

Government of Karnataka  
**Abdul Nazir Sab State Institute of Rural Development &  
Panchayath Raj (ANSSIRD & PR)**

Lalith Mahal Road, Mysore – 570011  
(Tel. No. 0821-2522906, 2522907 and 2522908)

No.SIRD:

Date:05<sup>th</sup> December 2016

**NOTIFICATION**

Applications are invited from Eligible candidates for appointment of personnel under the UN Women project at Abdul Nazir Sab State Institute of Rural Development and Panchayath Raj (ANSSIRD & PR), Mysuru, for the following positions.

Sl. No.	Name of the Post	No. of Posts
1.	Consultant - Gender Responsive Governance	01
2.	Assistant Consultant - Gender Responsive Governance	01
3.	Administrative Assistant / Support	01
4.	Block Co-ordinators (one each for T. Narasipura, Nanjangud, Chamarajanagar and Yelandur block)	04

Qualifications and the required experience for the above positions are available in the Institute Website - [www.sirdmysore.gov.in](http://www.sirdmysore.gov.in). Candidates possessing the required qualifications should send the application in prescribed format by Registered Post Acknowledgement Due (RPAD) and relevant documents to the Director, ANSSIRD & PR, Lalith Mahal Road, Mysuru, during office hours on or before **5 p.m. on 24.12.2016**. No personal or hand delivery of applications will be accepted. Such applications not sent by RPAD will be rejected summarily. Soft copy of the applications should be mailed to [anssird@rediffmail.com](mailto:anssird@rediffmail.com) and [sirdmysore@gmail.com](mailto:sirdmysore@gmail.com). Shortlisted candidates should attend the interview at their own expense on the intimated date.

**Director**  
ANSSIRD & PR, Mysore

Government of Karnataka  
**Abdul Nazir Sab State Institute of Rural Development &  
Panchayath Raj (ANSSIRD & PR)**

Lalith Mahal Road, Mysore – 570011  
(Tel. No. 0821-2522906, 2522907 and 2522908)

No.SIRD:

Date: 19<sup>th</sup> November 2016

**EXPRESSION OF INTEREST FOR CONSULTANT AND ADMINISTRATIVE POSTS**

ANSSIRD & PR, Mysuru, desires to fill Consultant and Administrative Positions on Consultancy / Outsourcing basis to be based at ANSSIRD & PR, Mysuru. The area / discipline, No. of Posts / Positions, duration of the assignment, educational qualifications and experience are as follows:-

Sl. No.	Name of the Post	No. of Posts	Qualification and Experience	Duration
01.	Consultant - Gender Responsive Governance	01	<ul style="list-style-type: none"><li>➤ Masters Degree in the field of social sciences, rural development, women's studies or related fields. Ph. D Preferred</li><li>➤ Min 7-8 years of experience in NGOs or development sector with Min 5 five years of research and documentation experience</li><li>➤ Knowledge of gender related issues</li><li>➤ Proficient in MS Office-MS EXCEL. Knowledge of Statistical Softwares preferred</li><li>➤ Proficiency in English and Kannada languages</li></ul>	1-3 months
02	Assistant Consultant - Gender Responsive Governance	01	<ul style="list-style-type: none"><li>➤ Masters Degree in the field of social sciences, rural development, women's studies or related fields with min 3-4 years of experience in NGOs or development sector and a min 2 years of research and documentation experience</li><li>➤ Conversant gender related issues</li></ul>	30 days

Sl. No.	Name of the Post	No. of Posts	Qualification and Experience	Duration
			<ul style="list-style-type: none"> <li>➤ Knowledge of MS Office- especially MS EXCEL. Knowledge of Statistical Softwares preferred</li> <li>➤ Proficiency in English and Kannada</li> </ul>	
03	Administrative Assistant / Support	01	<ul style="list-style-type: none"> <li>➤ Any Post Graduate Degree with min 5 years of administrative assistance experience in a NGO / development project, preferably; experience in providing assistance in project co-ordination and implementation.</li> <li>➤ Proficiency in written and spoken English and Kannada along with typing knowledge in both the languages</li> <li>➤ Computer literacy is a must</li> </ul>	1 year
04	Block Co-ordinators (one each in Nanjangud, T. Narasipura, Chamarajanagar and Yelandur blocks)  Preferably from these taluks	04	<ul style="list-style-type: none"> <li>➤ Any Degree in the field of social sciences, rural development, women's studies and related fields</li> <li>➤ Min 4 years of experience in reputed NGOs or development sector with atleast 2 years of field experience</li> <li>➤ Very good understanding of gender related issues</li> <li>➤ Ability to work with the government machineries</li> <li>➤ Computer literacy is a must</li> <li>➤ Proficiency in Kannada and working knowledge of English</li> <li>➤ Willingness to travel in the remote villages</li> </ul>	1 year

