br>Marathi and English Typing Compulsory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Experience</b>                    | : | At least 05 years of experience working in the field of skill training and entrepreneurship.<br>Experience of implementing skill development training schemes in government organization/sector is preferred.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Remuneration</b>                  | : | Maximum up to Rs.60,000/- per month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Duties &amp; Responsibilities</b> | : | <ul style="list-style-type: none"> <li>Contributing to project planning, defining project scope, objectives, and deliverables.</li> <li>Creating and managing project timelines, setting milestones, and ensuring adherence to deadlines.</li> <li>Identifying potential project risks, developing mitigation plans, and monitoring for issues.</li> <li>Developing and implementing effective communication channels for stakeholders.</li> <li>Collaborating with Branch offices to ensure seamless project implementation.</li> <li>Field visits as required.</li> <li>Tracking project progress, collecting data, and preparing reports.</li> <li>Engaging with selected skill development institutes to upload essential information on the portal.</li> <li>Coordinating activities and communication between stakeholders.</li> <li>Monitoring project expenses and ensuring adherence to the budget.</li> <li>Assisting beneficiaries in finding employment opportunities.</li> <li>Ensuring adherence to project guidelines, regulations, and reporting requirements.</li> <li>Supporting the Manager Project/ Head of Unit in acquiring necessary documents from training institutes for scheme implementation.</li> <li>Recommending fund allocation based on project completion at training institutes.</li> <li>Communicating with trainees via phone or in-person to address any issues they may encounter.</li> <li>Fulfilling all additional responsibilities assigned by superiors.</li> </ul> |
| <b>Selection Process</b>             | : | Through Exam OR Personal Interview OR Both.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

### 3. Consultant- Capacity Building

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| <b>Designation</b>                   | : | Consultant- Capacity Building                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Post</b>                          | : | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Age</b>                           | : | Not more than 50 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Period</b>                        | : | The position will be for 11 months on contract basis.<br><br>Further contract renewal will be on requirement and performance based.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Location</b>                      | : | Nashik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Education Qualification</b>       | : | Any Post Graduate<br>Knowledge of Marathi Language and MS Office is essential.<br>Marathi and English Typing Compulsory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Experience</b>                    | : | At least 05 years of experience of working in the field Training and Capacity building in a reputed organisation at State or National level<br>Experience of working in government organization/sector is preferred.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Remuneration</b>                  | : | Maximum up to Rs.75,000/- per month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Duties &amp; Responsibilities</b> | : | <ul style="list-style-type: none"> <li>• Conduct thorough assessments to identify capacity gaps and training needs of beneficiaries.</li> <li>• Develop comprehensive capacity building plans aligned with the objectives of livelihood schemes.</li> <li>• Design and develop training modules and materials tailored to different beneficiary groups.</li> <li>• Deliver training programs on various aspects of livelihood development, including entrepreneurship, financial management, market linkages, and technology adoption.</li> <li>• Provide mentorship and coaching to beneficiaries to support their growth and development.</li> <li>• Develop monitoring and evaluation frameworks to track the impact of capacity building initiatives.</li> <li>• Collect data on training outcomes and beneficiary performance.</li> <li>• Analyze data to identify areas for improvement and adjust training programs accordingly.</li> <li>• Collaborate with government agencies, NGOs, and other stakeholders to strengthen capacity building efforts.</li> <li>• Identify potential partners for resource sharing and knowledge exchange.</li> <li>• Build strong relationships with beneficiaries and community leaders to ensure program sustainability.</li> <li>• Manage the overall implementation of capacity building activities within the project timeline and budget.</li> <li>• Monitor project progress and ensure timely delivery of outputs.</li> <li>• Fulfilling all additional responsibilities assigned by superiors.</li> </ul> |
| <b>Selection Process</b>             | : | Through Exam OR Personal Interview OR Both.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

