

S L. N o.	Designation	Location	Minimum Educational Qualification and Experience	Job Description	No. of Month (s)
1.	Expert e- Governance (1 No.)	Jammu/Srinagar SPRC	<p>Bachelors or Masters degree in Engineering/Information Technology/Computer Science and Post Graduate Diploma in any Social Science stream such as Economics/Development Studies/Public Administration from a reputed National/International University having work experience of minimum 7 years & above.</p> <p>The candidates having worked in Central/State Government Departments/Ministries as a Consultant or equivalent will be preferred. Persons with experience in projects related to Social sector will also be preferred.</p> <p>Domain Knowledge/Skills</p> <ul style="list-style-type: none"> • Worked in IT Project Management function or in an IT PMU. • Experience of e-Governance projects, and related 	<ul style="list-style-type: none"> • Responsible for implementation & monitoring of e-Governance initiatives in the PRIs across the UT. • Assist the UT in the implementation of IT-based accounting for local bodies. • Compile various reports & indicators/KPIs based on program requirements. • Analyze the functionalities of the e-Governance initiative across the UT, identify improvement areas with respect to PRIs • Support the UT in the convergence of UT's e-Governance initiatives with MoPR's 	12 months or Scheme Period, whichever be earlier.

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			technologies.	<p>respective e-Panchayat applications.</p> <ul style="list-style-type: none"> • Responsible for overall management of data with respect to the PDP. • Provide handholding support to the Panchayats on various e-governance issues • CB&T on e-Panchayat/UT-specific e-Governance applications. • Compilation and analysis of OSR & revenue data. • Undertake data analysis and field level data validations to enhance quality of programme. • Provide insights/inputs to UT and District administration through data analysis. • Prepare 	

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				<p>policy note on e-governance as and when required.</p> <ul style="list-style-type: none"> Any other task to be assigned by the Department from time to time. 	
2.	Thematic Expert - Policy & Research /Social Inclusion (1 No.)	Jammu/Srinagar SPRC	<p>Masters Degree in Development Studies/ Social Work/Gender Studies/ Rural Management/Public Policy/Sociology/ Education or any other allied subject from a recognised National/International University with a minimum experience of 7 years.</p> <p>Or</p> <p>A Ph.D. in the above subjects with an experience of 3 years in Central/State/Ministry/Department as a Consultant or equivalent, and having Publication in reputed National and International Journal.</p> <p>The candidates having worked in Central/State</p>	<ul style="list-style-type: none"> To develop training designs and learning materials for the training of State & District Level Trainers, Beacon Panchayat Leaders, and Gram Panchayats/ other stakeholders focusing on Social Inclusion/Socially Secured Village. To provide support in designing IEC Plans for creating awareness at 	12 months or Scheme Period, whichever be earlier.

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			<p>Government Departments/Ministries as a Consultant or equivalent will be preferred.</p> <p>Domain Knowledge & Skills.</p> <ul style="list-style-type: none"> • Sound knowledge about Panchayati Raj system, particularly functioning of Gram Panchayats. • Sound knowledge about Decentralised Planning, particularly Gram Panchayat Development Plan. • Experience in delivering lectures at National/State Level Institutes. • Sound Knowledge of Localization of Sustainable Goals(LSGD). 	<p>local level with respect to Panchayat Development Plan and other RGSA Initiatives.</p> <ul style="list-style-type: none"> • Documentation of the Good Practices on various Panchayat subjects like Panchayat Development Plan, OSR, Women Leadership, Social Inclusion, etc. • To conduct research and analysis on GPDP documents/reports and prepare analytical reports. • To conduct/organize State level training, seminars, conferences, and workshops in the broad field of Panchayati 	

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				<p>Raj and other emerging relevant areas.</p> <ul style="list-style-type: none"> • Deliver lectures to develop the Capacity of the Panchayat Stakeholders on various subjects related to subject/thematic areas like education, health, sanitation, women and child, environment, social inclusion, etc. • To develop Policy recommendations based on research findings. • To collaborate with stakeholders including Government Officials/States/Central Ministries and 	

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				<p>Community Organizations/ NGOs for effective implementation of the CB&T Program.</p> <ul style="list-style-type: none"> To conduct Training Need Assessment and regular monitoring of the ongoing CB&T Programmes and prepare activity-wise reports. Any other task to be assigned by the Department from time to time. 	
3	Thematic Expert - Decentralized Planning /Local Governance (1 No.)	Jammu/Srinagar SPRC	Masters Degree in Development Studies/ Social Work/Gender Studies/ Rural Management/Public Policy/ Sociology/ Education or any other allied subject from a recognised National/International University with a	<ul style="list-style-type: none"> To develop training designs and learning materials for the training of State & District Level Trainers, Beacon Panchayat Leaders, and 	12 months or Scheme Period, whichever be earlier.

