



JEEViKA

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



Add a mission to your career;

Join a team of 6000+ committed and passionate Development Professionals.

Bihar Rural Livelihoods Promotion Society (BRLPS), an autonomous society under Rural Development Department, Govt. of Bihar has been designated as State Rural Livelihoods Mission by Rural Development Department, Government of Bihar to scale up the "**JEEViKA**" model in all 534 Blocks of 38 Districts in Bihar under National Rural Livelihood Mission.

So far JEEViKA has been able to reach out to nearly 1.3 **Crore rural poor households** by organizing them into **10.47 Lakh women Self Help Groups** under **69257 Village Organizations** and **1646 Cluster Level Federations**. These institutions have generated nearly **Rs. 11000 Crore** as their own fund and have leveraged more than **Rs. 35000 Crore** from the Banks.



Bring smile to the faces of poor in Bihar

Applications are invited for the following positions under Bihar Rural Livelihoods Promotion Society

Block Project Implementation Unit

1.	Block Project Manger Pay: ₹36101/- (Excluding other benefits**)	Total Positions-73 <table border="1" data-bbox="496 282 1313 541"> <thead> <tr> <th></th><th>UR</th><th>EWS</th><th>EBC</th><th>BC</th><th>WBC</th><th>SC</th><th>ST</th></tr> </thead> <tbody> <tr> <td>Backlog</td><td>0</td><td>0</td><td>1</td><td>1</td><td>0</td><td>2</td><td>1</td></tr> <tr> <td>General</td><td>28</td><td>7</td><td>12</td><td>9</td><td>1</td><td>11</td><td>0</td></tr> <tr> <td>Female</td><td>10</td><td>2</td><td>4</td><td>3</td><td>0</td><td>4</td><td>0</td></tr> <tr> <td>Divyang</td><td colspan="7">VI-01, DD-01, OH-01</td></tr> <tr> <td>FF</td><td colspan="7">1</td></tr> </tbody> </table>		UR	EWS	EBC	BC	WBC	SC	ST	Backlog	0	0	1	1	0	2	1	General	28	7	12	9	1	11	0	Female	10	2	4	3	0	4	0	Divyang	VI-01, DD-01, OH-01							FF	1							Eligibility: -Graduate in any discipline from recognized institutes/university. Key Responsibility: -S/he will be responsible for leading the Block level team of the project, managing almost 15- 20 staff working directly at BPIU. S/he will be responsible for planning and executing all project activities/interventions at block level. S/he will be responsible for lessoning with Govt. line departments, banking institutions, civil society organizations and other external agency for project purposes. S/he will be responsible for nurturing block level federations and organizations. S/he will be the overall in-charge of finance and administrative functions of the block unit. S/he will also have to undertake extensive field visit to ensure quality project/program interventions.
	UR	EWS	EBC	BC	WBC	SC	ST																																												
Backlog	0	0	1	1	0	2	1																																												
General	28	7	12	9	1	11	0																																												
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Divyang	VI-01, DD-01, OH-01																																																		
FF	1																																																		
2.	Livelihood Specialist Pay: ₹32458/- (Excluding other benefits**)	Total Positions – 235 <table border="1" data-bbox="496 954 1313 1213"> <thead> <tr> <th></th><th>UR</th><th>EWS</th><th>EBC</th><th>BC</th><th>WBC</th><th>SC</th><th>ST</th></tr> </thead> <tbody> <tr> <td>Backlog</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>General</td><td>78</td><td>20</td><td>37</td><td>23</td><td>10</td><td>64</td><td>3</td></tr> <tr> <td>Female</td><td>27</td><td>07</td><td>13</td><td>08</td><td>0</td><td>22</td><td>1</td></tr> <tr> <td>Divyang</td><td colspan="7">VI-02, DD-02, OH-02, MD-02</td></tr> <tr> <td>FF</td><td colspan="7">4</td></tr> </tbody> </table>		UR	EWS	EBC	BC	WBC	SC	ST	Backlog	0	0	0	0	0	0	0	General	78	20	37	23	10	64	3	Female	27	07	13	08	0	22	1	Divyang	VI-02, DD-02, OH-02, MD-02							FF	4							Eligibility: -1. PG Degree in Agriculture or PG Degree in Animal Husbandry or PG Degree in Dairy Technology or PG Degree in fishery or PG Degree in Horticulture or PG Degree in Hotel Management or PG Degree in Rural Management or PG Degree in Retails Management or PG Degree in Food Technology or PG Degree in Fashion Management/Technology /Design or PG Degree in Zoology/Microbiology or PG Degree in Arts & Craft or PG Degree in Sericulture or PG Degree in Management from recognized institutes/university. Or 2. PG Diploma in Agriculture or PG Diploma in Animal Husbandry or PG Diploma in Dairy Technology or PG Diploma in fishery or PG Diploma in Horticulture or PG Diploma in Hotel Management or PG Diploma in Rural Management or PG Diploma in Retails Management or PG Diploma in Food Technology or PG Diploma in Fashion Management /Technology / Design or PG Diploma in Arts & Craft or PG Diploma in Sericulture or PG Diploma in Management from recognized institutes/university. Or 3. BBA or Graduate in Agriculture or Graduate in Animal Husbandry or Graduate in Dairy Technology or Graduate in fishery or Graduate in Horticulture or Graduate in Zoology/Microbiology from recognized institutes/university. Key Responsibility: The roll out of all livelihood's interventions (agriculture, animal husbandry, beekeeping, fishery, etc.) in the VOs/SHGs in coordination with CC and specialized community cadre developed for each of the intervention. Training and developing a specialized community cadre for scaling up in the various livelihood interventions. Responsible for producing Village Livelihood Plans (which detailed out current livelihoods of SHG HHs and potential opportunities)
	UR	EWS	EBC	BC	WBC	SC	ST																																												
Backlog	0	0	0	0	0	0	0																																												
General	78	20	37	23	10	64	3																																												
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3.	<p>Area Coordinator Pay: ₹22662 /- (Excluding other benefits**)</p> <p>Total Positions-374</p> <table border="1" data-bbox="496 228 1320 466"> <thead> <tr> <th></th><th>UR</th><th>EWS</th><th>EBC</th><th>BC</th><th>WBC</th><th>SC</th><th>ST</th></tr> </thead> <tbody> <tr> <td>Backlog</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>General</td><td>155</td><td>38</td><td>68</td><td>31</td><td>15</td><td>64</td><td>3</td></tr> <tr> <td>Female</td><td>54</td><td>13</td><td>24</td><td>11</td><td>0</td><td>22</td><td>1</td></tr> <tr> <td>Divyang</td><td colspan="7">VI-04, DD-03, OH-04, MD-04</td></tr> <tr> <td>FF</td><td colspan="7">07</td></tr> </tbody> </table>		UR	EWS	EBC	BC	WBC	SC	ST	Backlog	0	0	0	0	0	0	0	General	155	38	68	31	15	64	3	Female	54	13	24	11	0	22	1	Divyang	VI-04, DD-03, OH-04, MD-04							FF	07							<p>Eligibility: -</p> <ol style="list-style-type: none"> Graduate in any discipline from recognized institutes/university. <p>Key Responsibility: -S/he will be responsible for executing specialist function at block level and generic coordination of field-based activities at cluster level. As a specialist s/he will be the nodal person for specific assignments which include Micro Planning, Bank Linkages, Community Institution Building, livelihood promotion and social development.</p>
