

## विज्ञप्ति

### कार्यालय जिला सहकारी बैंक लि०, रायबरेली

पत्रांक 2500 / सं०नि० / विज्ञप्ति Resource Person/2025-26 दिनांक 06/12/2025

#### अंशकालिक (06 माह हेतु) संसाधन व्यक्तियों (Resource Person) की नियुक्ति हेतु

नव गठित बी-पैक्स (बहुउद्देशीय प्राथमिक कृषि ऋण सहकारी समिति) के गठन एवं क्षमता वर्धन हेतु 02 संसाधन व्यक्तियों (Resource Person) की अंशकालिक (06 माह हेतु) नियुक्ति की जानी है, जिस हेतु आवेदन निर्धारित प्रारूप "क" दिनांक 12 दिसम्बर 2025 तक किया जा सकता है।

आवेदन प्रपत्र जिला सहकारी बैंक लि०, रायबरेली, प्रधान कार्यालय, निकट घण्टाघर रामकृपाल चौराहा, जनपद रायबरेली में मूलरूप में प्रेषित किये जा सकते हैं।

उक्त पद हेतु अर्हता, मानदेय एवं कार्य/उत्तरदायित्व संलग्न है।



सचिव / मुख्य कार्यपालक अधिकारी  
जिला सहकारी बैंक लि०,  
रायबरेली

सचिव/मुख्य कार्यपालक अधिकारी  
जिला सहकारी बैंक लि०  
रायबरेली

*(Signature)*  
06 Dec 2025

*(Handwritten mark)*

# Guidelines for Engagement of Resource Support Agency (RSA) and Resource Persons (RPs) For FY 2025-26

## A. Resource support Agency

- DCCBs in three tier structure and Nodal branch in each district of StCB in two tier structure shall act as RSA, for the current year.

## B. Appointment of RPs by RSA



### 1. Eligibility criteria of RPs:

- The candidate shall be a local resident preferably from the same block .
- The candidate should have at least one year of experience in organisations like NGOS, CBBOs, VWCs, NRLM/SRLM, cooperatives, etc.
- The candidate should be able to arrange his/her own two –wheeler for conveyance.

### 2. Selection method:

- The candidate meeting above eligibility criteria may be appointed as an RP by DCCB/STCB branch under close supervision of DDMs.

### 3. Tenure:

- The RP shall be appointed initially for a period of 6 months ,extendable based on performance.
- All activities including social mobilization ,registration ,commencement of business ,etc are to be completed within 4 months for each MPACS or earlier from the date of appointment.

### 4. Coverage :

- It is left to the RSA to engage suitable RPs as per the need.( Norm of one RP for Formation of 10 M-PACS per quarter ,with the target formation of 30 M-PACS for all states / 20 M-PACS for NE states in a FY ,may be followed)

## C. Renumeration system:

### For RSA:

- The payment for cost incurred in formation of new MPACS will be **on completion of the following deliverables.**

| Sr No | Activities   | Cost per MPACS |
|-------|--|----------------|
| 1     | Undertaking Baseline study, social mobilisation, etc                 | Rs.3,500       |
| 2     | Preparation of bye –laws, documentation, registration expenses, etc. | Rs.1,000       |

| Sr No        | Activities  | Cost per MPACS |
|--------------|---|----------------|
| 3            | Visit, meeting, stationery for preparation of BDP, etc. | ₹ 1,000        |
| <b>Total</b> |   | <b>₹ 5,500</b> |

**For RPs:**

- RP will be eligible for remuneration **on the achievement of deliverables** as given below:

| Sr No        | Activities  | Remuneration per MPACS |                             |
|--------------|---|------------------------|-----------------------------|
|              |   | Normal States          | NER States including Sikkim |
| 1            | Completion of MPACS registration                            | ₹ 5,000                | ₹ 6,000                     |
| 2            | Commencement of business activities (credit and non-credit) | ₹ 2,000                | ₹ 2,000                     |
| <b>Total</b> |   | <b>₹ 7,000</b>         | <b>₹ 8,000</b>              |

- DCCBs/StCB shall seek reimbursement from the NABARD on quarterly basis through DDMs.
- ROs shall reimburse amount to DCCBs/StCB under the bundle code “CDF – Other interventions”.