- For Consultant - Gender Responsive Governance filled up on Consultancy basis for a period ranging from 1-3 months - consolidated remuneration of INR 50,000/- for the entire consultancy period
- Assistant Consultant - Gender Responsive Governance filled up on Consultancy basis for a period of around 30 days - consolidated remuneration of INR. 30,000/- for the entire consultancy period

- Administration Assistant / Support will be filled up on Consultancy basis - Consolidated monthly remuneration of Rs. 20,000/- per month
- Block Co-ordinators will be filled up on Consultancy basis on a consolidated monthly remuneration of Rs.15,000/- per month and Rs. 2,000/- as fixed travel allowance per month
- All the appointments will be on a temporary basis for the duration as stated above.

## **SCOPE OF WORK**

### **Consultant - Gender Responsive Governance:**

Working under the direct supervision of the **Director ANSSIRD & PR**, the **Consultant Gender Responsive Governance** will provide inputs and support implementation of UN Women's Work Plan on Gender Responsive Governance. Key Responsibilities include:

#### **a. Review of Modules Developed under phase I of UN Women Gender Responsive Governance project**

- Review of training resources and modules from phase I of UN Women project on decentralized planning & Budgeting / GPDP and development of training module on the strengthening GRG and conducting trainings

#### **b. Capacity Development**

- Support capacity development efforts on gender mainstreaming within the ANSSIRD & PR, developing module on women's leadership and participation in governance including, but not limited to, designing and conducting trainings
- Review of existing training resources on decentralized planning & Budgeting / GPDP and development of training module on the strengthening GRG and conducting trainings
- Support in the development of IEC and reference material related to the training module on women's leadership and participation in governance
- Support in the functional test of training modules

#### **c. Research and Documentation**

- Develop design, framework and tools for proposed research studies on promoting women's political participation and leadership. Support in Study Report / Situation Analysis on key gender issues in project districts. Undertaking field visits as and when required in the activities
- Document best practices on gender responsive governance with a focus on promoting women's political participation and leadership at the PRI level through field visits, and compilation best practices through desk research
- Identifying entry points and avenues for mainstreaming gender in identifying and developing framework for identifying gender friendly model GPs
- Provide assistance and technical support on any other tasks assigned by ANSSIRD & PR

### **Assistant Consultant - Gender Responsive Governance**

Working under the direct supervision of the **Director ANSSIRD & PR** and with the **Consultant Gender Responsive Governance** will support in providing inputs and support implementation of UN Women's Work Plan on Gender Responsive Governance. Key Responsibilities include:

#### **a. Review of Modules Developed under phase I of UN Women Gender Responsive Governance project**

- Support in review of training resources and modules from phase I of UN Women project on decentralized planning & Budgeting /GPDP and development of training module on the strengthening GRG and conducting trainings

#### **b. Capacity Development**

- Support capacity development efforts on gender mainstreaming within the ANSSIRD & PR, developing module on women's leadership and participation in governance including, but not limited to, designing and conducting trainings
- Support in review of existing training resources on decentralized planning & Budgeting /GPDP and development of training module on the strengthening GRG and conducting trainings.
- Support in the development of IEC and reference material related to the training module on women's leadership and participation in governance

- Support in the functional test of training modules

#### **c. Research and Documentation**

- Support in developing design, framework and tools for proposed research studies on promoting women's political participation and leadership Support in Study Report / Situation Analysis on key gender issues in project districts. Undertaking field visits as and when required in the activities
- Support in documentation of best practices on gender responsive governance with a focus on promoting women's political participation and leadership at the PRI level through field visits, and compilation best practices through desk research
- Support in identifying entry points and avenues for mainstreaming gender in identifying and developing framework for identifying gender friendly model GPs  
Support in providing assistance and technical support on any other tasks assigned by ANSSIRD & PR

#### **Administrative Assistant / Support**

##### **Summary of Key Functions:**

- Implementation of programme strategies
- Support to project management
- Support to administrative and financial activities
- Support to knowledge building and knowledge sharing
- Any other as specified by Director ANSSIRD & PR

##### **Terms of Reference**

- Monitor project budget and financial expenditures and their conformity to the work-plan; process direct payments and advance requests and prepare project budget revisions to be entered into filing and documentation. Liaise with UN Women Office on financial and administrative matters and ensure that all administrative and financial transactions are properly carried out according to the requirements of UN Women.
- Be responsible for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken. Assist in preparing research reports, field reports, project reports, and update projects files. Prepare minutes of project meetings. Prepare all documentation for project purposes.
- Assist in preparation of project events, visits, field work, research studies extending programme, operational and logistic support.
- Collect and analyzes data, prepare and update briefs, records and other documents on project implementation. Provide inputs for publication materials and collect information related to the Project.
- Liaise with project counterparts on day-to-day implementation of project activities.