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4.	<p>Accountant (DPCU/BPIU Level) Pay: ₹22662 /- (Excluding other benefits**)</p> <p>Total Positions-167</p> <table border="1" data-bbox="496 657 1320 901"> <thead> <tr> <th></th> <th>UR</th> <th>EWS</th> <th>EBC</th> <th>BC</th> <th>WBC</th> <th>SC</th> <th>ST</th> </tr> </thead> <tbody> <tr> <td>Backlog</td><td>0</td><td>0</td><td>0</td><td>2</td><td>7</td><td>20</td><td>2</td></tr> <tr> <td>General</td><td>53</td><td>14</td><td>16</td><td>17</td><td>5</td><td>30</td><td>1</td></tr> <tr> <td>Female</td><td>19</td><td>5</td><td>6</td><td>6</td><td>0</td><td>10</td><td>0</td></tr> <tr> <td>Divyang</td><td colspan="7">VI-01, DD-01, OH-01, MD-02</td></tr> <tr> <td>FF</td><td colspan="7">3</td></tr> </tbody> </table>		UR	EWS	EBC	BC	WBC	SC	ST	Backlog	0	0	0	2	7	20	2	General	53	14	16	17	5	30	1	Female	19	5	6	6	0	10	0	Divyang	VI-01, DD-01, OH-01, MD-02							FF	3							<p>Eligibility: -</p> <p>Graduate degree in commerce from recognized institutes/university.</p> <p>Key Responsibility: -S/he will be responsible for maintaining books of account at DPCU/BPIU level and regularly updating them. S/he will also be responsible for providing all secretarial assistance to block staff and maintain all official records. S/he will also be responsible for channelling upward and backward official Communication.</p>
	UR	EWS	EBC	BC	WBC	SC	ST																																											
Backlog	0	0	0	2	7	20	2																																											
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5.	<p>Office Assistant (DPCU/BPIU Level) Pay: ₹15990 Excluding other benefits**)</p> <p>Total Positions-187</p> <table border="1" data-bbox="496 1006 1320 1251"> <thead> <tr> <th></th> <th>UR</th> <th>EWS</th> <th>EBC</th> <th>BC</th> <th>WBC</th> <th>SC</th> <th>ST</th> </tr> </thead> <tbody> <tr> <td>Backlog</td><td>0</td><td>0</td><td>0</td><td>0</td><td>2</td><td>2</td><td>1</td></tr> <tr> <td>General</td><td>73</td><td>18</td><td>28</td><td>21</td><td>9</td><td>31</td><td>2</td></tr> <tr> <td>Female</td><td>26</td><td>6</td><td>10</td><td>7</td><td>0</td><td>11</td><td>0</td></tr> <tr> <td>Divyang</td><td colspan="7">VI-02, DD-02, OH-02, MD-02</td></tr> <tr> <td>FF</td><td colspan="7">4</td></tr> </tbody> </table>		UR	EWS	EBC	BC	WBC	SC	ST	Backlog	0	0	0	0	2	2	1	General	73	18	28	21	9	31	2	Female	26	6	10	7	0	11	0	Divyang	VI-02, DD-02, OH-02, MD-02							FF	4							<p>Eligibility: -</p> <p>Graduate degree in any discipline from recognized institutes/university. Knowledge of Computer typing both Hindi & English is must.</p> <p>Key Responsibility: -S/he will be responsible for extending all secretarial assistance to BPMI and others officers at BPIU. S/he will be responsible for looking after all communication, office record book keeping/dispatch compiling of project information.</p> <p>S/he will be responsible for maintaining records related with programmatic, personnel and administrative affairs. S/he will be responsible for acting as nodal person for channelling communication to/from BPIU/DPCU/SPMU.</p>
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6.	<p>Community Coordinator Pay: ₹15990 /- (Excluding other benefits**)</p> <table border="1" data-bbox="496 123 1320 393"> <thead> <tr> <th colspan="8">Total Positions-1177</th></tr> <tr> <th></th><th>UR</th><th>EWS</th><th>EBC</th><th>BC</th><th>WBC</th><th>SC</th><th>ST</th></tr> </thead> <tbody> <tr> <td>Backlog</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>General</td><td>508</td><td>118</td><td>211</td><td>121</td><td>19</td><td>188</td><td>12</td></tr> <tr> <td>Female</td><td>178</td><td>41</td><td>74</td><td>42</td><td>0</td><td>66</td><td>4</td></tr> <tr> <td>Divyang</td><td colspan="7">VI-12, DD-12, OH-12, MD-12</td></tr> <tr> <td>FF</td><td colspan="7">23</td></tr> </tbody> </table>	Total Positions-1177									UR	EWS	EBC	BC	WBC	SC	ST	Backlog	0	0	0	0	0	0	0	General	508	118	211	121	19	188	12	Female	178	41	74	42	0	66	4	Divyang	VI-12, DD-12, OH-12, MD-12							FF	23								<p>Eligibility: -Fresh graduate (male) and Intermediate (female) in any discipline from recognized institutes/university.</p> <p>Key Responsibility: -Community Coordinator will be based at village level and operate in 6-7 villages of a particular cluster in a block. S/he will be responsible for targeting in the project, formation and nurturing of SHGs, basic training to them, managing operations of community support cadres, facilitating micro plan and bank linkages in SHGs, supervising CIF utilisation and conflict resolutions at community level.</p>
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7.	<p>Block IT Executive Pay: ₹22662 /- (Excluding other benefits**)</p> <table border="1" data-bbox="496 584 1320 847"> <thead> <tr> <th colspan="8">Total Positions-534</th> </tr> <tr> <th></th> <th>UR</th> <th>EWS</th> <th>EBC</th> <th>BC</th> <th>WBC</th> <th>SC</th> <th>ST</th> </tr> </thead> <tbody> <tr> <td>Backlog</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>General</td> <td>213</td> <td>53</td> <td>96</td> <td>64</td> <td>16</td> <td>86</td> <td>6</td> </tr> <tr> <td>Female</td> <td>75</td> <td>19</td> <td>34</td> <td>22</td> <td>0</td> <td>30</td> <td>2</td> </tr> <tr> <td>Divyang</td> <td colspan="7">VI-06, DD-05, OH-05, MD-05</td></tr> <tr> <td>FF</td><td colspan="7">10</td></tr> </tbody> </table>	Total Positions-534									UR	EWS	EBC	BC	WBC	SC	ST	Backlog	0	0	0	0	0	0	0	General	213	53	96	64	16	86	6	Female	75	19	34	22	0	30	2	Divyang	VI-06, DD-05, OH-05, MD-05							FF	10								<p>Eligibility: -</p> <p>B. Tech (CS/IT) or BCA or B.Sc.-IT or PGDCA or from UGC/AICTE recognized institutes/university.</p> <p>Knowledge of Computer typing both Hindi & English is must.</p> <p>Key Responsibility: - S/he shall be responsible for streamline the digitization process in MIS/ERP/mobile apps solutions of the organization across the concerned district.</p> <p>Training on IT, MIS related tools/platforms/ applications etc. to block team members time to time.</p> <p>Able to extract data from Dashboards to prepare reports on need basis.</p> <p>Regular follow up with filed visit to ensure data digitization in all the modules of MIS and Mobile apps through staffs/operators/Cadres etc.</p> <p>To maintain the IT peripherals in working condition and extend support to BPIUs in the Block for the same.</p> <p>Any other task assigned time to time.</p>
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Note: However, BRLPS employees having Post Graduate / Graduate degree will be eligible to apply against any vacant positions in BRLPS irrespective of the educational qualification specified for that position.

