



ಅಭಿಯಾನ ನಿರ್ದೇಶಕರವರ ಕಛೇರಿ  
ಅಭಯ ಸಂಕೀರ್ಣ, #55, 4ನೇ ಮಹಡಿ, ರಿಸಾಲ್ಡರ್ ರಸ್ತೆ,  
ಶೇಷಾದ್ರಿಪುರಂ, ಬೆಂಗಳೂರು-560020  
ದೂರವಾಣಿ ಸಂಖ್ಯೆ: 080-23083000

ಪ್ರಕಟಣೆ ಸಂಖ್ಯೆ:ಕೆಎಸ್ಆರ್‌ಎಲ್‌ಪಿಎಸ್/ಎಡಿಎಂ/70/2014-15 ದಿನಾಂಕ: 27.10.2014

ಸಂಜೀವಿನಿ-ಕರ್ನಾಟಕ ರಾಜ್ಯ ಗ್ರಾಮೀಣ ಜೀವನೋಪಾಯ ಸಂವರ್ಧನ ಸಂಸ್ಥೆಯಿಂದ ರಾಜ್ಯ ಅಭಿಯಾನ ನಿರ್ವಹಣ ಘಟಕದಲ್ಲಿ ಖಾಲಿ ಇರುವ ಹುದ್ದೆಗಳಿಗೆ ಅರ್ಜಿಗಳನ್ನು ಆಹ್ವಾನಿಸಿದ್ದು, ಹುದ್ದೆಗಳ ವಿವರ ಈ ಕೆಳಕಂಡಂತಿವೆ.

ಹುದ್ದೆಯ ಹೆಸರು	ಸಂಖ್ಯೆ
ಸಹಾಯಕ ವ್ಯವಸ್ಥಾಪಕರು ಮಾನವ ಸಂಪನ್ಮೂಲ	೧
ಪ್ರೊಕ್ಯೂರ್‌ಮೆಂಟ್ ಆಫೀಸರ್	೧
ರಾಜ್ಯ ಕಾರ್ಯಕ್ರಮ ವ್ಯವಸ್ಥಾಪಕರು (ಪ್ರೊಕ್ಯೂರ್‌ಮೆಂಟ್)	೧

ಆಸಕ್ತಿಯುಳ್ಳ ಅಭ್ಯರ್ಥಿಗಳು ತಮ್ಮ ಬಯೋಡೇಟಾವನ್ನು ದಿನಾಂಕ 07.11.2014ರೊಳಗೆ ಇಮೇಲ್: [recruitment.ksrlm1@gmail.com](mailto:recruitment.ksrlm1@gmail.com)ಗೆ ಕಳುಹಿಸಬಹುದು.

ಹುದ್ದೆಯ ಹೆಚ್ಚಿನ ವಿವರಗಳು [www.rdpr.kar.nic.in](http://www.rdpr.kar.nic.in) ಇಲ್ಲಿ ಲಭ್ಯವಿರುತ್ತದೆ.

ಅಂತಿಮವಾಗಿ ಆಯ್ಕೆಯಾದ ಅಭ್ಯರ್ಥಿಗಳನ್ನು ಮಾನವ ಸಂಪನ್ಮೂಲ ಸಂಸ್ಥೆಯ ಮೂಲಕ ಪಡೆದು ಕೊಳ್ಳಲಾಗುವುದು.

ಸಹಿ/-

ಅಭಿಯಾನ ನಿರ್ದೇಶಕರು, (ಕರ್ನಾಟಕ ರಾಜ್ಯ ಗ್ರಾಮೀಣ ಜೀವನೋಪಾಯ ಸಂವರ್ಧನ ಸಂಸ್ಥೆ)

## Karnataka State Rural Livelihood Mission

Karnataka State Rural Livelihoods Mission (KSRLM) has been entrusted with the task of implementing National Rural Livelihoods Mission in the state of Karnataka. Sanjeevini is the name given to the Karnataka State Rural Livelihood Mission. Sanjeevini will be implemented in the State through a registered society called the **Karnataka State Rural Livelihood Promotion Society**. The mission of the KSRLM is - “To reduce poverty by providing gainful wage and self-employment opportunities through community institutions resulting in sustainable improvement in their livelihoods and to enhance the livelihood opportunities.”

KSRLPS – Sanjeevini invites applications from committed development professionals who wish to contribute their knowledge, experience and skills to eradicate poverty in rural areas of Karnataka for following positions.

Position Name	Vacancy	Location
Assistant Manager - HR	1	Bangalore
Procurement Officer	1	Bangalore
State Programme Manager - Procurement	1	Bangalore

Only candidates shortlisted on the basis of the applications will be contacted and should be prepared to attend the selection process within a 15 days’ time from the last date of receiving applications.