- Perform other duties as determined by the Director ANSSIRD & PR.

### **Block Co-ordinators**

The Block Co-ordinators will be recruited on contractual basis to provide the required management and implementation support for all project activities in the district and sub district levels, under the overall guidance of Director ANSSIRD & PR and in coordination State project team.

S/he will be responsible for the successful completion of district and sub district level project targets.

**Detailed Scope of Work Specific tasks of the Block Coordinators will, inter alia, include the following:**

- a) Support in developing district and sub district level project plans and documentation in coordination and consultation with the State project team;
- b) Support and supervise timely implementation of all project activities and pilots in the district and sub district level;
- c) Make regular monitoring and supportive supervision visits to provide on-site support to Block and Gram Panchayaths under the project;
- d) Periodically assess capacity building needs of district and sub district level panchayat functionaries and elected representatives especially women and organize and facilitate relevant trainings in coordination with the state team;
- e) Ensure effective coordination between the existing programme activities and project activities (wherever required) in collaboration with the State team;
- f) Ensure timely allocation of budgets to the blocks and maintain database of funds received and allocated to the blocks under the project;
- g) Maintain all financial records and documents under the project and provide necessary assistance to the Audit as and when required;
- h) Prepare and submit the financial reports in the prescribed format to the State team every month within 10 days of end of the month;
- i) Prepare monthly progress / monitoring reports in the prescribed formats and submit the same to the State team;
- j) Coordinate with the related line departments at the district level for facilitating convergent / multi-sectoral activities under the project;
- k) Facilitate ongoing capacity building initiatives for panchayat functionaries and elected representatives especially women;
- l) Extend supportive supervision to the Motivators working with the GPs in organising meetings, Mahila / Gram Sabhas, at the village / GP level, etc.;
- m) Support in the formation of taluk level resource pool; and
- n) Facilitate engagement with potential civil society organizations, NGOs, etc. for partnership and support for project implementation

### **Selection Committee**

- The Selection Committee for all the positions mentioned above will have the following composition:
  - Director, ANSSIRD & PR will be the Chairperson of the Selection Committee.
  - Director, Panchayath Raj-2
  - Chief Executive Officer (CEO), Zilla Panchayath (ZP), Mysuru
  - Chief Executive Officer (CEO), Zilla Panchayath (ZP), Chamarajanagar
  - Faculty - DWACRA

## Quorum

At least 3 members shall constitute the quorum

## Criteria for Selection

Short listing for the Consultant positions in the ratio of 1:3 would be based on the Weighted Scores to be assigned as follows:

Percentage of Marks in the Qualifying examination	20 per cent
Higher Qualification - M.Phil - 5 Marks, M.Phil with Ph.D Thesis submitted - 7.5 Marks, Ph.D awarded - 10 Marks	Maximum of 20 Marks
No. of years of experience in the relevant field specifically field work - 5 Marks per year subject to a maximum of 30 marks	40 per cent
Interview Performance	20 per cent

- Original Ph.D / Master's Degree / Degree certificate and marks card issued by the University recognised by University Grants Commission shall be produced at the time of interview. Attested copies shall be sent along with application form.
- Field experience at the time of pursuing Ph.D work will not be counted for experience.
- Experience Certificate / relevant Publications for the all the activities shall be submitted by the candidates at the time of interview.
- Such of those candidates shortlisted in the above mentioned ratio will be called for an interview.
- Knowledge of Kannada - reading, writing and speaking is essential.
- The decision of the Selection committee will be Final

## GENERAL TERMS & CONDITIONS

- No other allowance such as DA / HRA etc., would be admissible for appointments on consultancy basis.
- **Age Limit:** The maximum age limit is 65 years as on December 1, 2016.
- **Leave:** Administrative Assistant / support and Block Co-ordinators shall be eligible for 12 days leave in a calendar year on pro-rata basis. No remuneration shall be drawn in case of his / her absence beyond 12 days in a year calculated on a pro-rata basis.
- No other benefits such as CPF, LTC and Medical Benefits etc. would be admissible for Staff.
- **All appointments are purely temporary and project based assignments and can be terminated at any time without be assigning any reasons.**
- Selected Candidates on Consultancy basis will have to sign an MoU with ANSSIRD & PR on the terms and conditions applicable to them.
- Candidates desirous of expressing their interest for above mentioned positions may submit their applications in the prescribed format, which can be downloaded from the website, latest by **5 p.m. on 24.12.2016**

