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OFFICE OF THE COMMISSIONER, PANCHAYAT & RURAL DEVELOPMENT, ASSAM
PANJABARI, JURIPAR, GUWAHATI – 781037

No.ASSA/DIR/59/2019/ 27

Date: 21/02/220

The Govt. of Assam, Panchayat & Rural Development is mandated to promote livelihoods amongst disadvantaged communities across the state to reduce the rural poverty. Commissioner, Panchayat & Rural Development has been entrusted implementation of various projects/schemes for poverty eradication in the State. Government of Assam has decided capacitating the SAU for conducting the Social Audit of other Rural Development Schemes as well. Commissioner, Panchayat & Rural Development is in process of recruitment of Social Auditors for State Social Audit Units. Details of the position are as follows:

S. No	Name of the Positions	Unit	No. of Position
1	Social Development Specialist (SDS)	State	1
2	State Audit Expert (SAE)	State	5

1. Please visit www.pnrhcms.org for detailed advertisement including Job Profiles, eligibility criteria, pay package and other conditions for positions mentioned above.
2. The opening of positions published is as per programmes requirements. Number of positions may be increased or decreased as per programme requirement and approval.
3. The department reserves the right to cancel any or all position at any stage of the recruitment process.
4. At any stage of recruitment, it is found that candidate does not fulfil the eligibility criteria and / or that he / she has furnished incorrect / false information's / certificates / documents or has suppressed any material fact (s), his / her candidature/ appointment will stand cancelled and necessary legal action will be initiated.
5. The decision of the Selection Committee in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates.
6. Initially this engagement will be for 10 months. Based on performance and requirement of the mission, contract may further be extended.
7. The department may create waitlist of suitable candidates, which would remain valid for 03 months from the date of results declaration.

HOW TO APPLY

1. Application to be submitted online only at www.pnrhcms.org . Scanned documents to be uploaded with online application.
2. Candidates willing to apply for more than one post shall have to submit separate application for each post.
3. The short-listed candidates have to appear for an interview and / or written test for which no TA/DA shall be paid.
4. Last date of submission of application is 15 days from the date of publication of the advertisement.



(Shri. Nazrul Islam, IAS)
Commissioner
Panchayat & Rural Development, Assam

Panchayat and Rural Development Department, Assam

Detailed Job Profiles & Eligibility Criteria for the positions under Assam Society for Social Audit

1. Social Audit

Social Audit refers to the process by which citizens access relevant information from the Government, and disclose them to the public. This is done by comparing official records with actual ground realities with the participation of the community in the verification exercise and reading out the findings of the verification exercise aloud in a public platform. The social audit process goes beyond accounting for the money that has been spent to examine whether the money was spent properly and has made a difference to people's lives. A social audit is directly linked to fundamental rights like the right to access to information and the right to public participation. A Social audit is an ongoing process through which beneficiaries, elected representatives and the general public are involved at every stage of the implementation, planning, implementation, monitoring and evaluation.

The Social Audit Unit Shall be responsible for building capacities of Gram Sabha for conducting Social audit by identifying, training and deploying suitable resource persons at Village, Block, District and State level drawing from primary stakeholders and other civil society organisations having knowledge and experience of working for the rights of the people. Assam Society for Social Audit will create awareness amongst the community about their rights and entitlements under the constitution of India in general and will facilitate verification of records with primary stakeholders and work sites. The Society will ensure that MGNREGA and other rights and entitlement based programmes are designed and implemented in a manner that is most suitable to the local conditions and reflects the priorities and preferences of the people affected by the said Act.

2. Objectives of a Social Audit.

- A) Promote transparency and accountability in the implementation.
- B) Inform and educate people about their rights
- C) Provide a platform for people to express their needs and grievances
- D) Promote people's participation in all stages of the implementation
- E) Strengthen participation in Gram Sabha, make it an inclusive and participatory institution and make it a platform for positive collective action.
- F) Improve the capacity of people who participate in the social audit
- G) Strengthen the scheme by deterring corruption and improving implementation.

Terms of reference for the different positions

P&RD Department is in process of recruitment of Social auditors for State Social Audit Units. Detailed ToRs for the offered positions are as follows:

Name of the position – Social Development Specialist (SDS)

Number of post – 1

Reporting to – Director, Social Audit Unit

Statement of Objective – Social Development Specialist (process) will be a full time responsibility to provide the required management and facilitation support for all the activities related Social Audit in the State and concerned districts, and will work under the overall guidance of the Director, Social Audit Unit.

