

Government of Gujarat

Panchayat ,Rural Housing and Rural Development Department

Resolution No: IDB/102010/SFS- 2194-KH1

Sachivalaya, Gandhinagar. .

Dated: 16th November, 2010

Read:

1. Government Resolution Panchayat, Rural Housing and Rural Development Department No: JDB/102010/Mission Mangalam/ 404-SFS – 2194-KH-1 , dtd:31/3/2010
2. Government Resolution Panchayat, Rural Housing and Rural Development Department No: GVK/102010/SFS/2451-KH-1 dtd:4/5/2010
3. Government Resolution Panchayat, Rural Housing and Rural Development Department No: GVK/102010/SFS/2451-KH-1. Dated 31-5-2010
4. Certificate of Incorporation dtd:21/4/2010 issued by the Assistant Registrar of Companies, Gujarat, Dadra& Nagarhaveli
5. Government Resolution Panchayat, Rural Housing and Rural Development Department No: IDB/102010/2451(812)KH-1. dtd:13/9/2010.

Preamble:

Government has established a company named Gujarat Livelihood Promotion Co. Ltd. vide the references (1) to (4) above to implement State's livelihood initiative, Mission Mangalam and the National Rural Livelihood Mission (NRLM). In order to achieve the objectives of providing sustainable livelihoods to poor households in accordance with the goals of the Mission

Mangalam and NRLM, necessary human resources were required to be provided to the Gujarat Livelihood Promotion company Ltd. After careful consideration, the Government is pleased to approve the organizational structure of the Gujarat Livelihood Promotion Company Limited.

Resolution:

In order to fulfill its mandate the following Human Resource Structure under the terms and conditions specified hereunder is sanctioned for Gujarat Livelihood Promotion Company :

1. Posts at State level:

No.	Name of the Post	No. of the Post	Remarks
1	Sectoral Experts (General Manager)	11	1. H.R& Administration 2. Accounting and Internal Financial management 3. Social Mobilization and Institution Building 4. Skill Training, Placement & Capacity Building 5. Microfinance& Financial Inclusion 6. MIS and IT system Management 7. Livelihood Promotion-Agriculture & Agro based sector 8. Livelihood promotion-Animal Husbandry & Dairy Sector 9. Livelihood promotion-Cottage Industries, Service Sector 10.Livelihood promotion - Horticulture 11.Marketing Interventions
2	Project Managers	10	Under the above sectoral experts

2. Posts at District level:

No.	Name of the Post	No. of the Post	Remarks
1	District Manager	26	One post for each District
2	Domain Experts	104	4 post for each District. The Domains will be Social Mobilization and Institution Building, Micro Finance, Banking Coordination, Financial Inclusion. Livelihood Promotion- Agriculture and Dairy Sector, Cottage Industries, Services sector

3. Posts at Taluka level :

No.	Name of the Post	No. of the Post	Remarks
1	Taluka Livelihood Manager	225	One post for each Taluka
2	Livelihood Assistants	325	Two post in identified 100 Talukas and one post in remaining 125 Talukas each Taluka

The above sanctioned posts as mentioned in point no. 2 of Table 3. at Taluka level will have to be adopted in 100 Talukas only. The choice of Talukas will be done by the Gujarat Livelihood Promotion Co. Ltd. as per the concentration and strengths of Sakhi mandals in various Talukas.

4. Posts at Cluster Level:

No.	Name of the Post	No. of the Post	Remarks
1	Cluster level Workers	1233	One per 8 villages or 100 SHGs whichever is more. in 100 identified Talukas

550
1233
1933

~~2110~~ 75 - 140
104
26
225
325
1233

11
100
225
3225
1233
1931

The emoluments against the posts will be as under:

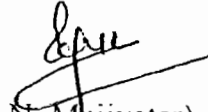
Designation	Experience (years)	<u>Annual CTC Rs.</u>
L5 General Manager State	10 to 15	7,20,000
L4 Manager District	06 to 10	6,00,000
L3 Project Officer state	2 to 06	4,80,000
L2 Asst. Project Officer Dist.	02 to 06	3,60,000
L1 Project officer Taluka	2 to 05	2,40,000

1. All posts would be filled on contractual basis for a fixed tenure of three years.
2. The Board of GLPC shall approve 3 to 4 levels under each category to attract experienced persons in the Company. These levels along with the compensation levels may be reflected in the Human Resource Manual of the Company.
3. Support services at State, District and Taluka level and positions of Assistant Project Manager (if required) at the state level would be procured through outsourcing.
4. The expenditure on establishment of GLPC would be provided as Grant -in-Aid from State budget after deducting amount received. if any from other sources including Government of India.
5. The Recruitment process for the above mentioned positions shall be as specified under the Human Resource Manual approved by the Board of GLPC (Chapter 3 Recruitment and Induction Rules hereby annexed as schedule- I to this Resolution)

6. GLPC shall develop an incentive program for its employees separately which shall be submitted to the State Government for approval.
7. GLPC shall submit proposal in respect of service conditions and allowances of its employees separately for approval of the State Government.
8. GLPC shall, at the earliest, formulate its organizational goals and verifiable targets which will form the basis of a Memorandum of Understanding with the State Government

This issues with the concurrence of the Government on the file of even number dated:24/9/2010.