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			<p>minimum experience of 7 years.</p> <p>The candidates having worked in Central/State Government Departments/Ministries as a Consultant or equivalent will be preferred.</p> <p>Or</p> <p>A Ph.D. in the above subjects with an experience of 3 years in Central/Sate/Ministry/Department and having Publication in reputed National and International Journal.</p> <p>Domain Knowledge and Skills</p> <ul style="list-style-type: none"> • Sound knowledge about Panchayati Raj system, particularly functioning of Gram Panchayats. • Sound knowledge about Decentralised Planning, particularly Gram Panchayat Development Plan. • Experience in delivering lectures at National/Sate Level Institutes. • Sound Knowledge on Localization of Sustainable Goals. 	<p>Gram Panchayats/ other stakeholders focusing on Institutional Capacity Development and Participatory Planning.</p> <ul style="list-style-type: none"> • To provide support in designing IEC Plans for creating awareness at local level with respect to Panchayat Development Plan • Documentatio n of the Good Practices on various Panchayat subjects like Panchayat Development Plan, Decentralized planning etc. • To conduct/organ ize State level training, 	

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				<p>seminars, conferences, and workshops in the broad field of Panchayati Raj and other emerging relevant areas.</p> <ul style="list-style-type: none"> • Deliver lectures to develop the Capacity of the Panchayat Stakeholders on various subjects related to subject/themat ic areas like education, health, sanitation, women and child, environment, social inclusion, etc. • To develop Policy recommendati ons based on research findings. • To collaborate with 	

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				<p>stakeholders including Government Officials/States/Central Ministries and Community Organizations/NGOs for effective implementation of the CB&T Program.</p> <ul style="list-style-type: none"> • Handhold support to selected GPs on the development of Panchayat Development Plan • Any other task assigned by the Department from time to time. 	
4	Thematic Expert – Women & Child (1 No.)	Jammu/Srinagar SPRC	Masters Degree in Development Studies/ Social Work/ Gender Studies/ Rural Management/ Public Policy/ Sociology/ Education or any other allied subject from a	<ul style="list-style-type: none"> • To develop training designs and learning materials for the training of State & District Level Trainers, 	12 months or Scheme Period, whichever be

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			<p>recognised National/International University with a minimum 7 years of experience.</p> <p>Or</p> <p>A Ph.D. in the above subjects with an experience of 3 years in Central/Sate/Ministry/Department and having Publication in reputed National and International Journal.</p> <p>The candidates having worked in Central/State Government Departments/Ministries as a Consultant or equivalent will be preferred.</p> <p>Domain Knowledge and Skills</p> <ul style="list-style-type: none"> • Sound knowledge about the Panchayati Raj system, particularly the functioning of Gram Panchayats. • Sound knowledge about women and the Child sector. • Experience in delivering lectures at National/Sate Level Institutes. • Sound Knowledge of 	<p>Beacon Panchayat Leaders, and Gram Panchayats/ other stakeholders focusing on Women & Child Related areas.</p> <ul style="list-style-type: none"> • To provide support in designing IEC Plans for creating awareness at local level with respect to Panchayat Development Plan LSGD and other RGSA Initiatives. • Documentation of the Good Practices on various Panchayat subjects like Panchayat Development Plan, Decentralized planning etc.. • To conduct/organize State level training, 	earlier.

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			Localization of Sustainable Goals(LSGD).	<p>seminars, conferences, and workshops in the broad field of women and Child-friendly panchayat and other emerging relevant areas.</p> <ul style="list-style-type: none"> • Deliver lectures to develop the Capacity of the Panchayat Stakeholders on various subjects related to subject/thematic areas like education, health, sanitation, women and child, environment, social inclusion, etc. • To develop Policy recommendations based on research findings. 	

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				<ul style="list-style-type: none"> • To collaborate with stakeholders including Government Officials/States/Central Ministries and Community Organizations/NGOs for effective implementation of the CB&T Program. • Handhold support to selected GPs on the development of Panchayat Development Plan with respect to women and child • Any other task to be assigned by the Department from time to time. 	

