

Advertisement for Empanelment of Resource Persons/Trainers in the Department of Rural Development and Panchayati Raj, J&K.

We are seeking applications from dynamic and experienced individuals (Assistant Professors and equivalent/Subject Area Experts from NGOs/Ex- Sarpanch(s)/Ex- RD&PR Officials/Professionals from relevant fields to empanel themselves as Trainers/Resource Persons for Capacity Building & Training of the stakeholders of the PRIs, against payment of honorarium.

Requisite Educational Qualification and Experience

Category-1

- Must have a Master's degree in the relevant subjects/areas.
- A minimum of 3-5 years of experience in the relevant field.
- Candidate pursuing Ph.D. or having Ph.D. in any relevant subjects/areas would be preferred.

Category-2

- Must have a Bachelor's degree in Professional subjects/other areas like Social Work, Rural Management, Human Resource Management, Financial Management, Computers, IT, Mass Communication & Journalism etc.
- Individuals with experience would be given preference. Demonstrated experience in designing and delivering training programs to the elected representatives of the local Self-Government bodies would be an added advantage.

The Application Form to be submitted through email at jnkpanchayat@gmail.com by or before **05.05.2023**. The details can be accessed from the official website of the Department i.e. www.jkpr.gov.in & www.jkpanchayat.in. For any queries, the following officials of the Department can be contacted:

1. Mr. Muhammad Irfan (9797809400).
2. Mr. Muhammad Afzal (7006267160).

Advertisement /Announcement

Empanelment of Resource Persons/Trainers for various training programs w.r.t. Capacity Building of the stakeholders of Panchayati Raj Institutions(PRIs)in the Department of Rural Development and Panchayati Raj (RD&PR), Jammu& Kashmir.

We are seeking applications from dynamic and experienced individuals(Assistant Professors and equivalent/Subject Area Experts from NGOs/Ex- Sarpanch(s)/Ex-RD&PR Officials/ Professionals from relevant fields, having **excellent communication and presentation skills**, ability to engage and motivate learners in a participatory and interactive manner and fluency in the local and English languages, to empanel themselves as Trainers/Resource Persons for Capacity Building & Training of the RD&PR officials, Frontline workers, Members of Self-Help Groups, Elected Representatives (ERs) of all the three tiers of PRIs, on the areas mentioned in **Annexure-A**. The empanelled Trainers/Resource Persons will be responsible for delivering lectures during Trainings, Workshops, and other Capacity Building Programs on various subjects related to the functioning of local self-government like General Orientation/Induction Training of ERs of PRIs and its functions as per J&K Panchayati Raj Act, 1989, Localization of Sustainable Development Goals (LSGD) and related thematic areas, Panchayat Development Plan(PDP), etc.to enhance the knowledge and skills of elected representatives, officials, and other stakeholders.

The key responsibilities of the empanelled Trainers/Resource Persons include delivering training in both online and offline modes. The Trainers/Resource Persons will also be responsible for staying up to date with the latest developments in the field of Panchayati Raj and incorporating these into the training programs.

Criteria for the empanelment of the Trainers /Resource Persons

Required education qualification and Experience	Supporting documents required
Category-1 <ul style="list-style-type: none">• Must have a Master's degree in the relevant subjects/areas.• A minimum of 3-5 years of experience in the relevant field.• Candidate pursuing Ph.D. or having Ph.D. in any relevant subjects/areas would be preferred.	<ul style="list-style-type: none">• Application in the Format (Annexure- B)• Curriculum Vitae (CV)• Photocopy of certificates/substantiating documents• Brief write-up on experience in the field (200-300 words).• Brief on association with Capacity Building and Training programs/delivery of lectures during the last 3 years (with supporting documents).
Category-2 <ul style="list-style-type: none">• Must have a Bachelor's degree in Professional subjects/areas mentioned in para-1 like Social Work, Rural Management, Human Resource Management, Financial Management, Computers, IT, Mass Communication & Journalism etc.• Individuals with experience would be given preference. Demonstrated experience in designing and delivering training programs to the elected representatives of the local Self-Government bodies would be an added advantage.	

Terms and Conditions

- The empanelment of Trainers/Resource Persons is not to be treated as "**employment**" or regular "**engagement**" in any manner.
- The Trainers/Resource Persons would be working with the Department of RD&PR in a collaborative mode as and when the training needs arise/are identified.
- The empanelment does not attract any right to get a work order for training.
- The validity of the empanelment is 3 years from the date of issuance of the empanelment Certificate/Order. The competent authority reserves the right to cancel the empanelment at any time without mentioning any reason.
- Selection of Trainers/Resource Persons for a particular program organized by the RD&PR Department will be based on the training need, location of the training centres, and availability of skilled trainers etc. The empanelled Trainers/Resource Persons would be informed about the requirement as and when the need arises vis-a-vis imparting of the trainings.
- The Trainers/Resource Persons may also be asked for the training content/material like PPTs etc. for delivery as per their expertise.
- The Trainers/Resource Persons will be entitled to an honorarium, which will be based on their experience and expertise. The places where they will be required to deliver the lecture will be mainly pan-Jammu & Kashmir, as per their availability but shall not extend to other parts of the country. The rate structure notified by J&K IMPARD shall apply, which shall, however, be subject to suitability, experience, qualification etc. of the individual, and the same shall be mentioned in the certificate/order of empanelment.