Selection: Applicants will be invited to appear for participating in Computer Based Test (CBT) as per the rule in a phased manner. List of applications received, dates and venue of tests for selection etc. would be posted in due course on [www.brlps.in \(http://brlps.in/web/brlps/career\)](http://brlps.in/web/brlps/career). Candidates are requested to visit the website frequently for announcements. All communication will be made through website only. Position wise selection process is described in the coming pages.

Sl. No.	Post	Selection Procedure																																																						
01.	<p>All Positions except Office Assistant and Block IT Executive</p>	<p>The selection process consists of the following:</p> <p>Computer Based Test (CBT)</p> <p>This is a Multiple-Choice Question (MCQ) based test. Brief of the Syllabus for Computer Based Test and Marking Scheme is as under (Position wise details of the syllabus for Subject Knowledge is annexed at the end of this advertisement): -</p> <table border="1" data-bbox="579 393 1965 1235"> <thead> <tr> <th data-bbox="579 393 1612 457">Section name</th><th data-bbox="1612 393 1769 457">Marks per item</th><th data-bbox="1769 393 1965 457">No. of items</th></tr> </thead> <tbody> <tr> <td data-bbox="579 457 1612 493">Awards and Honours (National & International)</td><td data-bbox="1612 457 1769 493">1</td><td data-bbox="1769 457 1965 493">3</td></tr> <tr> <td data-bbox="579 493 1612 530">Important Schemes (Key Government Schemes and Programs)</td><td data-bbox="1612 493 1769 530">1</td><td data-bbox="1769 493 1965 530">3</td></tr> <tr> <td data-bbox="579 530 1612 566">History of India (Modern)</td><td data-bbox="1612 530 1769 566">1</td><td data-bbox="1769 530 1965 566">3</td></tr> <tr> <td data-bbox="579 566 1612 603">National and International Organizations</td><td data-bbox="1612 566 1769 603">1</td><td data-bbox="1769 566 1965 603">3</td></tr> <tr> <td data-bbox="579 603 1612 639">Science and Technology (Basic Scientific concepts and recent developments)</td><td data-bbox="1612 603 1769 639">1</td><td data-bbox="1769 603 1965 639">3</td></tr> <tr> <td data-bbox="579 639 1612 676">Sports (Important sports events, players and achievements)</td><td data-bbox="1612 639 1769 676">1</td><td data-bbox="1769 639 1965 676">2</td></tr> <tr> <td data-bbox="579 676 1612 752">Analytical Reasoning- Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Series, Number Series, Figural Series</td><td data-bbox="1612 676 1769 752">1</td><td data-bbox="1769 676 1965 752">3</td></tr> <tr> <td data-bbox="579 752 1612 828">Arithmetical Reasoning, Numeric Operations, Symbolic Operations, Trends, Space Visualization, Space Orientation, Visual Memory.</td><td data-bbox="1612 752 1769 828">1</td><td data-bbox="1769 752 1965 828">3</td></tr> <tr> <td data-bbox="579 828 1612 865">Classification - Choose the odd word</td><td data-bbox="1612 828 1769 865">1</td><td data-bbox="1769 828 1965 865">3</td></tr> <tr> <td data-bbox="579 865 1612 901">Data Interpretation</td><td data-bbox="1612 865 1769 901">1</td><td data-bbox="1769 865 1965 901">3</td></tr> <tr> <td data-bbox="579 901 1612 978">Quantitative aptitude (Percentage, Ratio & Proportion, Average, Interest (Simple and Compound), Profit and Loss, Partnership Business, Time and Distance)</td><td data-bbox="1612 901 1769 978">1</td><td data-bbox="1769 901 1965 978">9</td></tr> <tr> <td data-bbox="579 978 1612 1054">Matching Concept (Indexing, Address Matching, Data & City Matching, Word Building)</td><td data-bbox="1612 978 1769 1054">1</td><td data-bbox="1769 978 1965 1054">2</td></tr> <tr> <td data-bbox="579 1054 1612 1090">Subject Knowledge</td><td data-bbox="1612 1054 1769 1090">1</td><td data-bbox="1769 1054 1965 1090">20</td></tr> <tr> <td data-bbox="579 1090 1612 1127">Computer Proficiency Test</td><td data-bbox="1612 1090 1769 1127">1</td><td data-bbox="1769 1090 1965 1127">10</td></tr> <tr> <td data-bbox="579 1127 1612 1164" style="text-align: right;">Total</td><td data-bbox="1612 1127 1769 1164"></td><td data-bbox="1769 1127 1965 1164">70</td></tr> <tr> <td data-bbox="579 1164 1612 1200" style="text-align: right;">Total Duration: - 80 Minutes.</td><td data-bbox="1612 1164 1769 1200"></td><td data-bbox="1769 1164 1965 1200"></td></tr> <tr> <td data-bbox="579 1200 1612 1235" style="text-align: right;">Total Marks of CBT: 70 Marks</td><td data-bbox="1612 1200 1769 1235"></td><td data-bbox="1769 1200 1965 1235"></td></tr> </tbody> </table> <p>Category wise Minimum Cut off Marks for CBT is UR- 50%, EWS/BC/EBC – 45% and SC/ST- 40%.</p>	Section name	Marks per item	No. of items	Awards and Honours (National & International)	1	3	Important Schemes (Key Government Schemes and Programs)	1	3	History of India (Modern)	1	3	National and International Organizations	1	3	Science and Technology (Basic Scientific concepts and recent developments)	1	3	Sports (Important sports events, players and achievements)	1	2	Analytical Reasoning- Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Series, Number Series, Figural Series	1	3	Arithmetical Reasoning, Numeric Operations, Symbolic Operations, Trends, Space Visualization, Space Orientation, Visual Memory.	