

Annexure - A

**Human Resource for the SPLC :State Project Livelihood College and DPLC :
District Project Livelihood College :Set-up, Procedures and Outline of Rules
(Amended, as on 27.06.2015)**

1. Officers of SPLC :State Project Livelihood College.--Officers of SPLC, having professional competence in the areas listed and fulfilling the qualifications,experience and other recruitments as listed, shall be as designated below:

(a) top level administration, for which a member of the All India Service shall be appointed by the State Government in the GeneralAdministration Department as the Chief Executive Officer;

(b) mid-level management or administration, for which a person with at least 15 years' management / , - administrative experience, including at least eight years at the middle (or higher) management level and at least three years' relevant experience in an organisation whose work is of core relevance to SPLC's work shall be appointed as the Additional Chief Executive Officer;

(c) mechanical or manufacturing or industrial engineering, for which a person with a Bachelor of Technology or a Bachelor of Engineering and having industry experience relevant to the field of skill development, or a Master of Technology or a Master of Engineering degree and having regulatory or academic or accrediting body experience relevant to the field of skill development, and at least three years' relevant work experience shall be appointed as Deputy Chief Executive Officer (SkillTraining);

(d) finance work accountancy, for which a person with a Master of Business Administration or equivalent degree, or one who has successfully cleared the Indian Cost Work Accountancy Institute's final examination, and having at least three years' relevant work experience shall be appointed as Deputy Chief ExecutiveOfficer (Finance & Costing).

(e) economics or statistics or commerce, for which a person with a postgraduate degree in either subject, and having at least three years' relevant work experience shall be appointed as Deputy Chief Executive Officer (Planning,Monitoring & Programme Evaluation).

(f) information technology, for which a person with a Bachelor of Technology or a Bachelor of Engineering degree in computer science or computer engineering or information technology, or a Master in Computer Applications degree, and having at least two years' relevant work experience, sha ll be appointed as Deputy Chief Executive Officer (Information Technology), and she or he shall receive technical support as necessary under arrangement with CHIPS or/and National Informatics Centre;

2. Personal support staff.--SPLC shall hire as its officers persons who work in a do-it-yourself mode,and dedicated personal staff shall be provided only for the Chief Executive Officer, who shall be provided two Executive Assistants (Stenographer cum Personal Assistants) and one Office Helper (analogous to a Class IV employee in the State Government), and the AdditionalChief Executive Officer, who shall be provided one Executive Assistant and one Office Helper.

3. Secretarial support.--For general secretarial support for SPLC's office, a secretarial pool shall be maintained in the form of two Office Assistants, who shall be graduates and proficient in word processing and keyboarding (typing) on computers,and one Office Helper.

4. Officers of DPLC : Officers of DPLC, having professional competence in the areas listed and fulfilling the qualifications, experience and other requirements as listed, shall be as designated below :

(a) Collector will be ex-officio Chairperson of DPLC, Chief Executive Officer of Zila Panchayat shall be ex-officio Director of DPLC.

(b) Masters in Business Administration or Bachelor of Engineering or Bachelor of Technology in mechanical or manufacturing or industrial engineering, and having experience of skill development of three years or having industry experience of five years, shall be appointed as the principal of Livelihood College in the districts where Livelihood Colleges are not collocated with the ITI or polytechnic:

Provided that the Chief Executive Officer of SPLCS may entrust the charge of the Principal of any Livelihood College to an officer of the State Government, notwithstanding anything stated above;

(c) Masters in Business Administration or Bachelor of Engineering or Bachelor of Technology in mechanical or manufacturing or industrial engineering, and having experience of skill development of two years or having industry experience of three years shall be appointed as Assistant Project Officer (APO) of Livelihood College, in districts where Livelihood colleges are collocated with the ITI or polytechnic:

Provided that the Chief Executive Officer of SPLCS may entrust the charge of Assistant Project Officer of any Livelihood College to an officer of the State Government, notwithstanding anything stated above;

5. Other staff of DPLC:

(a) Accountant shall be appointed in Livelihood Colleges having post graduate degree in Commerce or having cleared the Indian Cost Work Accountancy institute's final examination.

(b) A woman shall be appointed as a Superintendent-cum-office assistant for the girl's hostel, who shall be a graduate and proficient in word processing and keyboarding (typing) on computer. She shall also perform on a part time basis, the duties of the office assistant, alongside her responsibilities in respect of the girl's hostel. It is compulsory for the Superintendent-cum-office assistant to reside on the Livelihood College campus.

(c) Secretarial support.--For general secretarial support for Livelihood College, a secretarial pool shall be maintained in the form of one Office Assistant, who shall be a graduate and proficient in word processing and keyboarding (typing) on computer, and five Office Helpers, (analogous to class IV employee the state government) who shall ensure the security for round-the-clock duty for the girl's hostels as well as other work and one driver.

6. Posts for DPLCs shall be district specific and non transferable.

7. Qualifications, experience and other requirements.--The qualifications, experience and other requirements for officers shall be as listed in paragraph 1 and 4 above, provided however that these may be modified or added to with the approval of the Executive Committee of the Governing Body of SPLC. The qualifications, experience and other requirements for personnel listed in paragraphs 2, 3 and 5 above shall be decided by the Executive Committee of the Governing Body of SPLC.

