

GUJARAT LIVELIHOOD PROMOTION Co. Ltd.

(Gujarat State Rural Livelihoods Mission)

Block No. 18, 3rd Floor. Udhog Bhavan, Sector-11

Gandhinagar-382011

(CIN: U74900GJ2010SGC060349)

General Information for Recruitment

Gujarat Livelihood Promotion Co. Ltd. (GLPC Ltd) is in the process of recruiting dynamic professionals purely on contractual basis at State & District level for its various vacancies/ different verticals.

Sr No	Name of the Post	Vacancies	Salary / Month (INR)
1	General Manager (GM)	9	Up to 60000
2	District Livelihood Manager (DLM)	8	Up to 50000
3	Project Manager (PM)	6	Up to 40000
Total		23	

Sr No	Designation	Vertical	Location / Place of Posting	No of Position
1	General Manager (GM)	Social Mobilization & Institutional Building (SM &IB)	Head Office - Gandhinagar	1
2	General Manager (GM)	Microfinance & Financial Inclusion (MF & FI)	Head Office - Gandhinagar	1
3	General Manager (GM)	Skill Training Placement (STP) & Capacity Building	Head Office - Gandhinagar	1
4	General Manager (GM)	Cottage Industries and Rural Service Sector (CRS)	Head Office - Gandhinagar	1
5	General Manager (GM)	Livelihood Promotion (Farm) - Agriculture & AHD	Head Office - Gandhinagar	3
6	General Manager (GM)	Human Resource & Admin	Head Office - Gandhinagar	1
7	General Manager (GM)	MIS & IT and System Management	Head Office - Gandhinagar	1
10	District Livelihood Manager (DLM)	General Administration and overall Project Implementation at District Level	District Rural Development Agency (DRDA) District of Gujarat	8

11	Project Manager (PM)	Social Mobilization and Institution Building	Head Office - Gandhinagar	1
12	Project Manager (PM)	Microfinance & Finance Inclusion	Head Office - Gandhinagar	1
13	Project Manager (PM)	Skill Training Placement & Capacity Building	Head Office - Gandhinagar	1
14	Project Manager (PM)	Marketing Interventions	Head Office - Gandhinagar	1
15	Project Manager (PM)	Livelihood Promotion (Farm) - Agriculture & AHD	Head Office - Gandhinagar	1
16	Project Manager (PM)	HR & Administration	Head Office - Gandhinagar	1
Total Positions				23

Offline applications are invited from eligible candidates for the following posts on Purely Contractual Recruitment basis.

For Further Details Like Educational Qualification, Experience, Age, role & responsibility, place of Posting etc. is mentioned **Annexure A- Job Description**

Important Dates:

Date: 31/08/2020: Off-line application start date

Date: 15/09/2020: Last date for Off-line application

Submission of Application:

- The Candidate shall submit their application in sealed envelopes, superscribed as *“Application for the Post of*”
- Separate applications needs to be submitted for each post as per eligibility criteria.
- Interested Candidates may send their CVs with required documents as above mention address: by currier/ speed post/ RPAD only
- No personal submission of applications will be accepted

Selection Process:

The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applications on the basis of criteria like age, educational qualification, experience etc. shall be called for Interview. The

interview for shortlisted candidates will be conducted either in- person at GLPC.

The authorities reserve all rights, not to call an applicant for Interview, without assigning any reason.

- The prescribed Essential Qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
- Based on the grading of Application Form, Candidates will be called for Personal Interview. Detailed Job Description, Specifications, Eligibility Criteria, Experience and other important instructions related to submission of applications will be posted on www.glpc.co.in on the date of advertisement.
- Venue of Personal Interview etc. will also be intimated to shortlisted candidate's email address [mentioned in application form by candidates].

General Information:

- Only Indian Nationals need to apply. The numbers of vacancies indicated above are provisional and may be increased or decreased depending on the actual requirement of the GLPC.
- Before filling up the Application form, the candidates must go through the detailed Advertisement. Please proceed to fill the application form only if you are satisfied that you **possess the minimum Essential Qualifications** stipulated for the post, otherwise, submitted application(s) shall be rejected outright.
- The applicants are advised to fill in all their particulars in the Application form carefully and attach recent passport size color photograph and self-attested scanned copies of the documents to support date of birth, educational qualification, experience, age relaxation, etc. As submission of wrong/incomplete information may lead to rejection. GLPC reserves the right

to reject applications not fulfilling the requisite criteria at any stage of the recruitment process.

- Each applicant is advised to submit only a single Application. However, if he/she submits multiple Application for multiple positions then he/she must ensure to submit the separate Application forms for each positions.
- Candidates seeking age relaxations are required to submit appropriate valid certificates in support.
- All the qualifications must be from recognized Indian Universities / Boards / Institutions only. Applicants having qualifications from any other countries shall upload equivalency certificate from UGC/AIU.
- The following certificate/documents are acceptable only as proof of Age (Any one):
 - Date of Birth as recorded in the Birth Certificate
 - Secondary School Leaving Certificate (SSLC)
 - Matriculation / Secondary School Certificate in which date of birth is mentioned
 - Aadhar Card with DOB
- The candidates are advised to Fill their correct and active e-mail address in the Application Form as all communications will be made by GLPC through e-mail only.
- The candidates are also advised to refer to www.glpc.co.in website of the GLPC for regular updates of the recruitment.
- Addendum/deletion/corrigendum (if any) shall be posted on the GLPC's Website only i.e www.glpc.co.in .
- The list of shortlisted candidates will be informed via Email. There will be no separate communication for candidates who are not shortlisted. No correspondence in this regard will be entertained.

- In case of any dispute/ambiguity that may occur in the process of selection, the decision of the GLPC shall be final and binding.
- Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts or tribunals situated **Gandhinagar , Gujarat** only
- GLPC reserves the right to not select any candidate for above post or cancel the advertisement at any stage without assigning any reason.
- Records of the candidate not selected shall be preserve only for a period of One Year from the date of publication of the list of selected candidates,
- Applicants by virtue of the act of application, commit themselves to the highest standards of the ethical practices. Fraudulent documents, canvassing in any form or influencing the process of recruitment at any stage shall not only result in rejection of the application but may also lead to legal action.

Disclaimers:

- All Positions are offered on a Fixed Term Contract basis for a maximum period of three years.
- Candidates who have been dismissed or discharged from duty due to disciplinary action by GLPC could not participate in the recruitment process, their application will not be entertained. If any candidate has applied in this manner and it comes to the notice of the office, he/she will be removed from selection process at any time.
- Mere eligibility doesn't guarantee a job.
- GLPC has reserves the sole right regarding the recruitment and to cancel this recruitment any point of time.

**Managing Director
GLPC**