#### 4. Consultant- VAN-DHAN Vikas

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| <b>Designation</b>                   | : | <b>Consultant- VAN-DHAN Vikas Scheme</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Age</b>                           | : | Not more than 50 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Period</b>                        | : | The position will be for 11 months on contract basis.<br><br>Further contract renewal will be on requirement and performance based.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Location</b>                      | : | Nashik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Education Qualification</b>       | : | Post Graduate (M Sc Agri /MSW/ MBA/)<br>Knowledge of Marathi Language and MS Office is essential.<br>Marathi and English Typing Compulsory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Experience</b>                    | : | At least 05 years of relevant experience of working in the field of Value addition of Tribal Products, Market Linkages, Marketing<br>Experience of working in government organization/sector is preferred.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Remuneration</b>                  | : | Maximum up to Rs.75,000/- per month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Duties &amp; Responsibilities</b> | : | <ul style="list-style-type: none"> <li>• Developing project implementation plans in alignment with the scheme's objectives.</li> <li>• Identifying potential tribal groups and assessing their capacity for MFP-based enterprises.</li> <li>• Designing training modules and conducting capacity building programs for tribal beneficiaries.</li> <li>• Establishing linkages with market players for the sale of value-added MFP products.</li> <li>• Monitoring project progress and ensuring timely achievement of targets.</li> <li>• Providing technical guidance on MFP processing, value addition, and product development.</li> <li>• Identifying suitable technologies and equipment for MFP processing.</li> <li>• Assisting in the establishment of processing units and infrastructure.</li> <li>• Ensuring quality control and standardization of MFP products.</li> <li>• Developing marketing strategies for value-added MFP products.</li> <li>• Identifying potential markets and building relationships with buyers.</li> <li>• Exploring opportunities for export of value-added MFP products. Preparing project budgets and financial plans.</li> <li>• Monitoring project expenditures and ensuring financial discipline.</li> <li>• Providing inputs for cost-benefit analysis of MFP-based enterprises.</li> <li>• Coordinating with various departments and agencies involved in the scheme.</li> <li>• Conducting awareness campaigns about the benefits of the VAN-DHAN Vikas Scheme.</li> <li>• Fulfilling all additional responsibilities assigned by superiors.</li> </ul> |
| <b>Selection Process</b>             | : | Through Exam OR Personal Interview OR Both.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

## 5. Consultant- Finance

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|--------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Designation</b>                   | : | <b>Consultant- Finance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Post</b>                          | : | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Age</b>                           | : | Not more than 50 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Period</b>                        | : | The position will be for 11 months on contract basis.<br>Further contract renewal will be on requirement and performance based.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Location</b>                      | : | Nashik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Education Qualification</b>       | : | Post Graduate (M.com/MBA-Finance/ CA Inter)<br><br>Knowledge of Marathi Language and MS Office is essential.<br>Knowledge of Tally Software is essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Experience</b>                    | : | At least 05 years of experience of working in the field<br>In-depth knowledge of government accounting and financial management principles, double entry system<br><br>Experience of working in government organization/sector is preferred.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Remuneration</b>                  | : | Maximum up to Rs.75,000/- per month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Duties &amp; Responsibilities</b> | : | <ul style="list-style-type: none"> <li>• Developing and implementing financial plans and budgets.</li> <li>• Conducting financial feasibility studies for new projects or initiatives.</li> <li>• Preparing financial statements, final accounts as per company act and reports in accordance with government accounting standards.</li> <li>• Ensuring timely and accurate financial reporting.</li> <li>• Analysing financial data to identify trends and patterns.</li> <li>• Conducting cost-benefit analyses of various programs and projects.</li> <li>• Identifying opportunities for cost reduction and efficiency improvements.</li> <li>• Providing financial advice to management on decision-making.</li> <li>• implementing internal controls to safeguard financial assets.</li> <li>• Complying with financial regulations and policies.</li> <li>• Filing of GST Returns.</li> <li>• Ensuring compliance with grant regulations and reporting requirements.</li> <li>• Monitoring grant expenditures and performance.</li> <li>• Monitoring tax compliance and enforcement.</li> <li>• Strengthening financial management systems and processes.</li> <li>• Building capacity within the government finance department.</li> <li>• Coordinating with external auditors.</li> </ul> |

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|                          |   | <ul style="list-style-type: none"> <li>• Ensuring compliance with government financial regulations and standards.</li> <li>• Identifying and addressing audit findings.</li> <li>• Managing government cash flow and investments.</li> <li>• Fulfilling all additional responsibilities assigned by superiors.</li> </ul> |
| <b>Selection Process</b> | : | Through Exam OR Personal Interview OR Both.                                                                                                                                                                                                                                                                               |