1	3	Classification - Choose the odd word	1	3	Data Interpretation	1	3	Quantitative aptitude (Percentage, Ratio & Proportion, Average, Interest (Simple and Compound), Profit and Loss, Partnership Business, Time and Distance)	1	9	Matching Concept (Indexing, Address Matching, Data & City Matching, Word Building)	1	2	Subject Knowledge	1	20	Computer Proficiency Test	1	10	Total		70	Total Duration: - 80 Minutes.			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02.	Office Assistant & Block IT Executive	<table border="1"> <thead> <tr> <th>Section name</th> <th>Marks per item</th> <th>No. of items</th> </tr> </thead> <tbody> <tr> <td>National and International Organizations</td> <td>1</td> <td>2</td> </tr> <tr> <td>Science and Technology (Basic Scientific concepts and recent developments)</td> <td>1</td> <td>3</td> </tr> <tr> <td>Sports (Important sports events, players and achievements)</td> <td>1</td> <td>2</td> </tr> <tr> <td>Analytical Reasoning- Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Series, Number Series, Figural Series</td> <td>1</td> <td>3</td> </tr> <tr> <td>Arithmetical Reasoning, Numeric Operations, Symbolic Operations, Trends, Space Visualization, Space Orientation, Visual Memory.</td> <td>1</td> <td>3</td> </tr> <tr> <td>Classification - Choose the odd word</td> <td>1</td> <td>3</td> </tr> <tr> <td>Data Interpretation</td> <td>1</td> <td>3</td> </tr> <tr> <td>Quantitative aptitude (Percentage, Ratio & Proportion, Average, Interest (Simple and Compound), Profit and Loss, Partnership Business, Time and Distance)</td> <td>1</td> <td>9</td> </tr> <tr> <td>Matching Concept (Indexing, Address Matching, Data & City Matching, Word Building)</td> <td>1</td> <td>2</td> </tr> <tr> <td>Subject Knowledge</td> <td>1</td> <td>20</td> </tr> <tr> <td>Computer Proficiency Test</td> <td>1</td> <td>10</td> </tr> <tr> <td>Total</td><td></td><td>60</td></tr> </tbody> </table> <p>Total Duration: - 70 Minutes.</p> <p>Total Marks of CBT: 60 Marks</p>			Section name	Marks per item	No. of items	National and International Organizations	1	2	Science and Technology (Basic Scientific concepts and recent developments)	1	3	Sports (Important sports events, players and achievements)	1	2	Analytical Reasoning- Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Series, Number Series, Figural Series	1	3	Arithmetical Reasoning, Numeric Operations, Symbolic Operations, Trends, Space Visualization, Space Orientation, Visual Memory.	1	3	Classification - Choose the odd word	1	3	Data Interpretation	1	3	Quantitative aptitude (Percentage, Ratio & Proportion, Average, Interest (Simple and Compound), Profit and Loss, Partnership Business, Time and Distance)	1	9	Matching Concept (Indexing, Address Matching, Data & City Matching, Word Building)	1	2	Subject Knowledge	1	20	Computer Proficiency Test	1	10	Total		60
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<p style="text-align: center;">Part-II, Typing Test</p> <table border="1"> <thead> <tr> <th>Passage Requirement</th> <th>No. of max. words per passage</th> <th>Language</th> <th>Total Typing Time (in minute)</th> <th>Mark allocation</th> </tr> </thead> <tbody> <tr> <td>For mock Typing Hindi (Mangal Font)</td> <td>40</td> <td>Hindi</td> <td>2</td> <td>-</td> </tr> <tr> <td>For actual Typing Hindi (Mangal Font)</td> <td>150</td> <td>Hindi</td> <td>5</td> <td>5</td> </tr> <tr> <td>For mock Typing English (Any font)</td> <td>60</td> <td>English</td> <td>2</td> <td>-</td> </tr> <tr> <td>For actual Typing English (Any font)</td> <td>200</td> <td>English</td> <td>5</td> <td>5</td> </tr> <tr> <td>Total</td><td>450</td> <td>Hindi, English</td> <td>14</td> <td>10 Marks</td> </tr> </tbody> </table> <p>Overall Time Allocation: 30 Minutes</p> <p>Acceptable Inaccuracy is 1.5% (Marks will be deducted in proportion of total words and error thereafter)</p> <p>Total Marks of Typing Test: 10 Marks</p> <p>Category wise Min. Cut off Marks for CBT including Typing Test is UR- 50%, EWS/BC/EBC – 45% and SC/ST- 40%.</p>			Passage Requirement	No. of max. words per passage	Language	Total Typing Time (in minute)	Mark allocation	For mock Typing Hindi (Mangal Font)	40	Hindi	2	-	For actual Typing Hindi (Mangal Font)	150	Hindi	5	5	For mock Typing English (Any font)	60	English	2	-	For actual Typing English (Any font)	200	English	5	5	Total	450	Hindi, English	14	10 Marks											
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Note:

- Abbreviation stands for the term used in the advertisement: UR- Unreserved, EWS- Economically Weaker Section, EBC- Extremely Backward Class, BC- Backward Class, WBC- Women of Backward Class, SC- Schedule Caste, ST – Schedule Tribe, VI- Visually Impaired, DD- Deaf and Dumb, OH- Orthopedically Handicapped, MD- Mental/Multiple Disorder, FF- Grand Son/Daughter of Freedom Fighter.