By order and in the name of the Governor of Gujarat



(H.N. Mejjiyatar)
Deputy Secretary,
Panchyat Rural Housing and Rural
Development Department.

To:-

- Principal Secretary to His Excellency. The Governor .Raj Bhavan. Gandhinagar.
- Principal Secretary to Hon. Chief Minister. Sachivalaya .Gandhinagar.
- P.S. to Hon. Minister Finance, Sachivalaya. Gandhinagar.
- P.S. to Hon. Minister Panchayat. Sachivalaya .Gandhinagar.
- P.S. to Hon. Minister Finance (State), Sachivalaya. Gandhinagar.
- P.S. to Hon. Minister Panchayat (State), Sachivalaya .Gandhinagar.
- Deputy Secretary to Chief Secretary, Sachivalaya, Gandhinagar.
- Additional Chief Secretary. (Finance) Finance Department. Sachivalaya. Gandhinagar.
- Principal Secretary (Expenditure)Finance Department. Sachivalaya Gandhinagar.

- Additional Secretary (B), Finance Department, Sachivalaya, Gandhinagar.
- Additional Chief Secretary, Panchayat, Rural Housing & Rural Development Department, Sachivalaya ,Gandhinagar.
- Additional Chief Secretary, Urban Development& Urban Housing Department, Sachivalaya ,Gandhinagar.
- Principal Secretary & Commissioner Rural Development, Gandhinagar.
- Development Commissioner, Gujarat State, Gandhinagar.
- Deputy Secretary (Budget), PRH&RD Department, Sachivalaya , Gandhinagar.
- Financial Advisor, PRH&RD Department, Sachivalaya ,Gandhinagar.
- Managing Director, Gujarat Livelihood Promotion Company Limited, Gandhinagar.
- District Development Officer(All)/ Director. District Rural Development Agency(All)-through Commissionerate Rural Development
- Accountant General. Rajkot / Ahmedabad.
- Director of Accounts & Treasury. Gandhinagar.
- Assistant Director, Local Fund, Gandhinagar.
- Pay & Accounts Officer, Gandhinagar / Ahmedabad.
- Resident Audit Officer. Gandhinagar / Ahmedabad.
- Select File.

Schedule- I

Chapter 3 – RECRUITMENT AND INDUCTION

3.1 Recruitment Procedure

The Selection Committee under the Chairmanship of the Managing Director, GLPC shall be constituted for the purpose of recruitment of the personnel. The selection committee will consist of the following.

- (a) Managing Director of GLPC, as Chairperson of the Selection Committee
- (b) Senior Faculty from academic institution such as IRMA, EDI, Gujarat Vidyapith, etc.
- (c) Senior Officer from Government Departments / Agency such as Tribal Development Department, Women and Child Development Department, Social Justice and Empowerment Department or other relevant agency
- (d) Minimum two external experts of repute having experience of development sector, who could also be representative of partner institutions / professional agencies to whom the task of advertising and short-listing of candidates could be given.
- (e) Senior Officer from GLPC of relevant domain

The category – wise process of selection will be followed as shown below:

Designation	Application	Written Test	Group Discussion	Interview
General Manager	✓			✓
Project Manager- State	✓			✓
Assistant Project officer – District	✓	✓	✓	✓
Taluka Project officer	✓	✓	✓	✓
Cluster Coordinator/ Livelihood Promotion Workers	✓	✓	✓	✓

Application format will be designed for receiving the applications from candidates applying for all the above levels / posts. Engaging of Support Staff at State, District and Taluka is proposed to be done through outsourcing this task to professional manpower management agencies.

3.2 Method I: Campus Recruitment

The methodology of campus recruitment shall be applicable for recruiting personnel in the category L3 and L2 (Table No. 2.a). The campus recruitment shall be conducted in academic institutes of repute such as Institute of Rural Management, Anand; Tata Institute of Social Sciences, Mumbai; etc. The procedure for campus recruitment is as follows:

Step 1: Pre Placement Talk

The objective of such a procedure is to provide insights to students regarding the structure, nature of job, remuneration package being offered, career prospects and details of the recruitment process of the organization.

