

G V M	গ্ৰাম্য বিকাশ মঞ্চ			<b>Address</b>
	GRAMYA VIKASH MANCHA			Vill. : Kardaitola Near Barbari Chowk) P.O.- Barbari Via.: Kalag Pin-781351 Nalbari (Assam)
গ্ৰাম্য বিকাশ মঞ্চ				

Ref.

Date : 02 04 2025

### Vacancy Announcement

**Announcement No: GVM/ VA/external/08/2025**

GVM plans to implement an Integrated Rural Development Project (**Gram Seva**) in the following villages under the Udalguri Development Block, Udalguri District, BTR, Assam:

1. Jaberitola
2. Koerbari
3. Garobasti
4. Ranendrapur
5. Borigaon

The project is supported by the SBI Foundation for a period of two years. To facilitate its implementation, GVM is announcing vacancies for various positions. Applications are invited from eligible candidates for the available positions at **Gramya Vikash Mancha (GVM)**, located in **Kardaitola, P.O. Barbari, PIN: 781351, District: Nalbari, Assam.**

Sl. No.	Title of the Position	Qty of Vacant Position	Essential Qualification/ Experience	Period of Engagement	Salary
1.	Project Manager	1	The candidate should be a postgraduate in Social Science, Social Work, or Development Studies from a recognized institution with a minimum of 2 years of work experience, or a graduate in Social Science, Social Work, or Development Studies from a recognized institution with a minimum of 4 years of work experience in project management related to community development or integrated rural development programs. Candidates should possess strong communication skills and demonstrate effective leadership qualities.	24 Months	Rs 45,000 to 50,000/ Per month

  
President

Gramya Vikash Mancha

GVM is a non-profit, people oriented developmental organisation, registered under the Societies Registration Act. XXI of 1860  
Society Regd. No. RS/NAL/246/B/39 of 2000-2001, FCRA Regd. No. 020640005  
Telephone No. (03624)291232 :: email: gvmassam@gmail.com :: website: www.gvmassam.org



2.	Field Officers	2	The candidate should be a postgraduate in Social Science, Social Work, or Development Studies from a recognized institution with a minimum of 1 years of work experience, or a graduate in Social Science, Social Work, or Development Studies from a recognized institution with a minimum of 2 years of work experience in project management related to community development or integrated rural development programs. Candidates should possess strong communication skills and demonstrate effective leadership qualities.	24 Months	Rs 22,000 to 25,000/ Per month
3.	Digital Facilitator	1	Graduate degree or any relevant qualification from a recognized institution. Minimum 1 year of experience in managing digital platforms.	24 Months	Rs 10,000 to 12,500/ Per month
4.	Model School In charge	1	Candidate should be a Graduate in science/ IT from a recognized institution.	24 Months	Rs 12,500 to 15,000/ Per month

Interested person can mail soft copy of application (in Specified Application form) along with updated CV to: [reportgvm@yahoo.com](mailto:reportgvm@yahoo.com)

**Last date for submitting application: 09/04/2025. Before 5pm**

**Selection procedure:** Candidates will be selected through different procedural stages of interview.

**Tentative date for interview:** Interview will be held before 12<sup>th</sup> April, 2025. Shortlisted candidates will be informed by email and over telephone/ mobile, details about interview (date, venue, and time) in three days advance.

Job description against each position is attached herewith. For further information, if any, please call at +918638709263 (from 10.30 am to 5.30 pm).

President, GVM

Date: 02-04-2025

**President**  
**Gramya Vikash Mancha**

**Gramya Vikash Mancha**  
**Village: Kardaitola, P.O: Barbari, PIN: 781351, District: Nalbari, Assam**  
**Phone: (03624)-291232**  
**Application Form**

To  
The President, GVM

Post applied for:

**A. Introductory profile:**

1	Name (in block letter)	
2	Father/ Mother/ guardian	
3	Postal Address	
4	Sex	
5	Caste	
6	Date of birth	
7	Contact Number (preferably two numbers)	
8	Email id	
9	Working Experiences, if any	

**B. Academic profile**

Examination / qualification	Year	Institution	Board / university	Percentage/ grade

C. Others qualification, if any:

D. Notes on Language (ability to read, write and speak):

E. Notes on working experience relevant for the position, if any:

F. Write briefly, why you should be considered for the position (maximum 150 words):

Name:

Date of submission:



## **JOB DESCRIPTION**

### **About Gramya Vikash Mancha (GVM)**

Gramya Vikash Mancha is a non-political, secular, non-profit, and professionally managed people-oriented developmental organization, registered under the Society Registration Act XXI of 1860. GVM was established in 1999 and has since been working with a vision to create a peaceful, prosperous, egalitarian, and exploitation-free society in every village. GVM is based in Vill: Kardaitola (Near Barbari Chowk), P.O.- Barbari, Via: Kalag, Dist: Nalbari, Assam, India, Pin: 781351.

GVM is planning to implement an Integrated Rural Development Project (Gram Seva) in the following villages under the Udalguri Development Block in Udalguri District of BTR, Assam:

1. Jaberitola
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5. Borigaon

The project is supported by the SBI Foundation for a period of two years. To facilitate the implementation of this project, GVM is announcing this vacancy.

### **Title of the Position: Project Manager**

Qty : 1

Duty Station: Udalguri District under BTR, Assam.

Programme Supervisor:

Duration: Engagement will be Initially for 12 (Twelve) months (Including 3 months' probation period) with the possibility of extension.

Type of Contract: Project Contract

### **Role**

End to end management of the Integrated Rural Development programme (Gram Seva) in Udalguri District, Supported by SBI Foundation.