2. Applicable Formula for Normalization:

$$\hat{M}_{ij} = \frac{\bar{M}_t^g - M_q^g}{\bar{M}_{ti} - M_{iq}} (M_{ij} - M_{iq}) + M_q^g$$

\hat{M}_{ij} = Normalized marks of j^{th} candidate in the i^{th} session.

\bar{M}_t^g = is the average marks of the top 0.1% of the candidates considering all sessions.

M_q^g = is the sum of mean and standard deviation marks of the candidates in the paper considering all sessions.

\bar{M}_{ti} = is the average marks of the top 0.1% of the candidates in the i^{th} session.

M_{iq} = is the sum of mean marks and standard deviation of the i^{th} session.

M_{ij} = is the actual marks obtained by the j^{th} candidate in i^{th} session.

General Terms and Conditions:

1. The Last Date for receipt of online application is **18.08.2025** Application beyond this date will not be accepted.
2. Application Form of candidates, who do not fulfil the eligibility criteria, shall be rejected.
3. Minimum Age limit is 18 years as on the last date of receipt of online application for all the posts.
4. The maximum age limit as on last day of application: General/EWS Male-37 Years, Female UR/BC/EBC/EWS- 40 Years, Male BC/EBC- 40 Years, Male & Female SC/ST- 42 Years. Maximum age limit for retired officials from the government/PSU/Bank is 61 years where in maximum age limit for the candidates currently working with the BRLPS is 55 Years.
5. Reservation facility would be applicable only to the Bihar domicile candidates. The permanent address furnished in the application form shall be considered as domicile for the purpose of reservation.
6. In the light of the resolution of the Government of Bihar, General Administration Department, File Number- 11/Aa.Ni-I-11/2015 Sa.Pra.12575, Patna-15, Dated 09.07.2025, 35% horizontal reservation to the female candidate will only be applicable to the female candidate who is completely a native of the state of Bihar (including Unreserved category along with reserved category).
7. Remuneration for retired Officials from Government of Bihar will be fixed as per the provision of Sankalp No. 10000 dated 10/07/2015 and Letter No. 3/M-63/2013 Sa. Pra. 8710 dated 11/08/2021.
8. Candidates are also advised in their own interest to apply online well before the closing date and not wait for the last date of submission to avoid possibility of link failure or any other technical issues whatsoever. There shall not be any responsibility of the BRLPS if any candidate fails to finally submit the Application Form before the last date of submission on account of aforesaid reasons or for any other reason beyond its control.
9. The candidates are required to fill the Online Application Form with correct and complete information carefully. If any incomplete or false information is furnished, then the candidate will be solely responsible for the same and on the basis of false and incomplete information, the Application Form/ candidature shall be rejected at any stage of the selection process without giving any reason/ notice. On furnishing any false certificate or indicating wrong category in the Application Form or in case of any other default, the BRLPS may reject the candidature at any stage of the selection and take legal action against them.
10. In case it is found at any time in future that a Candidate has used/ uploaded the photograph and/ or signature of someone else in his/ her Application Form/ Admit Card or he/ she has tempered his/ her Admit Card/ result, these acts of the candidate shall be treated as Unfair means and legal action can be taken against them.
11. Only one application shall be submitted by each candidate for one position. In case, more than one Application i.e. multiple Application Forms are submitted by the same candidate, then the last application form correct in all respect shall only be taken into account for considering his/ her candidature.
12. Only such Divyang candidates will be eligible for Scribes who are not capable of writing in CBT on their own as per "**Disability Rights Act 2016**". Such Candidates will have to submit a recent certificate in prescribed format duly issued by Civil Surgeon of Govt. of Bihar/ respective state Govt. The format of certificates is attached for ready reference and such Divyang Candidates should attach the certificate at the time of submitting online application. Scribes will be provided by BRLPS only, Outside Scribes will not be allowed.
13. **Extensive field visit is associated with all the positions.**
14. After final submission of the application form, any request with regard to change of category shall not be entertained. In case of women candidates, caste certificate issued from father's side shall only be treated as valid.
15. Print out of Application Form or hard copies of certificates/mark sheets are not required to be submitted by post to the BRLPS.
16. Candidates must keep print out of Application Form, Photo ID, 03 (three) copies of coloured passport size photograph and 1 set of photo copy of all required certificates for fulfilment of eligibility criteria. Keep all documents in original also and produce the same at the time of document verification.
17. After final submission of Application Form, No changes in the Application Form afterwards will be accepted under any circumstances.
18. Caste / Category Certificate (only for SC/ST/BC/EBC/EWS/Divyang/FF) applicable only to Bihar state category candidates. In case of BC/EBC Candidates, BC/EBC caste certificate containing the non-creamy layer clause should be valid on the date of joining (issued within one year prior to the date of joining). BC/EBC Caste Name mentioned in certificate should tally letter by letter with Bihar Government list/notification. Caste Certificate as applied in the application must be issued from the level of SDO or above.
19. It is to be noted that if a candidate has been allowed to appear in the examination, it does not imply that the candidate's eligibility has been verified. It does not vest any right with such candidates to get appointment. The eligibility is subject to final verification of document by the Competent Authority. The candidate shall satisfy his/her eligibility before appearing in the Selection Process and shall be personally responsible, in case, he/she is not found eligible, at any stage, to apply as per the given eligibility criteria.
20. Information uploaded on the official website of the BRLPS shall not be provided to the candidates or any other person under the Right to Information Act, 2005. The information uploaded on the official website of the BRLPS shall remain available for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep it with them for future reference, if any. During the course of recruitment, neither any application under the R.T.I. Act shall be entertained nor any information shall be provided.

