

District Magistrate cum Deputy Commissioner, Palamu
District Planning Office, Palamu
1st Floor Block -C; New Administrative Building, Medininagar 822101
Contact No.: 9997335193
Website: www.palamu.nic.in

Advertisement Reference No: -01/2021-22

Date: - 24th Jul, 2021

Notification for Recruitment of Dedicated Human Resource
Establishment of a Project Management Unit in Palamu

| S. No | INFORMATION | DETAILS |
|--------------|---|--|
| 1 | Purpose of Advertisement | Recruitment Notification for Establishment of a Project Management Unit under District Minerals Fund Trust (DMFT), to Manage & Execute Various Programs/ Welfare Schemes launched by State Government/ Government of India for District Administration of Palamu |
| 2 | Number of Vacancies | Project Lead (01); Junior Research Fellow (02) |
| 3 | Remuneration | Project Lead – On the basis of last drawn Salary/ Industrial Standard Junior Research Fellow – On the basis of last drawn Salary/ Industrial Standard NOTE: Tax Deductions applicable as per the current AY Slab |
| 4 | Period of Engagement | Nature of Job – Contractual Contract Period – 11 Months (can be extended on the basis of performance/ need of District Administration) |
| 5 | LAST DATE & TIME OF RECEIPT OF Applications | 05:00 PM; 31 st Jul, 2021 |
| 6 | Mode of Submission | Interested Candidates May E-mail their Resume with the Subject Header, “ Application for the Role of Project Lead/ Junior Research Fellow ” on dpopalamau@gmail.com |
| 7 | Helpline Number | 9997335193 |

NOTE: - For further information please visit website: www.palamu.nic.in

**Deputy Commissioner
Palamu.**

Collectorate Palamu, Jharkhand

District Planning Office, Palamu

Notification for Recruitment of Dedicated Human Resource

- 1) The Scope of Work for the role of **Project Manager** will include, but not limited to the following:
 - a. Understand the Objectives of the Program/ Welfare Scheme for each of the Funds that are at Disposal of District Administration
 - b. Understand the guidelines to utilize the Fund
 - c. Chalk out the Operational/ Functional Areas, define priorities
 - d. Coordinate with all members of the team and communicate the Goals & Objectives
 - e. Lead Primary/ Secondary Research, whenever needed
 - f. Design & Define processes for each of the tasks that the team needs to undertake
 - g. Define deadlines, make the PMU adhere to the deadlines
 - h. Monitor the overall progress and present it to the Decision Making body at regular (Read: desired) intervals
 - i. Motivate the team members to undertake the daily tasks and strengthen the analytical engine of the PMU
 - j. Communicate the roadblocks/ hindrances to the decision making body
 - k. Constantly streamline the processes to speed up the deliverables, integrate and automate the processes whenever and wherever required
 - l. Undertake any or every tasks assigned by the Decision Makers which are not mentioned in the scope of responsibilities
 - m. Support District Administration in Planning and Implementation of State Government's/ Government of India's Welfare Schemes and convergence to attain the common Goals
 - n. Analyze data of district through MIS Studies and on-the-ground surveys and share actionable data and feedback to the District Administration.
 - o. Engage with CSOs, Business Houses, Enterprises, Eminent Professionals, Local Influencers for accelerated development of the District
 - p. Seeding Innovations & Best Practices on Public Systems Program Delivery
 - q. Leveraging Technology to promote data driven approach of Governance

- 2) The Scope of Work for the role of **Junior Research Fellow** will include, but not limited to the following:
 - a. Identify Gaps on the basis of Indicators set by NITI Aayog - TADP
 - b. Undertake Primary/ Secondary Research whenever needed – design tools, methodology, methods for the research
 - c. Prepare frequent Reports for the Project Lead on defined format or should be able to design format and prepare reports
 - d. Communicate the findings of the Research Conducted to the Project Lead/ Decision Makers, as the case may be
 - e. Design Project Proposals to present them in front of Decision Making Body
 - f. Create a Knowledge Bank for the District Administration of the tasks that are being undertaken or for the projects which have been implemented in past
 - g. Should be able to demonstrate her/ his analytical skills and create an effective information dissemination channel in the domain of expertise

NOTE: The aforementioned tasks are subjective to situation prevailing in the respective areas, the teams, composition; tasks etc may or may not keep changing as per situation.