8. Outsourcing of non-core service functions.--Accountancy, security, cleaning, vehicle provision, and delivery of post and documents shall be outsourced to an accountancy, security, cleaning, transport and courier firm respectively, which shall be selected on the basis of an open invitation of Expressions of Interest, under a service contract.

9. Scheme/project-specific personnel, consultants, and engagement of professionals.--Besides engaging regular personnel, SPLC and DPLC shall be competent to engage scheme/project-specific personnel and

consultants, as well as to engage professionals for specific professional services on payment of a retainer and/or professional fess, provided that they are not paid out of the grants-in-aid given from the general budget of the State Government to SPLC but from funds specifically provided for a scheme or project. The scales of payment,the duration of engagement, and the deliverables or terms of reference for persons so engaged shall be decided by the Executive Committee, subject to any conditions stipulated by the scheme/project fund-giving entity and the availability of funds. Other provisions relating to their selection,appointment,emoluments etc. shall be as in the case of regular personnel.

10. Appointing authority and selection process.--The Chief Executive Officer shall be the appointing authority for all personnel of SPLC (other than the Chief Executive Officer himself). She or he shall make appointments on the basis of recommendations made by a selection committee comprising of one officer of SPLC nominated by the Chief Executive Officer (not lower in rank that the position for which the selection is to be made) or one member co-opted from among the members of the Executive Committee of the Governing Body of SPLC, one representative of the Department of Manpower Planning in the State Government (not lower in rank than a Deputy Secretary),and one representative of the Finance Department in the State Government (not lower in rank than a Deputy Secretary). The SPLC officer or the Executive Committee member, as the case may be, shall be the convener cum secretary to the selection committee. Selections shall be made after openly inviting applications through advertisement published in at least two newspapers and on SPLC's website, and after complying with any requirement under the Compulsory Notification of Vacancies Act,1959 (31of 1959) for notifying the Employment and Self-employment Guidance Centre.

11. Chairperson, DPLC (Collector) shall be the appointing authority for positions listed at paragraphs 4 (b), 4(c), 5(a), 5 (b) and 5 (c) above. Appointment shall be based on recommendations made by a selection committee comprising the Chief Executive Officer of Zila Panchayat (who shall chair the committee), the District Employment Officer (who may be the secretary to the committee) and one class-I/class-II officer posted in the district (nominated by the chairperson of DPLC).

12. Emoluments of regular personnel, and engagement of retired or serving government employees.The proposed regular positions of SPLC and DPLC, the scales of their emoluments, and the monthly and annual financial implications is at Annexure-1. In keeping with modern best practices in recruitment,emoluments shall be kept in bands, with emoluments higher than the floor (subject to a maximum spread of 20% above the floor) being adopted in case the selected candidate is significantly better than stipulated in terms of the qualification, experience or other requirement for the position. However, retired employees of the Government of India or of a State or a Union Territory or of their public sector undertaking, or of any other body established or controlled or fully or substantially financed by such Government, may be appointed to any position at the instance of the Chief Executive Officer, with emoluments equal to the last salary drawn minus pension,and no advertisement shall be necessary in such a case,although recommendation of the selection committee,after satisfying itself as to the suitability of the candidate and fulfilment of qualifications, experience and any other requirements for the position,shall be necessary.Servingemployees of Governments, undertakings and bodies as aforesaid may also be appointed on deputation in like manner, on emoluments and terms mutually agreed to between SPLC and the parent organisation of such employee. However,a serving employee selected through an open recruitment process may be offered deputation on emoluments and terms as advertised. All persons engaged as above shall be entitled to travelling allowance and

reimbursement of telecommunication expenses as per rules applicable to State Government employees •

from time to time.

13. Duration of engagement.--All persons engaged as above,except for the Chief Executive Officer, shall be engaged through contract, for a period of up to three years, extendable by a further period of up to three years, with indexation of emoluments at the time of extension as per dearness allowance increases allowed to State Government employees during the initial three-year period.

14. Reservations.--Provisions for reservation in the Chhattisgarh Lok Seva (Anusuchit Jatiyou,Anusuchit Janjatiyou aur Anya Pichhde Vargou ke liye Arakshan) Adhiniyam, 1994 (21 of 1994) and the Persons With Disabilities (Equal Opportunities,Protection of Rights and Full Participation) Act,1995 (1of 1995) shall be complied with.

15. DPLC : Collector is ex-officio Chairperson of DPLC,Chief Executive Officer of Zila Panchayat is exofficio Director of DPLC, Principai/APO will be the ex-officio member secretary of DPLC, It is also proposed to appoint the District Employment Officer as the ex-officio Skilled Youth Placement Officer at the district level. Other district level officers will be also involved in the same line of District Authority under CSSDA.However,as in the case of SPLC,the DPLC shall be competent to engage scheme/projectspecific personnel,for which the Chairperson of the DPLC (Collector) shall make appointments on the lines provided for in the case of SPLC, and on the basis of recommendations made by a selection committee comprising the Principai/APO (who may be the secretary to the committee), the Chief Executive Officer of Zila Panchayat (who shall chair the committee), and the District Employment Officer.Their scales of payment and duration of engagement shall be decided by the District Authority, subject to any conditions stipulated by the scheme/project fund-giving entity and the availability of funds.