## Important Dates

Issue of Notification	-	08 <sup>th</sup> December 2016
Last date for submitting applications	-	24 <sup>th</sup> December 2016
List of applications received (to be uploaded by ANSSIRD & PR on its website	-	27 <sup>th</sup> December 2016
List of eligible and ineligible applicants will be uploaded by ANSSIRD & PR on its website	-	30 <sup>th</sup> December 2016

**Application Format for Filling the Consultant and Assistant Consultant - Gender Responsive Governance Positions at ANSSIRD & PR, Mysuru on Consultancy basis**

Advt. No .....Post No.....

Post applied for.....

**SECTION - A: GENERAL**

1. Name in full (In Block Letters) Dr./Mr./Mrs/Ms.....

2. Date of Birth ..... (in words).....

3. Father's/Spouse Name.....

4. Mailing Address .....  
 .....  
 ..... Pin Code

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Tel. No (with STD code).....Mobile.....E-mail ID.....

5. Permanent Address.....  
 .....  
 ..... Pin Code

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6. Marital Status.....7. Nationality.....

8. State of Domicile .....

9. Category: SC/ST/OBC/PWD/General.....

10. Present Employer.....

**SECTION - B: QUALIFICATIONS & EXPERIENCE**

11. EDUCATIONAL QUALIFICATIONS (Starting with highest degree obtained):

Sl. No.	Examination/Degree	Name of Board/ College/University	Percentage of Marks/Final Grade	Subject(s)	Year of Passing/ award

(Please attach photocopies in support)

12. Whether Ph.D. awarded : Yes No If Yes, indicate the year of award.....

13. Title of Ph.D. thesis awarded.....  
 .....

14. Whether qualified UGC/CSIR NET/SLET/SET Yes  No   
 (If yes, indicate the year, and attach a photocopy of NET/SLET/SET certificate).....

15. Details of Employment Experience: (In chronological order starting with the most recent)  
 (Attach separate sheet if necessary)

Sl. No.	Name of Employer/Status of	Post held/ Designation	Period of Employment	Basic salary last drawn,	Nature of duties



	Institute/University (Govt./Quasi Govt./Autonomous etc.)				pay scale and Grade Pay	
			From	To		

**16. Summary of experience/performance**

Teaching Experience	From	To	Total	
			Years	Months
i. Teaching				
ii. Research				
iii.. Training				
iv. Field Work				

**17. List of Publications / Participation and Presentation in Workshops/Seminars/Conferences etc.**

**a. Books / Monographs / Working papers**

**b. Contributions to Books**

**c. Contributions to Journals**

**d. Contributions to Name of Newspaper / News Letter / Magazine**

**e. Other Academic and Public Activities (including talks and lectures)**

**18 Names of Two Referees**

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

\_\_\_\_\_

**(Signature of the Applicant)**

**20 Forwarding letter from present employer of the applicant.**

Forwarded with the remarks that Shri/Ms. \_\_\_\_\_ is working in this organization in the capacity as \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ and the institution/ organization has no objection to the candidature of the applicant being considered for the post applied for as above.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Head of the Institution**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**(Rubber Stamp)**

**FORM B**

**Application form for the Administrative Assistant and Block Co-ordinator's Positions**

**Application format for engagement as Consultant for the post of -----**

**I. PERSONAL DETAILS**

- 1. Name: .....
- 2. Father's /Husband's Name: .....
- 3. Date of Birth/Date of Retirement / Age: .....
- 4. Nationality: .....
- 5. Mailing address (with Tel./Mob. No. and E-mail address) .....
- .....
- 6. Permanent address: .....
- .....

**II. QUALIFICATIONS / EXPERIENCE**

7. Educational Qualifications:

Sl. No.	Examination/ Degree	Name of Board/ College/University	Percentage of Marks/Final Grade	Subject(s)	Year of Passing/ award

8. Work Experience:

Sl. No.	Name of Employer/Status of Institute/University (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Period of Employment		Remuneration	Nature of duties
			From	To		

- 1. Category: SC/ST/OBC/PH:
- 2. Any other information.....

**DECLARATION**

I .....hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / appointment shall be liable to cancellation / termination without notice or any compensation in lieu thereof.

I also understand that the position is on purely temporary basis and I will not have any claim for regularization

Place:.....

Signature of the Candidate

Date: