

GoI Guidelines for appointment, tenure, appraisal of performance and extension of tenure of State Programme Directors, Mahila Samakhya

The guidelines for appointment, tenure, appraisal of performance and extension of tenure of State Programme Directors of Mahila Samakhya, are as follow:

1. Appointment:

1.1 Advertisement:

- i) Advertisement to be issued as per prescribed format (annexure A).
- ii) This may be published in leading national dailies of regional and English languages, Employment News and development sector job-search websites. (Details of websites should be mentioned in the advertisement also.)
- iii) A minimum of 1 month (from date of issue of advertisement) may be given for receipt of applications.

1.2 Screening and Short listing of applications:

- i) A Screening Committee to be constituted, comprising of:
 - a) Chairperson of EC or representative
 - b) 1 NRG member nominated on EC of State MSS
 - c) NPD or representative
- ii) Shortlisting:
 - a) Within 15 days from the closing date for receipt of applications, screening and short listing of eligible candidates should be completed.
 - b) Candidates should be short listed strictly as per the requirements stated in the advertisement.
 - c) Notice for interview date to be issued to short listed candidates, at least 15 days prior to the interview date. (Interview notice must be issued by Registered post.)

1.3 Selection procedure:

- i) Selection committee to be constituted, comprising:
 - a) Chairperson of EC
 - b) 1 NRG member on EC of the state MSS.
 - c) JS (EE.II), MHRD
 - d) NPD
- ii) Suggested selection process is to hold group discussion and/or personal interview.

2. Tenure:

2.1 Appointment letter:

- i) Appointment letter must be issued within one week of the date of interview.

- ii) Appointment letter to contain the following details:
 - a) Consolidated honorarium being offered
 - b) Specific mention of contractual nature of assignment for the job
 - c) Duration of contract
 - d) Total tenure is of 24 months, including probation period of 6 months
- iii) Extension of probation period beyond 6 months/ non-confirmation of probation after 6 month period will subject only to GoI approval.
- iv) In case no communication (regarding non-confirmation of tenure on completion of probation) is sent to SPD within 45 days of expiry of the probation period - it will be presumed that the probation has successfully been completed.

2.2 Extension of tenure

- i) Extension of tenure will involve renewal of contract and fresh appointment letter.
- ii) Extension of SPD's tenure should be considered only after appraisal.
- iii) After appraisal, if found suitable, SPD's tenure may be extended for 24 months.

3. Appraisal:

3.1 Appraisal Committee

Appraisal Committee to be constituted, comprising of:

- a) State representative nominated by Chairperson, EC
- b) 2 non-official NRG members on EC
- c) NPD (or representative of NPO as nominated by NPD)

3.2 Process

- i) The Chairperson, EC, to initiate the process of appraisal 3 months prior to the date of expiring of tenure of SPD.
- ii) The Committee may take into account information from internal review/annual appraisal processes of the State MS programme.
- iii) The Committee may submit its report to the Chairperson, EC, and to the Ministry, within 15-30 days of completion of appraisal.
- iv) The Chairperson, EC, should communicate the Appraisal Committee's recommendation to GoI within 15 days of submission of its report.

3.3 Fresh selection and appointment:

In case of non-extension of contract, fresh advertisement (as per 'Appointment' guidelines) to be issued one month prior to expiry of contract of outgoing SPD.

Annexure A:
Format for Advertisement

Required for an Autonomous Women's Education - cum Development Society,

A

STATE PROGRAMME DIRECTOR

Mahila Samakhya, (Name of State)

Government of India

Job requirements: State Programme Director of the Mahila Samakhya programme will implement the programme in accordance with policy guidelines, programme objectives and principles. socially and economically marginalized

The Candidate: Should be a woman dedicated to working for the empowerment of socially & economically marginalized rural women. She should have had exposure to and conceptual clarity on issues relating to women's empowerment, and should have the ability to think and strategize innovatively. She should also have excellent managerial skills and knowledge of finance and administration.

Education: Postgraduate degree from a recognized university and a good academic record. A degree in Social Sciences/Social work would be desirable.

Experience: At least 10 years' work experience. Experience of work in the area of women's issues and/or social/developmental sector programmes, is required. Experience at the grassroots level and related training would be of advantage.

Language: Knowledge of regional language is essential. Excellence in written and spoken English required. Working knowledge of Hindi and other local languages would be an advantage.

Age: 35 years and above.

Location: (State capital)

Engagement of Service: - Contractual appointment with a probation period of six months. Service conditions as approved in MS Society will apply.

Honorarium: - Rs. 22,500/- - Rs. 30,000/- per month (consolidated). The honorarium will be fixed on the basis of qualifications and experience.

Persons who do not meet above requirements need not apply. Persons employed in Government/Semi-government/Autonomous organizations will have to submit a No Objection Certificate from their employers at the time of the interview. Applications with detailed bio-data, description of responsibilities held and achievements must be sent within 30 days from the date of publication of this advertisement, through registered post to:

(Address of State Programme Office)