  
President  
Gramya Vikash Mancha



### **Key Responsibilities**

- Coordination with the GVM authority and SBI Foundation in planning, monitoring, and ensuring smooth implementation of effective strategies to meet the project goals.
- Periodic review of strategies with the project team and re-strategize if needed.
- Effectively and efficiently managing the project team while empowering and building leadership of the team members.
- Managing project finances – planning, monitoring, reporting expenditure.
- Engagement with all the Stakeholders related to the project.
- Prepare project forecasts and coordinate with the concerned authority for timely implementation.
- Prepare and submit report to concern authorities in time.

### **Qualification and Requirements**

The candidate should be a postgraduate in Social Science, Social Work, or Development Studies from a recognized institution with a minimum of 2 years of work experience, or a graduate in Social Science, Social Work, or Development Studies from a recognized institution with a minimum of 4 years of work experience in project management related to community development or integrated rural development programs. Candidates should possess strong communication skills and demonstrate effective leadership qualities.

### **Length of Assignment**

The appointment will be on a contract basis, extendable based on performance during the project period.

### **Honorarium**

The candidate will be paid Rs. 45,000 to 50,000/- Per month + TA .

  
President  
Gramya Vikash Mancha



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**Title of the Position: Field Officer**

**Qty: 2**

**Duty Station: Udalguri District under BTR, Assam.**

**Programme Supervisor: Project Manager**

**Duration: Engagement will be Initially for 12 (Twelve) months (Including 3 months' probation period) with the possibility of extension.**

**Type of Contract: Project Contract**

  
President  
Gramya Vikash Mancha



### Role

Manage the overall field level implementation of the Integrated Rural Development Project in Udalguri District, Supported by SBI Foundation.

### Key Responsibilities

- Coordination with the Project Manager, GVM authority and SBI Foundation in planning, monitoring, and ensuring smooth implementation of effective strategies to meet the project goals.
- Periodic review of strategies with the project team and re-strategize if needed.
- Effectively and efficiently managing the project team in the field level.
- Managing project planning in the field level.
- Engagement with all the Stakeholders related to the project.
- Prepare field level strategy and coordinate with the concerned authority for timely implementation.

### Qualification and Requirements

The candidate should be a postgraduate in Social Science, Social Work, or Development Studies from a recognized institution with a minimum of 1 years of work experience, or a graduate in Social Science, Social Work, or Development Studies from a recognized institution with a minimum of 2 years of work experience in project management related to community development or integrated rural development programs. Candidates should possess strong communication skills and demonstrate effective leadership qualities.

### Length of Assignment

The appointment will be on a contract basis, extendable based on performance during the project period.

### Honorarium

The candidate will be paid Rs. 22,000 to 25,000 per month + TA.

  
President  
Gramya Vikash Mancha



## JOB DESCRIPTION

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**Title of the Post: Model School In charge**

**Qty: 1**

**Duty Station: Udalguri District under BTR, Assam**

**Programme Supervisor: Project Manager**

**Duration: Engagement will be Initially for 12 (Twelve) months (Including 3 months' probation period) with the possibility of extension.**

**Type of Contract: Project Contract**

  
**President**  
**Gramya Vikash Mancha**



### Role

Overseeing the overall administration, academic coordination, and operational management of the school. Ensure smooth functioning, quality education delivery, and effective stakeholder engagement.

### Key Responsibilities

- Coordination with the Project Manager, Field Officer, GVM authority and SBI Foundation in to meet the project goals.
- Oversee day-to-day school activities, ensuring smooth operations and compliance with institutional policies.
- Monitor and enhance the quality of education, ensuring effective implementation of the curriculum, teaching methodologies, digital learning center, smart class room.
- Coordinate with teachers and staff, providing guidance and support for professional development and maintaining discipline.
- Foster a safe and nurturing learning environment, addressing student needs and promoting co-curricular activities.
- Maintain communication with parents, the community, and educational authorities to ensure collaboration and continuous improvement.

### Qualification and Requirements

Candidate should be a Graduate in science/ IT from a recognized institution.

### Length of Assignment

The appointment will be on a contract basis, extendable based on performance during the project period.

### Honorarium

The candidate will be paid Rs. 12,000 to 15,000/ Per month .

  
President  
Gramya Vikash Mancha



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**Title of the Position: Digital Facilitator**

**Qty: 1**

**Duty Station: Udalguri District under BTR, Assam**

**Programme Supervisor: Project Manager & Field Officers**

**Duration: Engagement will be Initially for 12 (Twelve) months (Including 3 months' probation period) with the possibility of extension.**

**Type of Contract: Project Contract**

### Role

Overall supervision and management of the Digital Gram Seva Kendra under the Integrated Rural Development Project in Udalguri District, Supported by SBI Foundation.

  
**President**  
**Gramya Vikash Mancha**



### Key Responsibilities

- Coordination with the Project Manager, GVM authority and SBI Foundation in planning, monitoring, and ensuring smooth implementation of effective strategies to meet the project goals.
- Oversee the operation and maintenance of digital platforms, ensuring seamless access to online resources.
- Supervise and maintain the Digital Gram Seva Kendra.

### Qualification and Requirements

Graduate degree or any relevant qualification from a recognized institution. Minimum 1 year of experience in managing digital platforms.

### Length of Assignment

The appointment will be on a contract basis, extendable based on performance during the project period.

### Honorarium

The candidate will be paid Rs. 10,000 to 12,500 / per month.

  
President  
Gramya Vikash Mancha