21. Any representation filed by any applicant in respect of recruitment shall not be entertained once the process is initiated.
22. Factual information under the R.T.I. Act shall be provided only after declaration of final result and which is not exempted under the act. Inferential questions or speculative questions shall not be answered under the R.T.I. Act.
23. In case a candidate is found providing incorrect information or his/ her identity is proved to be false at any time in the future, he/ she may, in addition to disqualification, debarred from the future recruitment of BRLPS, face legal action as per the law applicable and amount paid towards salary can be recovered by the BRLPS.
24. In case, it is found at any stage of the recruitment process that a candidate does not fulfil the eligibility norms and/ or that he/ she has suppressed/ twisted/ distorted or truncated any material facts, his/ her candidature shall stand cancelled without giving any reason and notice to the candidate concerned. If any of these shortcomings is detected even after appointment, his/ her service will be liable to be terminated and he/ she will be liable to punishment through proceedings as decided by the Competent Authority, legal action deemed fit can also be initiated against the candidate.
25. Issuance of hall ticket/ admit card doesn't confirm clearance of your eligibility for the post. Actual scrutiny will be held for merit holders after CBT test. If anyone found ineligible for the post will be disallowed to take part in further stages of the selection process. So, candidates should minutely check their eligibility for the particular post as the fee is non-refundable and no correspondence will be entertained for candidate's failure in reading advertisements in proper manner.
26. Process of normalization will be adapted while preparation of CBT results for such positions whose CBT exam may conduct in more than one shift.
27. If two or more candidates secure equal marks, then the candidate born earlier will be placed above.
28. Number of vacancies may be changed without prior notice and roster position will be accordingly revised.
29. Candidates are requested to visit the website frequently for updates and other announcements. All recruitment related notification shall be brought to the notice of candidates only through the official website of the BRLPS. No personal communication shall be made in this regard.
30. Reservation would be applicable for recruitment on these positions as per the latest Reservation Policy of the Government of Bihar.
31. BRLPS reserves the right to cancel this recruitment process, fully or partially, at any stage. The BRLPS reserves the right to bring about changes in the selection procedure/ scheme of Examination.
32. There shall be no provision for re-evaluation/ re-checking/ scrutiny of the answer sheet/ score. No correspondence in this regard shall be entertained.
33. No pay fitment benefit will be provided on the basis of experience. For each post pay has been duly mentioned in this advertisement except accountant (District/ Block level). After selection in BRLPS, candidates will only be given offered pay of the said position. Initial Pay of accountant will be fixed after passing of Tally Test. Further, Pay Slab will be fixed on the basis of experience gained on the said position, twice after 2 years of interval.
34. Monthly Pay includes Basic Pay, House Rent Allowance, Project Allowance & Employees Provident Fund (Employers share).
35. **Other monetary benefits allowed to BRLPS employees include Child Education Allowance for a maximum of two living children Annual Increment at the rate of 5%, Performance incentive up to maximum of 30% of Annual Basic as annual pay, Self-Learning Allowance, Accidental Insurance coverage, Medical Insurance cover for self & family, Laptop Maintenance Allowance (Except CC, AC, OA, Accountant, LHS), etc.
36. Contract will be till attainment of the superannuation age of 60 years for all candidates other than retired officials from Govt. /PSU and Banks. Maximum age limit is 65 years for Retired Officials of Govt./PSU/Bank. Employees may be separated if not found suitable at the discretion of the management. The contract would also end with the closure of the BRLPS project.
- 37. Persons who had been separated from the BRLPS on disciplinary grounds need not apply as their candidature will not be considered.**
38. No TA/DA will be paid for attending the different stages of selection process or for first joining of BRLPS.
39. There would be a probation period of 3/6 months.
40. The record relating to this recruitment would be available up to 6 months from the Date of declaration of final result and, thereafter, all examination materials of not selected candidates shall be weeded out and no communication in this regard shall be entertained with respect to this recruitment drive.
41. Candidates belonging to BC, EBC, EWS & Unreserved categories shall have to pay a non-refundable application fee of Rs. 800/- (Rs. Eight Hundred only). Candidates belonging to SC, ST and Divyang (PH) categories shall pay a non-refundable application fee of Rs. 500/- (Rs. five hundred only). Reservation facility would be applicable only to the Bihar domicile candidates. Application fee has to be paid through **online** only while registering online. The application fee is exclusive of Bank charges, wherever applicable. Fees once paid is non-refundable and non-adjustable.

42. Category wise Min. Cut off Marks for CBT including Typing Test is UR- 50%, EWS/BC/EBC – 45% and SC/ST- 40%.

To apply online please visit: <https://brlps.in/Career>. The link for receiving of application will be activated from **30.07.2025** The Last Date for receiving of application is **18.08.2025**

Last date for submitting online application will be 18.08.2025

Disclaimers: Mere eligibility doesn't guarantee a job.

**Chief Executive Officer-cum- Mission Director,
Bihar Rural Livelihood Promotion Society**

Canvassing in any form shall be a disqualification.

Block Project Manager

Section 1: Rural Society, Economy, and Governance (NCERT Sociology and Political Science)

- a) Indian Rural Society: Caste system, social stratification, and demographic features.
- b) Rural Poverty: Concepts, causes, and measurement of poverty.
- c) Rural Economy: Structure of the Indian rural economy, agriculture, and the informal sector.
- d) Panchayati Raj Institutions (PRIs): 73rd Constitutional Amendment, structure, functions, and role in rural development.

Section 2: Deendayal Antyodaya Yojana – NRLM

- a) Objectives: The mission's objectives, and guiding principles.
- b) Institutional Architecture: Structure and roles from the State Project Management Unit (SPMU) to the Block Project Implementation Unit (BPIU) and community-based organizations.
- c) Key Components: Social Mobilization, Institution Building, Financial Inclusion, Livelihood Promotion, and Convergence.
- d) Values of NRLM: Understanding the core values of inclusion, transparency, and accountability.

Section 3: Social Mobilization and Institution Building

- a) Community Mobilization: Concepts and strategies for mobilizing the poor and vulnerable.
- b) Self-Help Groups (SHGs): Formation, stages of group development, the concept of 'Panchasutra' (regular meetings, regular savings, regular inter-loaning, timely repayment, and up-to-date books of accounts).
- c) Federations: Village Organizations (VOs) and Cluster Level Federations (CLFs) - their structure, roles, and responsibilities.
- d) Capacity Building: Role of Community Resource Persons and their training.

Section 4: Financial Inclusion

- a) SHG-Bank Linkage: Process, documentation, and importance.
- b) Community Funds Management: Understanding and management of Revolving Fund (RF) and Community Investment Fund (CIF).

Section 5: Livelihood Promotion

- a) Sustainable Livelihoods Framework: Understanding the framework and its application, Farm Livelihoods: Interventions in agriculture, livestock, and non-farm livelihoods, Promotion of micro-enterprises, skill development, and market linkages.
- b) Value Chain Development: Basic concepts of value chain analysis and interventions.

Section 6: Project Management and Convergence

- a) Project Planning and Implementation: Developing Annual Action Plans
- b) Monitoring and Evaluation (M&E): Key performance indicators and Management Information System (MIS).
- c) Convergence: Strategies for convergence with other government schemes and programs (e.g., MGNREGA, Swachh Bharat Mission, National Health Mission).
- d) Basic Administration: Familiarity with basic office procedures and financial rules.

Syllabus for LHS	
Thematic Section	Sub-Section
1. Sustainable Agriculture	Principles of sustainable and climate-resilient farming.
	Agro climatic zone, Crop intensity, cropping system
	Systems of Crop Intensification (SCI, SRI, SWI, SMI)
	Integrated nutrient and pest management
	Organic and natural farming techniques
	Promotion of improved seed varieties, Plant Protection
2. Livestock	Livestock management (cows, goats, fishery, poultry)
	Dairy development models
	Basics of fisheries and aquaculture in rural settings
	Different Breed of cows, Buffaloes, goats, fishery, poultry
	Healthcare, Housing, nutrition and breeding management of cows, goats, fishery, poultry
3. Value Chain Development	Concepts of value chain and market linkages
	Steps in value chain analysis for priority products (crops, livestock, non-farm)
	Aggregation models: Farmer Producer Groups (PGs) and Farmer Producer Companies (FPCs)
	Primary processing, grading, packaging, storage solutions
	Market information systems and rural marketing channels
4. Rural Enterprise Development	Rural enterprise concepts, micro and small enterprise basics
	Business planning for rural entrepreneurs
	Non-farm livelihood promotion, retail, crafts, trades, and services
	Basic financial management, micro-credit, and insurance solutions
5. Community Institution Building	Structure and functioning of Self Help Groups (SHGs), Producer Groups (PGS), and their federations
	Participatory planning, group dynamics, and leadership development
	Capacity building and technical support strategies
	Women's empowerment through livelihoods and entrepreneurship
6. Miscellaneous & Contemporary Topics	New developments and technologies for Agriculture
	Environmental and social safeguards in livelihood interventions
	Basics of Computing (MS-Office, Google Suite)

Area Coordinators

	Understanding about Rural Development <ul style="list-style-type: none">* Concept and Definition of Rural Development* Historical Background of Rural Development Initiatives* Characteristics of Rural Economy* Panchayati Raj Institutions and its Role in Development* Cooperatives and its importance
1	Key Government Schemes for Poverty Alleviation and their characteristics <ul style="list-style-type: none">* Central Government Schemes:<ul style="list-style-type: none">* Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)* Deendayal Antyodaya Yojana - National Rural Livelihoods Mission (DAY-NRLM)* Pradhan Mantri Awas Yojana - Gramin (PMAY-G)* Pradhan Mantri Gram Sadak Yojana (PMGSY)* National Social Assistance Programme (NSAP)* PM-KISAN (Pradhan Mantri Kisan Samman Nidhi)* Rashtriya Krishi Vikas Yojana (RKVY)* Social Security Schemes of the Central Government* Other Schemes of the Central Government* State Government Schemes (Bihar):<ul style="list-style-type: none">* JEEViKA – Bihar Rural Livelihoods Promotion Society and its initiatives* Satat Jeevikoparjan Yojana (SJY) – Bihar's ultra-poor graduation approach* Kushal Yuva Program (KYP) – Skilling youth under Bihar Skill Development Mission
2	

	<ul style="list-style-type: none"> * Mukhyamantri Udyami Yojana – Support for rural entrepreneurs * Mukhyamantri Awas Yojana - Gramin (MAY-G) – For BPL families not covered under PMAY-G * Industrial policies of the State Government (Bihar) * Social Security Schemes of the state Government (Bihar) * Other Schemes of the State Government (Bihar)
3	Understanding about Community Institutions (Self Help Groups, Village Organization, Cluster Level Federations)
	* Elements of Self Help Groups (SHGs)
	* Elements of Higher Level federations (Village Organizations and Cluster Level Federations)
	* Importance of SHG Bank Linkage - Different financial products prevailing in rural area
4	Basic Bookkeeping and Financial Literacy
	* Bookkeeping elements at SHG/VO/CLF Level – Cashbook, Ledger, Meeting Registers etc.
	* Basics of Credit and Savings
	* Budgeting and Expense Tracking
5	Livelihood Promotion
	* Farm-based Livelihoods: Agriculture, Horticulture, Livestock and their characteristics
	* Non-Farm and Off-Farm Livelihoods and their characteristics
	* Value Chain and Market Linkages and their characteristics

Accountant (BPIU)

Sl. No.	Content	
1	Accounting	Meaning and Scope of Accounting, Accounting Concepts, Principles, Conventions and Accounting Policies, Capital and Revenue Expenditures & Receipts. Accounting Process i.e. Journal Entries, Ledger, Trial Balance, Subsidiary Books, Cash Book, Bank Reconciliation Statement, Rectification of Errors, Inventories, Depreciation and amortization of fixed Assets, Preparation of Financial Statement/Final Accounts of Non - profit making/Profit making organization. Accounts from incomplete records. Accounting of producer Companies and preparation of Financial Statement for the same.
2	Auditing	Introduction: Meaning and Objectives of Auditing. Types of Audits i.e. - Internal Audit, Statutory Audit, AG Audit. Audit Process: Audit Programme, Audit and book, working papers and evidence, Preparation before commencing of Audit. Internal Check System: Routine Checking, Internal Check and Test Checking. Internal Control and Audit Procedure. Company Audit. Vouching, Verification of Assets and Liabilities
3	Labour law and Economic Law-	Concept of previous year and assessment year- Basis of Charge and Rates of Tax. Residential status and scope of total income. Heads of income and the provisions governing computation of income under different heads-Salaries - Income from house property-Profits and gains of business or profession -Capital Gains-Income from other sources. Assessment of Income of different persons: - Association of Persons- Co-operative Societies- Trusts, Charitable and Religious Institutions: Classification, tax incidence, computation of taxable income and assessment of tax liability- Assessment Procedure-Types of returns-Due date filing the returns-E-filing-Procedure for E-filing of returns -Different forms for filing the return- Demand, Recovery, Provisions for IT TDS and Return, Types of Assessment- application of PAN-TAN-Methods of Tax collection- TDS- TCS-Advance payment of Tax. Procedure for the imposition of penalty fines and prosecution. Goods and Service Tax – Introduction- background of GST-GST Models-Registration, TDS and return, Rate of Tax Computation of GST - filling of returns. Provisions under EPF Act, Gratuity Act. Statutory Compliances and secretarial Practices related to Producer Companies.