**Note : Retired Government Officers class II and above as well as Bank Officers with relevant experience may also apply. Age criteria for such candidates shall not be applicable**

## 6. Consultant- Financial Inclusion

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| <b>Designation</b>                   | : | <b>Consultant- Financial Inclusion (NSTFDC Loan Scheme)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Post</b>                          | : | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Age</b>                           | : | Not more than 50                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Period</b>                        | : | The position will be for 11 months on contract basis.<br>Further contract renewal will be on requirement and performance based.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Location</b>                      | : | Nashik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Education Qualification</b>       | : | Any post graduate<br>Knowledge of Marathi and MS Office is essential.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Experience</b>                    | : | At least 5 years working in Financial Inclusion/ Bank Linkage/ Micro Finance/ Entrepreneurship Development.<br><br>Candidates having relevant experience of livelihoods promotion as well as financial inclusion/micro finance in tribal prone areas with good academic record & innovative ideas will be preferred.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Remuneration</b>                  | : | Maximum up to Rs.75,000/- per month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Duties &amp; Responsibilities</b> | : | <ul style="list-style-type: none"> <li>• Develop a comprehensive understanding of the NSTFDC loan scheme, its eligibility criteria, interest rates, repayment terms, and other relevant details.</li> <li>• Create and deliver training programs for tribal community members, SHGs, and other stakeholders on the scheme's benefits, application process, and documentation requirements.</li> <li>• Conduct financial literacy programs for tribal communities to improve their understanding of basic financial concepts, savings, budgeting, and credit.</li> <li>• Empower tribal people to make informed financial decisions and build financial resilience.</li> <li>• Assess the creditworthiness of tribal borrowers based on their income, repayment capacity, and project viability.</li> <li>• Prepare credit appraisal reports and risk assessment documents.</li> <li>• Ensure adherence to credit policies and guidelines.</li> <li>• Oversee the disbursement of loans to eligible beneficiaries.</li> <li>• Monitor loan utilization and repayment performance.</li> <li>• Take necessary steps to recover overdue loans.</li> <li>• Conduct regular field visits to tribal areas to identify potential beneficiaries and assess their needs.</li> <li>• Build relationships with tribal leaders, community organizations, and other stakeholders.</li> <li>• Identify and address challenges faced by tribal communities in accessing financial services.</li> <li>• Maintain accurate records of loan applications, approvals, disbursements, and repayments.</li> <li>• Prepare regular reports on scheme performance, including loan disbursement, repayment rates, and impact indicators.</li> <li>• Contribute to the development of MIS for effective monitoring and evaluation.</li> <li>• Collaborate with other departments and agencies involved in tribal development.</li> <li>• Coordinate with banks and financial institutions for smooth</li> </ul> |

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|                          |   | loan disbursement and recovery. <ul style="list-style-type: none"> <li>• Participate in relevant meetings and workshops.</li> <li>• Fulfilling all additional responsibilities assigned by superiors.</li> </ul> |
| <b>Selection Process</b> | : | Through Exam OR Personal Interview OR Both.                                                                                                                                                                      |

**Note:** Retired Government Officers class II and above as well as Bank Officers with relevant experience may also apply. Age criteria for such candidates shall not be applicable