Step 2: Proficiency Test

In order to assess the conceptual skills, clarity and working knowledge on the issue, as well as written skills of expression; a proficiency test will be conducted. Based on the criteria set up by panel of recruiters the candidates will be shortlisted for step 3.

Step 3: Presentation and Personal Interview

A presentation will be made by the candidates upon the task assigned to them as a part of proficiency test. The presentation will be followed by personal interview to assess overall knowledge of the candidates.

However the above steps of recruitment process may change at the discretion of Selection Committee / Panel of recruiters, considering the situation on a case to case basis.

3.3 Method II: Open Advertisement Followed by Proficiency Test

The methodology of recruiting staff through Open Advertisement shall be applicable for category of staff L5 to L2. This task could be undertaken through government agencies like SPIPA or through professional manpower management / recruitment agencies. Even if this task is outsourced to an external agency, it will be binding on it to follow the procedure laid down as under. The procedure for open advertisement is described below:

Step 1: Advertisement & Publicity:

Advertisements will be issued in one national level English and one Gujarati newspaper.

It can also be published in popular job web sites.

Full details of the application form, terms of reference, sample contract document, etc. will be posted on the web site of the Gujarat Livelihood Promotion Company, once the website is functional.

Candidates will be given a minimum of 15 days time to apply.

Applications

can be accepted through email, post or courier. The mode of sending application will be clearly indicated in the advertisement. All the required qualifying documents, attested by a gazetted officer of the government, should be submitted along with the application.

Step 2: Registration & Tabulation of Applications:

- ☐ An officer or an agency will be assigned the task of entering all the applications in a register and to assign a specific serial number to each application.
- ☐ Details of every application will be listed in a tabular form. No observations or comments upon eligibility of any candidate are to be made along with this process.

Step 3: Short-listing of Applications

- ☐ The task of short-listing of candidates is to be made after careful scrutiny of documents attached, and ensuring that they are complying to qualifying standards.
- ☐ This can be undertaken by a Committee of competent professionals, in case it is outsourced to an external agency. In case it is undertaken by GLPC on its own, MD will constitute a Committee which would be headed by General Manager (HR), and other senior professionals.
- ☐ In case the concerned post requires Written Test, GLPC or the outsourced Agency shall ensure that an extremely objective test involving testing of professional knowledge, language skills, analytical ability, computer skills and sensitivity towards the cause of the Company is properly designed and undertaken. Tests will be held in important centers depending on the number of candidates.
- ☐ In cases where the post does not require Written Test, the above skills relating to analytical ability, social sensitivities, language and computer skills will be tested before the candidate is shortlisted for interview.
- ☐ Short listed candidates will be informed through letter and email. Other candidates will not be individually informed. Candidates will be given at least 15 days time for the next stage.

Step 4: Personal Interview and Tests for Personality and Skills:

- ☐ Team game
- ☐ Group Discussion
- ☐ Personal interview

The quorum for selection committee for undertaking the above exercise will be of three members. External experts and professionals invited to assist in this process would be eligible for an honorarium and reimbursement of their actual travel expenses. These terms will be approved by the Board of Directors.

Step 5: Issue of Offer Letters

The results of Step 4 will be individually informed to the candidates and selected candidate will be given 15 days or in case applicable, a notice period time of up to join, failing which the next candidate on the panel will be offered the assignment. In specific cases and after examining a written

request from a candidate, the MD may extend the time limit for joining suitably.

Some of the suitable candidates can also be empanelled as short term Consultants in levels during any stage of the selection process or if they are not found suitable for the advertised tasks during personal interviews but their skills and experience can be useful to GLPC for other activities; however, a decision in this matter will be taken by the selection committee.

3.4 METHOD III: Grading of Curriculum Vitae (Based on Advertisement)

Candidates will be selected on the basis of grading of CVs by a committee of experts. Outside persons shall be invited as members of committee. The grading will be based on defined objective key skills and experience which are required to perform the tasks efficiently. The shortlisted candidates will be selected through personal interview by the Selection Committee.

3.5 METHOD IV: Direct Approach to Individuals or Institutions in Specific Cases

Some individuals or institutions will be directly approached in specific cases. The terms of engagement would either be that of the sponsoring institutions or as decided by the competent authority of GLPC. The Selection Committee constituted by the Board of Directors will have full authority and flexibility to finalise the process of selection and terms and conditions in such a case.

3.6 METHOD V: Pre-Placement Offer

On successful completion of the internship, a pre placement offer can be made to interns of various institutes for joining the organization in the position which suits his/her qualification and experience. Based on the approved criteria of selection by the Board of Directors, the Selection Committee shall decide in such cases.