- 3) Required Qualifications/ Skills for the role of **Project Manager**:
 - a. The candidate must be above 25 Years of age and should not be more than 35 years of age as on 1st Apr, 2021
 - b. The candidate must possess a Bachelor's Degree (full time 3 years/ 4 years course) from a reputed Educational Institute and Post Graduate Degree in MBA/ PGDBM/

MSW/ MA – Social Sciences from Reputed Institute like TISS/ JNU/ IIM/ FMS/ IRMA/ XLRI/ XIMB etc

- c. Should have a work experience of 4-7 Years in at least one or more than one of the following sectors:
 - i. Health & Nutrition
 - ii. Education
 - iii. Agriculture
 - iv. Financial Inclusion
 - v. Skill Development
 - vi. Water & Sanitation
 - vii. Farm Based & Non – Farm Based Livelihood
 - viii. Non Timber Forest Produce
 - ix. Gender Equality
- d. Should be fluent in Hindi, English; excellent skills in MS Office Package (especially Power Point, Word & Excel) is mandatory
- e. Should have a logical approach towards designing Project Proposals, Detailed Project Reports, survey tools (the candidate must have knowledge of Social Research Methods, Advanced Methods for Data Analytics & Qualitative Research Methods)
- f. Should have the Work Experience of at least 3 years of working with District Administration/ State Government/ Government of India/ a Public Sector Undertaking on Government Welfare Schemes

4) Required Qualifications/ Skills for the role of **Junior Research Fellow:**

- a. The candidate must be above 21 Years of age and should not be more than 28 years of age as on 1st Apr, 2021
- b. The candidate must possess a Bachelor's Degree in either of the following:
 - i. Technology (B Tech, BSc, BCA etc)
 - ii. Rural Development
 - iii. Rural Management
 - iv. Social Sciences, and other similar courses; a Post Graduation Degree would be preferred but not mandatory
- c. Should have a work experience of 1-3 Years in at least one or more than one of the following sectors:
 - i. Health & Nutrition
 - ii. Education
 - iii. Agriculture
 - iv. Financial Inclusion
 - v. Skill Development
 - vi. Water & Sanitation
 - vii. Farm Based & Non – Farm Based Livelihood
 - viii. Non Timber Forest Produce
 - ix. Gender Equality
- d. Should be fluent in Hindi, English; excellent skills in MS Office Package (especially Power Point, Word & Excel) is mandatory
- e. Should have a logical approach towards designing Project Proposals, Detailed Project Reports, survey tools (the candidate must have knowledge of Social Research Methods, Advanced Methods for Data Analytics & Qualitative Research Methods)
- f. Work Experience of working with District Administration/ State Government/ Government of India/ a Public Sector Undertaking, on Government Welfare Schemes would be preferred but not mandatory

5) How to Apply: The interested candidates are supposed to send their CVs over an email to

- a. For Team Leader: with Subject Header, **“Application for the Role of Project Lead”** on dpopalama@gmail.com
- b. For Team Leader: with Subject Header, **“Application for the Role of Junior Research Fellow”** on dpopalama@gmail.com; on or before 31st Jul,

2021 @ 05:00 PM, any applications received after the deadline will be rejected

- c. The candidate can apply for either of one positions only, if a candidate applies for both the positions the candidature will be cancelled

6) Selection Process:

| Sl. No. | Selection Round | Submission Deadline | Expected Date of Results |
|---------|------------------|----------------------------|----------------------------|
| 1 | CV Short listing | 31st July, 2021 | 1 st Aug, 2021 |
| 2 | Case Study | 02 nd Aug, 2021 | 03 rd Aug, 2021 |
| 3 | Final Interview | 05 th Aug, 2021 | 06 th Aug, 2021 |

Candidates are supposed to strictly adhere to the aforementioned deadlines

NOTE2: Only the successful candidates for each of the rounds will be intimated over E mail

NOTE3: The candidates who qualify for Round 1 will be E mailed with a Case Study which they must solve and Email back within the deadline mentioned in the intimation mail

NOTE4: The candidates who will qualify the case study round will be contacted by the District Administration, Palamu for Final Interview

NOTE5: For final Interview the candidate must physically come down to Palamu, virtual interviews will only be considered under special circumstances and the right to change the decision will be reserved with District Administration, Palamu.

- 7) The number of vacancies are subjected to change as per discretion/ requirement of the District Administration
- 8) The District Administration reserves the right to accept or reject any application, and to annul the entire selection process at any time prior to award of contract, without thereby incurring any liability to the affected applicant or Applicants or any obligation to inform the affected Applicant or Applicants on the grounds for the District Administration's action
- 9) **LITIGATION:** Any dispute arising out of this Notification or the contract signed by the District Administration with the successful candidate(s) in the selection process shall be subjected to the jurisdiction of District Commissioner, Palamu.

**DEPUTY COMMISSIONER,
PALAMU**