

**Govt. of West Bengal**  
**Office of the Block Development Officer**  
**Jamboni Development Block**  
At & PO-Gidhini, Dist-Jhargram

Memo No:- 1665/JAM

Dated:- 11 / 09 / 2025

To  
The District Magistrate  
Jhargram

Sub: Publication of the engagement notice of One (1) BRC-EP Coordinator for SVEP.  
Ref memo no:- 1205/DRDC/JGM dated 29.08.2025

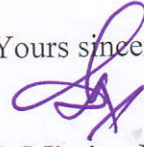
Respected Sir,

In reference to the above subject and as per instruction vide memo no 812/PRD-614/34015/8/2022-SRLM SEC-Dept. of PRD dated 02.06.2025 and vide momo no 1205/DRDC/JGM dated 29.08.2025 an engagement notice of BRC Coordinator under SVEP programme of Anandadhara of Jamboni Development Block is hereby being published on 12.09.2025. The details of the recruitment process described in the notification (as enclosed). So Sir, your kind instruction needed to publish this matter on the District portal ([jhargram.gov.in](http://jhargram.gov.in)).

This is for your kind information and perusal.

Thanking you.

Yours sincerely,

  
Block Mission Director  
and


 Block Development Officer  
Jamboni Development Block  
Block Development Officer  
Jamboni Development Block

Dated:- 11 / 09 / 2025

Memo No:- 1665/1(4)/JAM

Copy for information to-

1. The CEO & SMD, WBSRLM, Kolkata
2. The Additional District Mission Director & The Project Director, DRDC, Jhargram.
3. The Sub-Divisional Officer, Jhargram Sadar
4. The DIO, NIC, Jhargram, with request to upload the notice in District Portal.

  
Block Mission Director  
and

 Block Development Officer  
Jamboni Development Block  
Block Development Officer  
Jamboni Development Block

**Government of West Bengal  
Office of the Block Development Officer  
Jamboni Development Block  
Gidhini : Jhargram**

**Notification for engagement of One(1) BRC-EP Coordinator for SVEP on contractual basis.**

The Block Resource Centre-Enterprise Promotion (BRC-EP) Coordinator plays a critical role in the implementation of the Start-up Village Entrepreneurship Programme (SVEP) during the sustainability phase. Eligibility Criteria, Selection Process, how to apply, Roles, Capacity Building Process, Performance review, Honorarium/ Remuneration and travel expenses etc for BRC Coordinator are mentioned below:

**1. Eligibility Criteria :**

Non-Negotiable:

1. Must be a SHG Members with valid NRLM Code/ LokOs ID
2. Age: Minimum 25 years-Maximum 40 years (As on 1<sup>st</sup> September,2025)
3. Education: Minimum Graduate
4. Basic knowledge of using Microsoft word, Excel and PowerPoint
5. Experience: Minimum 2 years of experience of working in a business company/NGO/FPO/self-business or having enterprise
6. Ready to travel extensively in the field and be willing to stay in village for approx 10 to 15 days a month.
7. Candidate must be resident of Jamboni Block.

Preferably:

1. Women candidates mainly from SHG families are encouraged to apply.
2. Preferable from a management/ commerce background.
3. Math as a subject in class XII will be given preference
4. Preferably with 5 to 7 years of experience in community mobilization, working with community institutions such as SHGs and their federations, training, coordination of Community development projects
5. Understanding and hands-on experience of the non-farm livelihoods sector and its issues having worked with either a business or a producer organization that has been successful, or having worked with the SRLM in a livelihoods profile or having worked with a SVEP-like project will be preferable
6. Ability to act as a team player, open to learning and adaptable in relevance with ground realities will be preferable.
7. Should be self-driven and should be motivated by social change and impact at scale.

**2. Selection Process:**

To ensure a fair and transparent selection process of BRC EP Coordinator under the Start-up Village Entrepreneurship Program (SVEP), the selection will be conducted in three stages as detailed below:

**1. Three-Stage Selection Process:**

- a. Stage 1: Written Examination (100 Marks)
- b. Stage 2: Field Ability Test (50 marks)
- c. Stage 3: Computer Test (20 marks) and Personal Interview (30 marks)



### **Minimum Cut-off Criteria for written examination:**

- Overall Qualifying Marks: Minimum 40% of total marks (in Written Exam)
- Sectional Requirement: At least 40% in the mathematics section (in Written Exam)
- Candidates must qualify the written test to be shortlisted for the personal interview.

### **3. How to apply:**

Interested candidate would submit their application offline in prescribed Format provided by BRC at the Block level and Sangha office at the GP level . Candidates are advice to read the instruction carefully before submitting application.

- a. The candidate has to submit self-attested copies of the testimonials relevant to his/her educational qualification and experience along and Basic Computer Course Certificate with the application form.
- b. Candidate must produce Admit card of Madhyamik Exam as prove of date of birth.
- c. Candiate who have working experience must experience certificate from working NGO or others business organisation.
- d. Candidate who have own enterprise or FPO must submitted of Trade licence or Uddyam Aadhaar registration certificate copy.
- e. Candidate must be resident of Jamboni Block and submitted residential certificate from Gram Panchayat office.

**Application can be submitted in the Block Development Office, Jamboni on offline mode from 12/9/2025 (Friday) to 23/9/2012(Tuesday), from 11AM to 5PM on working days only. After due date and time no more application will be received. No other mode of application will be entertained. Application will be dropped at designated drop box placed at BDO Office (General Section) under the Office of the Block Development Officer, Jamboni Development Block. Pin- 721505. District- Jhargram, West Bengal**

After successful verification of original papers of tentative eligible applicants, the list of provisional eligible candidates for written examination will be published with necessary information and Instructions. No TA-DA will be paid for the appearing this exam.

### **4. Criteria for rejection of Application:**

1. Application is submitted through other mode than prescribed.
2. Application submitted after the last date & time mentioned in the advertisement.
3. Application does not match the criteria as mentioned in the notification.
4. Applicant does not have SHG membership resolution.
5. Age not fulfilled as per eligibly criteria as per notification.
6. Incomplete application.
7. Any kind of misinformation/ wrong information.
8. Applicant fails to produce the original papers during original papers/documents verification process.
9. Application may be rejected for any other valid reason found appropriate at any point of time.

### **5. Roles & Responsibilities of BRC-EP Coordinator:**

- To coordinate with the community organizations Sanghas/ SHGs/ Up-Sanghas, the Block & the village level project staff of NRLM for implementation of SVEP in the concerned block.
- Need to perform the all implementation process of SVEP programme at block level to overall Business Plan Development verification, MIS data Updation as per requirement of WBSRLM, Enterprise & Entrepreneur ID creation.
- Keeping record of CEF rollout and field level CEF repayment recovery report preparation along with monthly report preparation on SVEP Programme which needed by WBSRLM monthly basis.
- Arrange need based training for Entrepreneurs, CRP-EPs, and Sangha Samabay for each stake holders of SVEP at block level.
- To help operationalize the MIS for SVEP, monitor progress of the SVEP and share the same with all the stakeholders.



- To participate in all the processes of implementation of the SVEP in the block
- To ensure adherence to norms and completion of processes related to procurement for the Block Resource Centre (BRC-EP)
- To help institutionalize the Block Resource Centre
- To document and share best practices.
- To help create a repository of business logics and training material at the BRC-EP
- Training needs assessment for the entrepreneurs, CRP-EPs, BRC-EP members and implement the training & capacity building Program
- Plan and review of programmes of SVEP through BRC-EP
- Preparing the management report of BRC-EP
- Participate in the review meeting conducted at CLF, block or district level
- Maintaining the files, registers, books of accounts and MIS
- Arrange for audit of BRC-EP
- Prepare and make available financial report on BRC-EP operations regularly
- Any other responsibility/task assigned by BRC-EP

#### 6. Performance Review:

- BRC will review the performance of all the BRC Coordinator on monthly basis. If the performance of the BRC Coordinator will not improve for the consecutive 3 months, even after all possible support from BRC, the BRC will replace the concerned BRC Coordinator through decision-making at BRC Meeting

#### 7. Remuneration and other benefits:

The remuneration of BRC Coordinator will be Rs. 10000.00 (Ten Thousand only) per month, in case the target on promotion of enterprise including their training, capacity building and hand holding support seems satisfactory by BRC. However the remuneration may be varied and to be decided by the BRC-EP based on the financial status (audited) of the BRC-EP.

- The Travel Expenses for the BRC Coordinator will be on actual basis. BRC may follow the SVEP guideline and may also revise the TE as per the fund availability, field travel expenditure practices and performance of the BRC Coordinator cum Book Keeper
- Communication charge may also be provided to the BRC Coordinator based on the fund availability, field practices and performance of the BRC Coordinator cum Book Keeper
- Any additional incentives or financial rewards may be decided by the BRC as per the fund availability, field practices and performance of the BRC Coordinator cum Book Keeper.
- The provision of remuneration and TE for both BRC-EP Coordinator and CRP-EPs should only be provided from the revenue generated from SVEP intervention maintaining balance fund for regular fixed and recurring expenditure of BRC-EP.

BRC-EP Coordinator will be identified, trained and engaged by BRC-EP. This engagement is absolutely activity based contractual placement and no assurance for permanent job is involved. Financial and staffing liability will be solely on the BRC-EP

  
Block Development Officer  
Cum

Block Mission Director  
Jamboni Development Block  
Block Development Officer  
Jamboni Development Block

**Memo No:**

**Date:**

Copy forwarded for information to

1. The State Mission Director & Chief Executive Officer, WBSRLM, Kolkata
2. The District Magistrate & District Mission Director, DMMU Jhargram
3. The Additional District Mission Director, DMMU, Jhargram
4. The Sub-Divisional Officer, Jhargram
5. The District Informatics Office, NIC, Jhargram with a request to publish in the district website ([www.jhargram.gov.in](http://www.jhargram.gov.in))
6. The District Information & Cultural Officer, Jhargram with a request to publish in their Office Notice Board and widely publish in Two Local News Paper in vernacular language.
7. The Director, WWAGS as NRO
8. The Savapati, Jamboni Panchayet Samity.
9. The Pradhan, All Gram Panchayet, request to publish in their Office Notice Board.
10. The Secretary/ President, all Sangha Samabay request to publish in their Office Notice Board.
11. Office Notice Board



**Block Development Officer  
Cum**

**Block Mission Director  
Jamboni Development Block  
Block Development Officer  
Jamboni Development Block**



## Application Form

Application for the Job Position: BRC-EP Coordinator.

Paste Passport  
Size Recent  
Colour  
Photograph

Fill in Block Letters

1. Name of the candidate:

2. Father/Husband Name:

3. Date of Birth (DD/MM/YYYY) :Age (as on 1<sup>st</sup> September,2025):

4. Permanent Address:

Village:

Post Office:

Gram Panchayet:

Block Name:

District:

Pin Code:

Contact No :

Whats App Number

5. Name of the SHG:

6. Date of SHG Membership (DD/MM/YYYY) :\_\_\_/\_\_\_/\_\_\_

7. SHG Code (NRLM ID or Lokos ID ):

8. SHG member ID (NRLM member ID):

9. Name of the Sangha Samabay:

10. Education Qualification :

No	Qualification	Name of Institution	Name of the Board	Year of Passing	% Of Marks
2					
3					
4					

11. Others Qualification (Computer certificate, Diploma course, Management etc.)

Sl.No	Name of Qualification	Type of Qualification	Name of the Board/institution	Year of Passing	% of Marks

12. Work experience (if any)

Sl.No.	Name of the Employer	Address of Employer	Job position Responsibility	Period of employment		Monthly Honourarium /stipend
				From	To	

13. Experience In SHG Promotion related activities• (Yes/No)

(If yes then attaché the certificate of Sangha Samabay)

### Self—Declaration

I hereby declare that all information furnished above is/are true to best of my knowledge and correct. In case of sharing of false facts and figures by me on this application, I shall be myself liable for cancellation of my application or immediate termination of the contract (Even during post recruitment phase in the project). I also acknowledge that have gone through the detail eligibility criteria and selection procedure for the job position for which I am applying through this application form.

Date:

Place:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Full name of applicant