## 7. Consultant – Livestock/Fisheries Expert

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| <b>Designation</b>                   | : | Consultant – Livestock/Fisheries Expert                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Post</b>                          | : | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Age</b>                           | : | Not more than 50 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Period</b>                        | : | The position will be for 11 months on contract basis.<br><br>Further contract renewal will be on requirement and performance based.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Location</b>                      | : | Nashik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Education Qualification</b>       | : | Post Graduate Diploma completed in Fisheries or Aquaculture or Livestock or Dairy Development or Goatary/Poultry Management.<br><br>OR<br><br>Post Graduate Degree/Graduate Degree in Fisheries or Veterinary Science or Dairy Management.<br><br>Knowledge of Marathi and MS Office is essential.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Experience</b>                    | : | At least 5 years working in Rural Development/ Poverty Alleviation/ Livelihoods Promotion through Livestock/Fisheries / Livestock Business Development/ Value Chain Development/ Entrepreneurship Development.<br><br>Candidates having relevant experience of livelihoods promotion through livestock/fisheries in tribal prone areas with good academic record & innovative ideas will be preferred.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Remuneration</b>                  | : | Maximum Rs. 75,000/- per month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Duties &amp; Responsibilities</b> | : | <ul style="list-style-type: none"> <li>• Take leadership role in designing and development of various schemes/projects, work plans, perspective plans for the tribal communities related to Livestock/Fisheries Livelihoods portfolio and relevant sub sectors.</li> <li>• Undertake regular consultations with community to understand current livestock/fisheries-based livelihoods practices and motivating them to upscale current model or adopt innovative models.</li> <li>• Develop standard rearing best practices which reduces management costs for rearing livestock and fisheries-based interventions in tribal prone areas.</li> <li>• Develop comprehensive plan for livelihoods enhancement of tribal communities through establishment of FPOs, value addition models, develop linkages with market players etc.</li> <li>• Develop backward and forward linkages to the various community institutions, FPOs and their federations of tribal communities related to livestock/fisheries-based livelihoods promotion.</li> <li>• Along with the technical partners like NGOs, Trusts, CSR Organizations, Private sector players, Government &amp; Semi Government Agencies etc. initiate actions to prepare projects/schemes for upliftment of tribal livelihoods.</li> <li>• Identify technically feasible and financially viable sub-projects that are linked to markets and can be undertaken by the target group HHs in particular FPOs and also explore the funding and financing possibilities including convergence.</li> <li>• Identify micro-enterprises that have market &amp; production potential and develop viable models for support and financing.</li> <li>• Work with line departments to maximise activities under</li> </ul> |

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|                          |   | <p>livestock/fisheries-based livelihoods promotion under the convergence model.</p> <ul style="list-style-type: none"> <li>• Undertake regular interaction with project stakeholders to check whether the activities are aligned with the needs of the target community.</li> <li>• Facilitate the efforts of field staff to promote livestock/fisheries-based livelihoods interventions and provide handholding regularly.</li> <li>• Liason with resource/partner organisations associated with various schemes on regular basis.</li> <li>• Write case studies and generate content related to livelihoods for replication in other areas.</li> <li>• Initiate actions to promote FPOs to increase their bargaining power in the market places and to gain the benefits of market institutions.</li> <li>• Carry out specific market analysis to bring improvement in marketing and ensure better returns to tribal communities engaged in livestock/fisheries-based livelihoods.</li> <li>• Do scrutiny and participate in selection process for the various proposals received under specific schemes.</li> <li>• Compilation of monthly, quarterly and annual progress report and sharing with the concerned authorities.</li> <li>• Any other task as allocated by competent authority time to time.</li> </ul> |
| <b>Selection Process</b> | : | Through Exam OR Personal Interview OR Both.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**Note:** Retired Government Officers class II and above as well as Bank Officers with relevant experience may also apply. Age criteria for such candidates shall not be applicable

## **8. Project Coordinator – Media & Mass Communication**

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| <b>Designation</b>                   | : | Young Professional – Media & Mass Communication                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Age</b>                           | : | Not more than 50 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Period</b>                        | : | The position will be for 11 months on contract basis.<br><br>Further contract renewal will be on requirement and performance based.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Location</b>                      | : | Nashik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Education Qualification</b>       | : | Post Graduate Degree/Diploma in Mass Media or Journalism or Mass Communication or Advertising or Public Relations or Business Administration or Social Work or Development Studies from a reputed University/Institute.<br><br>Knowledge of Marathi and MS Office is essential.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Experience</b>                    | : | 5 years' experience in relevant field.<br><br>Experience of working in Knowledge Management/ Information, Education and Communication/Research and documentation activities in Rural Development / Social Mobilization/ Poverty alleviation/ Livelihoods promotion programmes.<br><br>Knowledge and experience of handling media contacts and ensuring widest coverage of news and events.<br><br>Adopt at developing quality case studies documenting success stories from tribal communities and dissemination of the same.<br><br>Knowledge of using social media platforms like Facebook, X (Twitter), You Tube, WhatsApp, Instagram etc. to disseminate success stories.<br><br>Knowledge on video production process including familiarity of different video formats, editing techniques.<br><br>Working knowledge of software's like PageMaker, Quark Express, Photoshop, Coral Draw etc. related to Media & Mass Communication will be preferred.<br><br>Good writing and presentations skills are desirable. |
| <b>Remuneration</b>                  | : | Maximum Rs. 65,000/- per month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Duties &amp; Responsibilities</b> | : | <ul style="list-style-type: none"> <li>• Execution and monitoring of sanctioned livelihoods projects/schemes through regular field visits and reviews.</li> <li>• Develop innovative strategies to capture case studies, best practice learning notes, handouts, short films in order to support the overall knowledge management agenda for the organization.</li> <li>• Closely working with other thematic unit for designing of training materials and IEC Tool, IEC materials kits for dissemination.</li> <li>• Actively contribute towards content development and regular updating of website.</li> <li>• Build partnership with specific knowledge management resource agencies, academic institutions and research firms.</li> </ul>                                                                                                                                                                                                                                                                         |