The selected candidate will be on the payrolls of HR agency identified by KSRLPS.

Interested candidates can apply by sending their updated Resume to [recruitment.ksrlm1@gmail.com](mailto:recruitment.ksrlm1@gmail.com) before 07<sup>th</sup> November 2014.

**Candidates are requested to mention the name of the post applying for in the subject line of the email (Eg: “Application for the post of.....”)**

<b>Position Name</b>	<b>Assistant Manager - HR</b>
<b>Salary Range</b>	45000 Per Month
<b>Eligibility</b>	Any full time Post Graduate (2 Yrs) with minimum 5 years of relevant experience in the field of administration and human resource management. Age: 28 – 45 Years
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Manpower Planning – Recruitment &amp; Selection of Manpower for the project.</li> <li>• Development of various HR Policies, HR Annual plan to support overall strategic aims &amp; objectives of the mission.</li> <li>• Work closely with District &amp; Taluk Managers, provide them expert guidance, coaching &amp; support on the full range of HR activities (Including policies &amp; procedures, terms &amp; conditions of employment, leave management, performance management etc.,) in order to ensure a consistent and fair approach to people management.</li> <li>• Developing operational guidelines for implementing programs of the mission effectively.</li> <li>• Organise Induction for new staff &amp; preparing staff capacity building plan.</li> <li>• Deal with complex disciplinary/grievance and HR issues, using HR and organizational knowledge evidencing appropriate decision making skills</li> <li>• Ensure appropriate Performance Appraisal system for the Staff and facilitate Mission Director in carrying out periodical appraisal.</li> <li>• Develop and manage leave, compensation and staff welfare systems in the mission.</li> <li>• Coordinate in developing and periodical review of HR Policies and practices to ensure they are in compliance with the legal and regulatory framework and in alignment with practices followed by other similar organizations.</li> <li>• Any other tasks/ responsibilities assigned by reporting authority and/or by the Mission Director and/or Additional Mission Director</li> </ul>

<b>Position Name</b>	<b>Procurement Officer</b>
<b>Salary Range</b>	45000 Per Month
<b>Eligibility</b>	<p>Full time graduate in any discipline with minimum 3 years of procurement experience. Knowledge of kannada (Read &amp; Write) is desirable.</p> <p>Age: 28 – 45 Years</p>
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Procurement officer will be responsible for all procurement activities to be carried out by the mission; Conduct procurement capacity building activities for the State mission staff members and district teams.</li> <li>• Review and handle the technical, commercial and legal aspects of procurement at all stages of the implementation cycle.</li> <li>• Liaise with NRLM, MoRD on processing post review cases and get clearance on packages as per business standards.</li> <li>• Work with Government Organizations/NGOs in Rural Development space, commercial and legal compliances of procurement at various levels, development of procurement related manuals.</li> <li>• Any other task as assigned by the Project.</li> </ul>

<b>Position Name</b>	<b>State Programme Manager - Procurement</b>
<b>Salary Range</b>	60000 - 80000 Per Month
<b>Eligibility</b>	Any full time Post Graduate (2 Yrs) with minimum 7 years of experience at large scale of procurement. Age: Below : 65 Years
<b>Job Description</b>	<p><b>SPM – Procurement :</b></p> <ul style="list-style-type: none"> <li>• Accountable for all procurement activities to be carried out by the mission;</li> <li>• Prepare &amp; finalise annual procurement plan for undertaking procurement activities at all levels. (State, District &amp; Block &amp; Community)</li> <li>• Prepare bid advertisements, bidding documents, requests for proposals for consulting services, evaluation reports, draft contracts, and minutes of contract negotiations following procedures of the World Bank / NMMU (National Mission Management Unit).</li> <li>• Provide operational advice to state &amp; district staff on concepts, policies and procedures for national, local and community procurement.</li> <li>• Provide technical assistance on pre-tender and post-tender activities (bidding and evaluation) including preparation, planning and contract management of the procurement packages.</li> <li>• Liaise with NRLM, MoRD for review and get clearance on packages.</li> <li>• Address procurement issues / queries of bidders on bidding and award issues.</li> <li>• Prepare proper documentation of all procurement process and activities.</li> <li>• Review and handle the technical, commercial and legal aspects of procurement at all stages of the implementation cycle.</li> <li>• Provide oversight and safeguard the procurement principals as outlined in NRLM procurement manual.</li> <li>• Monitor and ensure compliance with NRLM procurement fiduciary policies.</li> <li>• Design procurement capacity building activities for the staff members at all levels.</li> <li>• Any other task as assigned by the Project.</li> </ul>