Empanelment Process

- The Application Form, along with necessary documents, is to be submitted in the prescribed format as per **Annexure-B**, through email at jnkpanchayat@gmail.com.
- The email shall be superscribed with "APPLICATION FOR EMPANELMENT OF TRAINERS/ RESOURCE PERSONS".
- Applicants fulfilling the aforesaid criteria may be called for an Offline OR Online discussion/interview and verification of the documents before the finalization of the empanelment.
- **The LAST DATE OF SUBMISSION OF THE APPLICATION SHALL BE 15 DAYS FROM THE DATE OF PUBLICATION OF THIS ADVERTISEMENT IN THE NEWSPAPER i.e. BY OR BEFORE 05.05.2023.**
- **For the selection and categorization of empanelled individuals at State, or District or Block level or at multiple levels, the decision of the Department of RD&PR shall be final.**
- **The empanelled trainers would be provided a "Certificate of Empanelment" which shall be sent through e-mail and subsequently at the address for communication.**

Broad Subject Area Coverage of Training Programs

- I. General Orientation/Induction training for Elected Representatives within 6 months (Functioning of PRIs covering 29 Subjects)**
 - i. JK Panchayat Raj Act-an overview
 - ii. Roles & responsibilities of ERs/ Halqa Panchayat
 - iii. Roles and Responsibilities of BDCs, DDCs –Financial and administrative powers.
 - iv. Panchayat Financial Resources and Financial Management, Budgeting, Accounting, Auditing, Procurement, OSR, Building Permission rules.
 - v. Office Management,
 - vi. Importance of Bal Sabha, Mahila Sabha, Ward & Gram Sabha .
 - vii. Leadership
 - viii. Conflict Management
 - ix. An overview on Panchayat Development Plan; GPDP, BPDP, DPDP
 - x. Localization of SDGs and 9 thematic Areas
 - xi. Major Rural Development Schemes & Programmes.
- II. Refresher Training Program**
 - i. Roles and Responsibilities of BDCs, DDCs - Financial and administrative powers. Office Management,
 - ii. Panchayat Financial Resources and Financial Management, Budgeting Accounting, Auditing, Procurement, OSR, Building Permission rules.
 - iii. Importance of Bal Sabha, Mahila Sabha, Ward & Gram Sabha. Preparation of thematic GPDPs converging various Rural Development Schemes and programmes aligned with Localization of SDGs and 9 thematic Areas.
- III. Panchayat Development Plan Training**
 - i. Steps of preparation of District Panchayat Development Plans with more focus on project driven Plans. Budget preparation.
 - ii. Steps of preparation of Block Panchayat Development Plans with more focus on project driven Plans. Budget preparation.
 - iii. Steps of Panchayat Development Plan, Budget preparation, low cost no cost activities w.r.t thematic areas, Data analysis (sources of data Mission Antodaya) & National Indicator Frame work, Administrative and Technical Approval.
 - iv. Steps of preparation of District Panchayat Development Plans and BPDP with more focus on project driven Plans apart from preparation of GPDP and Budget preparation.
 - v. Steps of Panchayat Development Plan, Budget preparation, low cost no cost activities w.r.t thematic areas, Data analysis (sources of data Mission Antodaya) & National Indicator Frame work, Administrative and Technical Approval.

- vi. Steps of Panchayat Development Plan, Budget preparation, low cost no cost activities w.r.t thematic areas, Data analysis (sources of data Mission Antodaya) & National Indicator Frame work, Administrative and Technical Approval.

IV. Thematic Trainings

- i. Poverty Free Village, Healthy Village, Child-friendly Village, Water-sufficient Village, Clean & Green Village, Village with Self-sufficient infrastructure, Socially secured village, Village with Good Governance, Women Friendly village, and related schemes Steps of Planning process, low cost no cost activities w.r.t thematic areas. National Indicator Frame work.

V. Specialized Training

- i. e-Governance / Digital Literacy, covering the topics like e-GramSwaraj, Vibrant Gram Sabha Portal, PFMS, GeM Portal, Audit online, Panchayat Awards portal etc.
- ii. On Own Source Revenue and Building Permission Rules.
- iii. Mahila Sabha & Bal Sabha.
- iv. Carbon Neutrality, Features of Carbon Neutral Village, Related Schemes, Planning for Carbon Neutral Village.

VI. Any Other Training

- i. JK Panchayat Raj Act-an overview
- ii. Roles & responsibilities of ERs/ Halqa Panchayat
- iii. Roles and Responsibilities of BDCs, DDCs – Financial and administrative powers.
- iv. Panchayat Financial Resources and Financial
- v. Management, Budgeting, Accounting, Auditing, Procurement, OSR, Building Permission rules.

APPLICATION FORMAT FOR EMPANELMENT OF MASTER TRAINERS - 2023

(All the columns are to be compulsorily filled in neatly in capital letters or printed on A-4 size paper).

1. Name of the Applicant: _____

2. Date of Birth : _____

3. Male/Female: _____ 4. Nationality: _____

5. Father's / Husband's Name: _____

6. a. Postal address for communication: _____

b. Permanent Address: _____

7. a. Telephone No. & Mobile No.: _____

b. E-mail: _____

8. Educational Qualifications (Attach self-attested copies of Certificates/Mark sheets, etc.)

Examination Passed	Subject	Year of Passing	Division With % of marks	Board/ University / Organization

*The candidate should ensure that their qualification is in line with the same specified in the notification.

Affix
Passport
size
Photograph

9. Details of employment (if any) in reverse chronological order (*attach separate sheet, if necessary*)

Post held	Department/ Institute/company	Permanent/ Temporary/ Contract	Period of employment	
			From	To

(Submission of the self-attested copies of certificates in support of Educational Qualifications, a brief write-up, of 200-300 words, on experience in the field and on association with Capacity Building & Training Programs, and a detailed CV alongwith the Application Form is must, in the absence of which the application shall not be entertained).

10. Any other relevant information: _____

Place: _____

Date: _____
candidate

Signature of the

Note: The application must be sent as "Application for empanelment of Master Trainer/Resource Person" through email at jnkpanchayat@gmail.com.