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|                          |   | <ul style="list-style-type: none"> <li>• Special effort to document and share towards success stories emerging from tribal communities.</li> <li>• Develop and maintain a database of local media (Print, TV, Radio, social media etc) contacts and disseminate success stories for circulation in mass media.</li> <li>• Sharing media coverage of success stories with stakeholders to promote interest in project activities.</li> <li>• Play a lead role in knowledge sharing including learning and exposure visits, workshops and seminars and in producing knowledge products.</li> <li>• Promote enabling work environment in-order to maximise intra thematic and cross thematic exchange of ideas, co-operation, plans and strategies for implementation.</li> <li>• Report regularly to competent authorities in form of generating MPR's, QPR's and other relevant reports.</li> <li>• Maintain information regarding produce and products of FPOs/CBOs members, markets (price and trends), commodity wise details.</li> <li>• Support in collection of information/data for development of new proposals related to livelihoods promotion.</li> <li>• Facilitate workshops, consultations necessary for development contents of livelihoods-based projects.</li> <li>• Identify and document best practices in going projects/schemes for further expansion.</li> <li>• Support in developing crop specific best practices/sustainable agricultural practices which reduces production costs and enhance production potential in tribal prone areas.</li> <li>• Undertake regular interaction with project stakeholders to check whether the activities are aligned with the needs of the target community.</li> <li>• Liason with resource/partner organisations associated with various schemes on regular basis.</li> <li>• Write case studies and generate content related to livelihoods for replication in other areas.</li> <li>• Support in scrutiny for selection process for the various proposals received under specific schemes.</li> <li>• Support in Compilation of monthly, quarterly and annual progress report and sharing with the concerned authorities.</li> <li>• Any other task as allocated by competent authority time to time.</li> </ul> |
| <b>Selection Process</b> | : | Through Exam OR Personal Interview OR Both.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

**Note:** Retired Government Officers class II and above as well as Bank Officers with relevant experience may also apply. Age criteria for such candidates shall not be applicable

## 9. Project Coordinator – Livelihoods

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| <b>Designation</b>                   | : | Young Professional – Livelihoods                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Post</b>                          | : | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Age</b>                           | : | Not more than 50 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Period</b>                        | : | The position will be for 11 months on contract basis.<br><br>Further contract renewal will be on requirement and performance based.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Location</b>                      | : | Nashik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Education Qualification</b>       | : | Post Graduate in Rural Management or Agri-Business Management or Rural Marketing or MBA in Marketing from a reputed University/Institute.<br><br>Knowledge of Marathi and MS Office is essential.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Experience</b>                    | : | 5 years' experience in livelihoods promotion.<br><br>Experience of working in marketing / supply chain within a corporate environment would be preferred.<br><br>Field experience in large scale livelihoods promotion programme with good academic record & innovative ideas will be preferred.<br><br>Good data analysis and conceptualized skills is desirable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Remuneration</b>                  | : | Maximum Rs. 60,000/- per month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Duties &amp; Responsibilities</b> | : | <ul style="list-style-type: none"> <li>• Execution and monitoring of sanctioned livelihoods projects/schemes through regular field visits and reviews.</li> <li>• Analysis competitiveness and business plans for FPOs and implementing agencies projects.</li> <li>• Maintain information regarding produce and products of FPOs/CBOs members, markets (price and trends), commodity wise details.</li> <li>• Identify institutional buyers, market players, local buyers etc for creating forward linkages with FPOs/CBOs.</li> <li>• Support in collection of information/data for development of new proposals related to livelihoods promotion.</li> <li>• Support in execution of capacity building plans for organization staff and FPO members.</li> <li>• Facilitate workshops, consultations necessary for development livelihoods-based projects.</li> <li>• Identify and document best practices in going projects/schemes for further expansion.</li> <li>• Ensuring data collection and entry into MIS for monitoring and evaluation of ongoing livelihoods schemes/projects.</li> <li>• Undertake regular consultations with community to understand current livelihoods practices and motivating them to upscale current model or adopt innovative livelihoods models.</li> <li>• Support in developing crop specific best practices/sustainable agricultural practices which reduces production costs and enhance production potential in tribal prone areas.</li> <li>• Support in developing comprehensive plan for livelihoods</li> </ul> |

|                          |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          |   | <p>enhancement of tribal communities through establishment of FPOs, value chain models, creating market linkages etc.</p> <ul style="list-style-type: none"> <li>• Undertake regular interaction with project stakeholders to check whether the activities are aligned with the needs of the target community.</li> <li>• Liason with resource/partner organisations associated with various schemes on regular basis.</li> <li>• Write case studies and generate content related to livelihoods for replication in other areas.</li> <li>• Carry out specific market and commodity analysis to bring improvement in marketing and ensure better returns to the FPOs and in this respect establish linkage with the private sector players and draw specific plans for development.</li> <li>• Support in scrutiny for selection process for the various proposals received under specific schemes.</li> <li>• Support in Compilation of monthly, quarterly and annual progress report and sharing with the concerned authorities.</li> <li>• Any other task as allocated by competent authority time to time.</li> </ul> |
| <b>Selection Process</b> | : | Through Exam OR Personal Interview OR Both.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## 10. Project Co-ordinator (Branch Office)

|                                      |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Designation</b>                   | : | Project Co-ordinator (Branch Office)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Post</b>                          | : | 08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Age</b>                           | : | Not more than 50 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Period</b>                        | : | The position will be for 11 months on contract basis.<br><br>Further contract renewal will be on requirement and performance based.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Location</b>                      | : | Nashik Head Office, Branch Office - Nashik, Nandurbar, Jawhar, Junnar, Gadchiroli, Yavatmal, Deori                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Education Qualification</b>       | : | Post Graduate Degree/Diploma completed in Rural Development or Rural Management or Agri-Business Management.<br><br>Post Graduate Degree in Agriculture or Agriculture Engineering or Forestry or Fisheries or Horticulture or Veterinary Science or Dairy Management or Natural Resource Management.<br><br>Knowledge of Marathi and MS Office is essential.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Experience</b>                    | : | At least 05 years working in Rural Development/ Poverty Alleviation/ Livelihoods Promotion / Agri. Business Development/ Value Chain Development/ Entrepreneurship Development.<br><br>Candidates having relevant experience of livelihoods promotion in tribal prone areas with good academic record & innovative ideas will be preferred.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Remuneration</b>                  | : | Maximum up to Rs.60,000/- per month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Duties &amp; Responsibilities</b> | : | <ul style="list-style-type: none"> <li>• Developing detailed project plans, work plans, and budgets aligned with the department's goals and objectives.</li> <li>• Identifying target beneficiaries and conducting baseline surveys to assess their needs and potential.</li> <li>• Establishing partnerships with relevant government departments, NGOs, and other stakeholders.</li> <li>• Ensuring timely procurement of necessary resources, materials, and equipment.</li> <li>• Organizing and conducting training programs on various livelihood skills such as agriculture, animal husbandry, handicrafts, and entrepreneurship.</li> <li>• Providing technical assistance and support to beneficiaries.</li> <li>• Facilitating skill upgradation and capacity building.</li> <li>• Maintaining accurate financial records and preparing regular financial reports.</li> <li>• Ensuring compliance with financial regulations and guidelines.</li> <li>• Developing monitoring and evaluation frameworks.</li> <li>• Collecting and analysing data on project performance and impact.</li> <li>• Preparing regular progress reports and sharing findings with stakeholders.</li> <li>• Identifying challenges and recommending corrective</li> </ul> |

|                          |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          |   | <p>measures.</p> <ul style="list-style-type: none"> <li>• Building strong relationships with tribal communities.</li> <li>• Empowering community-based organizations and self-help groups.</li> <li>• Creating awareness about government schemes and benefits.</li> <li>• Coordinating with other departments and agencies involved in tribal development.</li> <li>• Building strong partnerships with NGOs and civil society organizations.</li> <li>• Understanding and respecting tribal customs and traditions is crucial for effective program delivery.</li> <li>• Regular field visits to sanction projects and reporting to head office.</li> <li>• Fulfilling all additional responsibilities assigned by superiors.</li> </ul> |
| <b>Selection Process</b> | : | Through Exam OR Personal Interview OR Both.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