Office Assistant (BPIU)	
Sl. No.	Content
1.	<p>Core Skills</p> <ul style="list-style-type: none"> 1. Office Administration: Understanding of office procedures, protocols, and best practices. 2. Communication: Effective communication skills, including written and verbal communication, phone etiquette, and interpersonal skills. 3. Organization: Ability to prioritize tasks, manage time effectively, and maintain organized records and files. 4. Data Entry: Basic data entry skills, including accuracy and attention to detail.
2.	<p>Software and Tools</p> <ul style="list-style-type: none"> 1. Microsoft Office: Proficiency in Microsoft Office applications, such as Word, Excel, PowerPoint, and Outlook. 2. Google Suite: Familiarity with Google Suite applications, such as Gmail, Google Drive, Google Docs, and Google Sheets. 3. Office Management Software: Knowledge of office management software, such as scheduling tools, calendar management, and task management.
3.	<p>Administrative Tasks</p> <ul style="list-style-type: none"> 1. Scheduling: Ability to schedule appointments, meetings, and events. 2. Record-Keeping: Maintaining accurate and up-to-date records, files, and databases. 3. Correspondence: Handling incoming and outgoing mail, emails, and faxes. 4. Supply Management: Managing office supplies, inventory, and equipment.
4.	<p>Soft Skills</p> <ul style="list-style-type: none"> 1. Time Management: Ability to prioritize tasks, manage time effectively, and meet deadlines. 2. Teamwork: Willingness to work collaboratively with colleagues, supervisors, and clients. 3. Adaptability: Ability to adapt to changing priorities, tasks, and deadlines. 4. Professionalism: Maintaining a professional attitude, demeanour, and work ethic.
5.	<p>Additional Skills</p> <ul style="list-style-type: none"> 1. Email Management: Effective management of email correspondence. 2. Travel Arrangements: Ability to make travel arrangements, including booking flights, hotels, and transportation. 3. Meeting Coordination: Skill in coordinating meetings, including sending invitations, preparing materials, and arranging logistics.

Community Coordinators

	Understanding about Rural Development
1	* Concept and Definition of Rural Development
	* Historical Background of Rural Development Initiatives
	* Characteristics of Rural Economy
	* Panchayati Raj Institutions and its Role in Development
	Key Government Schemes for Poverty Alleviation and their characteristics
2	* Central Government Schemes:
	* Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)
	* Deendayal Antyodaya Yojana - National Rural Livelihoods Mission (DAY-NRLM)
	* Pradhan Mantri Awas Yojana - Gramin (PMAY-G)
	* Pradhan Mantri Gram Sadak Yojana (PMGSY)
	* National Social Assistance Programme (NSAP)
	* PM-KISAN (Pradhan Mantri Kisan Samman Nidhi)
	* Rashtriya Krishi Vikas Yojana (RKVY)
	* Social Security Schemes of the Central Government
	* Other Schemes of the Central Government
	* State Government Schemes (Bihar):
	* JEEViKA – Bihar Rural Livelihoods Promotion Society and its initiatives
	* Satat Jeevikoparjan Yojana (SJY) – Bihar's ultra-poor graduation approach
	* Kushal Yuva Program (KYP) – Skilling youth under Bihar Skill Development Mission
	* Mukhyamantri Udyami Yojana – Support for rural entrepreneurs

	<ul style="list-style-type: none"> * Mukhyamantri Awas Yojana - Gramin (MAY-G) – For BPL families not covered under PMAY-G * Social Security Schemes of the state Government (Bihar) * Other Schemes of the State Government (Bihar)
3	<p>Understanding about Community Institutions (Self Help Groups, Village Organization, Cluster Level Federations)</p> <ul style="list-style-type: none"> * Elements of Self Help Groups (SHGs) * Elements of Higher Level federations (Village Organizations and Cluster Level Federations) * Importance of SHG Bank Linkage - Different financial products prevailing in rural area * Insurance and Digital Financing Models
4	<p>Livelihood Promotion</p> <ul style="list-style-type: none"> * Farm-based Livelihoods: Agriculture, Horticulture, Livestock and their characteristics * Non-Farm and Off-Farm Livelihoods and their characteristics

	Block IT Executive	
Sl.No.	CONTENT	
1	Computer Basics	Definitions Definition of Hardware & Software, Functions of Computer System (Input, Processing, Output)
2		Devices Input & Output Devices- Keyboard, Mouse, Scanner, OMR, MICR, Touch screen, Printer, Fax, monitor, Projector
3		Memory Units of memory, types of memory – primary and secondary, Units of Memory, Data deletion, its recovery and security concerns.
4		Software Types and purpose System and application software, operating system, language translators, device drivers, programming tools.
5	Core Topics	IT Strategy and Governance Basic IT policies and regulatory compliances.
6		Cyber security and Risk Management Cyber-attack and its types, Security aspects like Network security, application security, Cloud security, Information security. Identity Access Management (IAM), data security and threat management.
7		Data Management and Analytics Data governance, data analytics, business intelligence, and data-driven decision-making. SQL,PL/SQL proficiency, MS-SQL, Oracle
9	Technical Skills(Basic Knowledge of)	MS-Office MS- Word – Basics of word processing and formatting documents, MS- EXCEL – Basics of spreadsheets, formatting worksheets, formulas, functions, MS-PowerPoint – Creating presentations.
10		Programming Languages: Python, Java, C++,C with basic data structure
11		Database Management Basic database concepts, data modelling. SQL, PL/SQL in MS-SQL, Oracle, My SQL
12		Networking Fundamentals Types of Networks, TCP/IP protocols OSI reference models,
13		Cloud Platforms AWS, Azure, Google Cloud service providers. Types of services provided.
14	Emerging Trends	Introduction to Internet Internet of Things (IoT), Types of internet connections, Understanding of internet address.
15		Artificial Intelligence and Machine Learning Basic definition and concept in AI/ML concepts.

-----End of the Document-----