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5	Thematic Experts (3 No.)	DPRCs to be established in RETC, R.S. Pura (2) & RETC, Budgam (1).	<p>Masters Degree in Development Studies/ Social Work/ Gender Studies/ Rural Management/ Public Policy/ Sociology/ Education or any other allied subject from a recognised National/International University with a minimum 3 years of experience.</p> <p>The candidates having worked in Central/State Government Departments/Ministries as a Consultant or equivalent will be preferred.</p> <p>Or</p> <p>A Ph.D. in the above subjects with an experience of 3 years in Central/Sate/Ministry/Dep artment and having Publication in reputed National and International Journal</p> <p>Domain Knowledge and Skills</p> <ul style="list-style-type: none"> • Sound knowledge about the Panchayati Raj system, particularly the 	<ul style="list-style-type: none"> • Provide support in the formulation of the Panchayat Development Plan. • Support in the Preparation • Capture the training data on real time in the TMP. • Support SPRC for organize training of the GP functionaries and the ERs, also meetings, seminars, and workshops on the functioning of GPs and building their capacities. • Support SPRC in conductingTr aining Need Assessment for ERs & Functionaries of PRIs. 	12 months or Scheme Period, whiche ver be earlier.

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			<p>functioning of Gram Panchayats.</p> <ul style="list-style-type: none"> • Sound Knowledge of Localization of Sustainable Goals. • Knowledge in organizing training/workshop. 	<ul style="list-style-type: none"> • To collaborate with stakeholders including Government Officials/States/Central Ministries/departments and Community Organizations /NGOs for effective implementation of the CB&T Program. • Regular Visits in the Gram panchayats for research and other related work. • Any other task assigned by the Department from time to time. 	
2.	Data Entry Operators	Srinagar- 1 Jammu- 1	Graduation with one year Diploma in Computer Software Applications/B.Sc.	<ul style="list-style-type: none"> • Data entry operato 	12 months /Schem

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	(2 Nos.)		<p>IT/BCA</p> <p>Or</p> <p>Three years Diploma in Computer Applications/Software applications from an AICTE-recognized institution with minimum 3 years of working experience.</p> <p>Domain knowledge and Skills</p> <ul style="list-style-type: none"> • knowledge of MS Office is a must • Experience of preparing reports on Microsoft Excel • Experience in e-applications of Central Government/ State government 	<p>rs are responsible for filling/e dit/upda te the require d data in the various e- applicat ions of MoPR related to PRI</p> <ul style="list-style-type: none"> • Coordin ation with the internal and external stakeho lders for verifyin g the accurac y of the data. • Generat e reports based on the 	e Period

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				<p>data enter on the various applications as and when required</p> <ul style="list-style-type: none"> Any other task assigned by Department. 	
3.	IEC Expert-AVs/Film Production & Media Advocacy (2 No.)	Srinagar/Jammu SPRC	<p>Masters Degree/Post Graduation Diploma in Mass Communication/any other relevant Social Sciences stream from a reputed National University/College having a work experience of a minimum of 3 years & above in electronic media.</p> <p>The candidates having worked in Central/State Government Departments/Ministries as a Consultant or equivalent will be preferred.</p> <p>Domain Knowledge /</p>	<ul style="list-style-type: none"> Design and develop IEC strategies and plans for specific projects, campaigns, or programs. Create and produce high-quality audio-visual materials such as videos, films, animations, and presentations to support 	12 months /Scheme Period

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			Skills <ul style="list-style-type: none"> • Experience in concept development screenplay, directing, and production of documentary Films/ AVs • Must have prepaid/ developed a minimum of 20 documentaries /films/AVs related to Rural development /PRIs for Central Government/State/ /UT • Experience in social media management or a related field. • Excellent writing and editing skills. • Ability to work under tight deadlines and manage multiple tasks simultaneously • Must have in-depth knowledge about the various government schemes related to Rural Development and Panchayati Raj 	<p>IEC strategies.</p> <ul style="list-style-type: none"> • Develop scripts, storyboards, and other pre-production materials for AVs/Film Production. • Plan and manage the production process of AVs/Film Production, including location scouting, casting, filming, and editing. • Use various software and equipment for video and audio editing, graphic design, and animation. • Collaborate with other team members, including graphic designers, writers, and subject 	

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				<p>matter experts, to ensure high-quality content.</p> <ul style="list-style-type: none"> • Conduct research to identify target audiences, communication channels, and messaging strategies. • Test and evaluate the effectiveness of IEC materials and strategies, and modify them as needed. • Stay up-to-date on emerging trends and technologies in AVs/Film Production and IEC strategy • Develop, implement, and manage social media platform w.r.t CB&T program 	

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				<p>Regular update all the achievements and IEC materials on various social media Platforms Collaborate with stakeholders: Build and maintain relationships with internal and external stakeholders, such as partners, vendors, and other organizations, to ensure that social media efforts are aligned with organizational goals and objectives. Stay up-to-date with social media trend.</p> <ul style="list-style-type: none"> Any other task assigned by Department. 	