# APPLICATION FORM

## 1. NAME OF THE POST APPLIED FOR:

If applying for Project Coordinator (Branch Office) Post then give 3 preferences

| Sr. No. | Preference (Branch Office) |
|---------|----------------------------|
| 1       |                            |
| 2       |                            |
| 3       |                            |

## 2. GENERAL INFORMATION:

|                                     |   |                     |             |         |
|-------------------------------------|---|---------------------|-------------|---------|
| <b>NAME in Full</b> (Block Letters) | : | First Name          | Middle Name | Surname |
|                                     |   |                     |             |         |
| <b>Gender</b>                       | : |                     |             |         |
| <b>Date of Birth</b>                | : |                     |             |         |
| <b>Age as on 25/07/2024</b>         | : |                     |             |         |
| <b>Nationality</b>                  | : |                     |             |         |
| <b>Marital Status</b>               | : |                     |             |         |
| <b>ADDRESS</b>                      | : | Present Address –   |             |         |
|                                     |   | Permanent Address – |             |         |
| <b>Mobile No.</b>                   | : |                     |             |         |
| <b>E-mail</b>                       | : |                     |             |         |

## 3. CURRENT JOB POSTING:

## 4. COMPANY/ORGANISATION:

## 5. CURRENT PLACE OF POSTING:

## 6. CURRENT CTC (Rs.):

**7. NUMBER OF YEARS OF EXPERIENCE** (Provide Documents):

|                                                  |   |                          |
|--------------------------------------------------|---|--------------------------|
| <b>Total</b>                                     | : | ----- Years ----- Months |
| <b>Relevant to the post<br/>being advertised</b> | : | ----- Years ----- Months |

**8. EDUCATIONAL QUALIFICATION:** (Starting from latest)

| <b>Sr.<br/>No</b> | <b>Degree/Course<br/>Completed</b> | <b>Month &amp; Year<br/>of Passing</b> | <b>Name of Institute &amp;<br/>University/ Board</b> | <b>Marks / Grades<br/>Obtained</b> |
|-------------------|------------------------------------|----------------------------------------|------------------------------------------------------|------------------------------------|
|                   |                                    |                                        |                                                      |                                    |
|                   |                                    |                                        |                                                      |                                    |
|                   |                                    |                                        |                                                      |                                    |

**9. LANGUAGES** (Write Average/Good/Excellent):

| <b>Language</b> | <b>Read</b> | <b>Write</b> | <b>Speak</b> |
|-----------------|-------------|--------------|--------------|
| English         |             |              |              |
| Marathi         |             |              |              |
| Hindi           |             |              |              |

**10. EMPLOYMENT RECORD:** (Starting from latest)

|                         |   |  |
|-------------------------|---|--|
| <b>From -To</b>         | : |  |
| <b>Employer</b>         | : |  |
| <b>Position</b>         | : |  |
| <b>Location</b>         | : |  |
| <b>Duties Performed</b> | : |  |

|                         |   |  |
|-------------------------|---|--|
| <b>From -To</b>         | : |  |
| <b>Employer</b>         | : |  |
| <b>Position</b>         | : |  |
| <b>Location</b>         | : |  |
| <b>Duties Performed</b> | : |  |

|                         |   |  |
|-------------------------|---|--|
| <b>From -To</b>         | : |  |
| <b>Employer</b>         | : |  |
| <b>Position</b>         | : |  |
| <b>Location</b>         |   |  |
| <b>Duties Performed</b> | : |  |

## **11. MAJOR ACHIEVEMENTS:**

## **12. DECLARATION:**

I, the undersigned, certify that to the best of my knowledge and belief, this Application Form correctly describes myself, my qualifications and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

**DATE:**

**SIGNATURE:**