Detailed Scope of work –

Specific task of the Social Development Specialist (process) will, inter alia, include the following:

- a. To provide technical guidance and support to the Social Audit Team of the respective district.
- b. Monitor and appraise the performance of the concern social audit team on concurrent basis and would do the needful.
- c. Ensure that the social audit team abides by the code of conduct as laid down in the policy document.
- d. Connect the team with the implementing agency for their cooperation and coordination as per the guidelines issued by the State Government as well as existing MoRD guidelines for the piloting the Social Audit.
- e. Participate in the Panchayat and Block level public hearing and shall prepare the Social Audit Report.
- f. Verify and recommend the claims submitted by the concern BRP's and DRP's for the payment on the basis of their attendance and performance.
- g. Advise and assist the Social Audit Unit in day to day functioning.
- h. Advise the SAU on policy direction and design issues in conduct of social audit.
- i. Liaison with Civil Society Organisations (CSOs) in the state to ensure effective partnership between SAU and CSOs.
- j. Bring in grass-root experience in the design, development and framing of various strategies, social audit manuals, rules, guidelines and training manuals.
- k. Guide and design the training plan for social audit in the State.
- l. To evaluate and review the social audit process and the resource persons and furnish reports to the SAU.
- m. Other assigned work from Director, Social Audit.

Qualification and Experience –

- a. Qualification: Post Graduation in Social Sciences Discipline.
- b. Preference will be given to those who have minimum five (5) years of work experience on social audits/accountability related issues.
- c. Significant in-depth experience in working on Social Issues and rights of the poor in general.
- d. The Social Development Specialist (Process) should have prior experience of working with any reputed Civil Society Organizations.
- e. Should have in depth knowledge in conduct of social audits and its related process.
- f. Immense knowledge on transparency and accountability measures.
- g. Should have skill such as Team Management and Coordination.
- h. Must possess mentor like quality to train and handhold social auditors at level.
- i. Must have the ability to speak any of the local languages viz. Assamese/Bengali/Bodo.
- j. To furnish character certificates from two eminent persons including Govt. Officials.

Remuneration – Gross monthly fixed remuneration of Rs. 50,000/- depending on the verified relevant experience produced at the time of recruitment process.

Name of Position – Social Audit Expert (SAE)

Number of Post – 05

Reporting to – Director, Social Audit Unit

Statement of Objectives - Social Audit Expert (SAE) will be a full time responsibility to provide the required management and facilitation support for all capacity building activities related Social Audit in the State and concerned districts, and will work under the overall guidance of the Director, Social Audit.

Detailed Scope of work –

Specific task of the Social Audit Expert will, inter alia, include the following:

- a. To provide technical guidance and support to the Social Audit Team of the respective district.
- b. Prepare the Participatory Training Modules on various thematic Social Audits for different programmes and schemes.
- c. Coordinate Master Trainers and supervise their trainings.
- d. Ensure the quality of the trainings in the state related to social audits.
- e. Ensure that Human capitals for social audits are build up in every village in phase manner.
- f. Monitor and appraise the performance of the concern social audit team on concurrent basis and would do the needful.
- g. Ensure that the social audit team abides by the code of conduct as laid down in the policy document.
- h. Connect the team with the implementing agency for their cooperation and coordination as per the guidelines issued by the State Government as well as existing MoRD guidelines for the piloting the Social Audit.
- i. Participate in the Panchayat and Block level public hearing and shall prepare the Social Audit Report.
- j. Verify and recommend the claims submitted by the concern BRP's and DRP's for the payment on the basis of their attendance and performance.
- k. Advise and assist the Social Audit Unit in day to day functioning.
- l. Advise the SAU on policy direction and design issues in conduct of social audit.
- m. Liaison with Civil Society Organisations (CSOs) in the State to ensure effective partnership between SAU and CSOs.
- n. Bring in grass-root experience in the design, development and framing of various strategies, social audit manuals, rules, guidelines and training manuals.
- o. Guide and design the training plan for social audit in the State.
- p. To evaluate and review the social audit process and the resource persons and furnish reports to the SAU.
- q. Other assigned work from Director, Social Audit.

Qualification and experience –

- a. Qualification: Post Graduation in Social Sciences Discipline.
- b. Preference will be given to those who have minimum three (3) years of work experience on social audits/accountability related issues.
- c. Significant in-depth experience in working on Social Issues and rights of the poor in general.
- d. The State Resource Person should have prior experience of working with any reputed Civil Society Organizations working in Assam.
- e. Should have in depth knowledge in preparing Participatory training modules for different levels of stakeholders.
- f. Immense knowledge on transparency and accountability measures.
- g. Should have skill such as Team Management and Coordination.
- h. Must possess mentor like quality to train and handhold social auditors at level.
- i. Must have the ability to speak any of the local languages viz. Assamese/Bengali/Bodo.
- j. To furnish character certificates from two eminent persons including Govt. Officials.

Remuneration - Gross monthly fixed remuneration of Rs. 40,000/- depending on the verified relevant experience produced at the time of recruitment process.

(Shri. Nazrul Islam, IAS)
Commissioner

Panchayat & Rural Development, Assam