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4.	IEC Expert- Content Developer (English) [01]	Srinagar/Jammu SPRCs	<p>Masters Degree/Post Graduation Diploma in Mass Communication/ any other relevant Social Sciences stream from a reputed National University/College having a minimum work experience of 3 years in content creation and translation.</p> <p>The candidates having worked in Central/State Government Departments/Ministries as a Consultant or equivalent will be preferred.</p> <p>Domain Knowledge / Skills</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills. • Excellent writing and editing skills. • Experience in working with different media channels. • Ability to work effectively in a team environment. • Ability to work under tight deadlines and manage multiple tasks 	<ul style="list-style-type: none"> • Design and develop IEC strategies and plans for specific projects, campaigns, or programs. • Develop content for print, digital, and social media platforms, including websites, social media channels, newsletters, and reports. • To Provide assistance in developing monthly and yearly magazine, Annual Report • To provide assistance in the Development of various reports related to RGSA activities. • Translate the existing documents and newly 	12 months /Scheme Period

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			simultaneously.	developed material in Urdu English and <ul style="list-style-type: none"> Any other task assigned by Department. 	
5.	IEC Expert-Graphic Designer (1 No.)	Srinagar/Jammu SPRC	<p>Diploma/Bachelors Degree in Graphic Design, Visual Communication, or a related field with at least 3 years of experience in graphic design or a related field.</p> <p>The candidates having worked in Central/State Government Departments/Ministries as a Consultant or equivalent will be preferred.</p> <p>Domain Knowledge / Skills</p> <ul style="list-style-type: none"> Proficient in design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign). 	<ul style="list-style-type: none"> Develop high-quality IEC materials such as posters, banners, brochures, and other visual aids that effectively convey the message to target audiences. Create visual designs that align with the IEC strategy and resonate with the target audience. This includes designing logos, 	12 months /Scheme Period

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			<ul style="list-style-type: none"> • Strong portfolio showcasing design skills. • Strong communication and interpersonal skills. • Experience in managing design projects from conception to final product. 	<p>illustrations, and other visual elements to support IEC campaigns.</p> <ul style="list-style-type: none"> • Manage IEC design projects from conception to final product, ensuring that all materials are delivered on time and meet quality standards. • Stay current with design trends, software, and best practices to ensure that all designs are innovative, modern, and impactful. • Build and maintain relationships with internal and external 	

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				<p>stakeholders , such as partners, vendors, and other organization s, to ensure that design efforts are aligned with organization al goals and objectives.</p> <ul style="list-style-type: none"> • Provide technical assistance and capacity building to team on design best practices and tools. • Manage and maintain graphic design software and equipment to ensure that all designs are produced efficiently and effectively. • Any other task 	

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				assigned by Department.	
4.	IEC Expert- Content Developer (Urdu) [01]	At any of the DPRCs to be established in RETC, R.S. Pura/ Budgam.	<p>Masters Degree/Post Graduation Diploma in Mass Communication/ any other relevant Social Sciences stream from a reputed National University/College having a minimum work experience of 3 years in content creation and translation.</p> <p>The candidates having worked in Central/State Government Departments/Ministries as a Consultant or equivalent will be preferred.</p> <p>Domain Knowledge / Skills</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills. • Excellent writing and editing skills. • Experience in working with different media channels. • Ability to work effectively in a team environment. • Ability to work 	<ul style="list-style-type: none"> • Design and develop IEC strategies and plans for specific projects, campaigns, or programs. • Develop content for print, digital, and social media platforms, including websites, social media channels, newsletters, and reports. • To Provide assistance in developing monthly and yearly magazine, Annual Report • To provide assistance in the Developmen t of various reports related to RGSA 	12 months /Schem e Period

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			under tight deadlines and manage multiple tasks simultaneously.	activities. <ul style="list-style-type: none"> • Translate the existing documents and newly developed material in Urdu English and • Any other task assigned by Department. 	