**D. Monitoring & Review system**

- RPs to submit PACS-wise weekly & monthly work-plan to DCCB/DDM.
- Daily monitoring by DCCB/ Nodal branches of StCB.
- Daily up-dation of progress in the tracker sheet/Dashboard by DCCB/ Nodal branches of StCB.
- Weekly monitoring by a team comprising of DCCB/DDM/ District Head of Co-operation Department.
- In case of two-tier structured states, weekly monitoring shall be done by StCB/Senior Officer of RCS office/ Senior officer from NABARD, RO.
- Up-dated tracker sheet on the progress, shall be put up to CGM/ OiCs of ROs on weekly basis.
- A copy of the tracker sheet shall be sent to StCB/ Office of RCS/ MoC/ DCCB on a weekly basis.
- Weekly review shall be undertaken by CGM/ OiCs of NABARD, ROs for redressal of any possible bottlenecks/issues.
- War Room to be set up in HO and IDD, RO for attending any issues and offering quick fix solutions.
- Major issues, if any, shall be escalated to HO immediately.

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## Annexure I

### Roles and responsibilities of the Resource persons and /or Field functionaries:

1. Preliminary visit & meeting with PRI, Village elders / influencers/ Opinion makers
2. Convening of meeting of villagers and identification of Promoters (Board of Directors)
3. Help in preparation of documents required for registration and collection (illustrative list)  
–Requirements may vary from state to state, depending on the provisions of State Coop Society Act
  - (i) Name of M-PACS and Address
  - (ii) Area of operation
  - (iii) Copy of the minutes of village/s meeting to form a new M-PACS
  - (iv) List of names of promoters identified along with KYC details
  - (v) Self-certificate that promoters are not from same family
  - (vi) Police certificate for promoters that there are no pending cases against them
  - (vii) Model By-laws adoption – Resolution copy (3 copies)
  - (viii) List of names of Membership enrollment with KYC details
  - (ix) Self-declaration that members are from different family
  - (x) Self-declaration that Promoters will work for PACS
  - (xi) Self-declaration that members are ready to undertake activities as per byelaws
  - (xii) Talati certificate – population of village, members are having land
  - (xiii) List of names of members in collection/subsription of share capital
  - (xiv) Self-declaration signed by promoters regarding veracity of share, admission fee, signs, documents, conduct of village meeting, adherence to government rules and regulation, address of PACS and veracity of other documents
  - (xv) Resolution for opening Bank Account with DCCB
  - (xvi) Self-certificate from promoters that there are no overdues from members (in case new M-PACS is being formed for the underserved GPs)
  - (xvii) List of crops grown in the area Business Plan document indicating projected business of PACS
4. Uploading of Application along with documents for Registration
5. Opening of SB account with DCCB
6. Preparation of BDP
7. Help in commencement of business operations

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

संस्थागत विकास विभाग

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[www.nabard.org](http://www.nabard.org)

Taking Rural India >> Forward

अंशकालिक संसाधन व्यक्तियों (Resource Person) हेतु आवेदन पत्र

1. Name .....
2. D.O.B.....
3. Father's Name .....
4. Communication Address.....  
.....
5. Permanent Address.....  
.....
6. Mobile Number.....
7. Email.....
8. Aadhar No.....PAN No.....

**Educational & Other Qualification (Please Attach Documents )**

| Name Examination | Year | Category | Subjects | Board/ University | Obtained Marks |
|------------------|------|----------|----------|-------------------|----------------|
| High school      |      |          |          |                   |                |
| Intermediate     |      |          |          |                   |                |
| Graduation       |      |          |          |                   |                |
| Post Graduation  |      |          |          |                   |                |
| Other's          |      |          |          |                   |                |

**Experience : (Please Attach Documents) Brief responsibility or job roles/Organisation Name / Duration as per Pt. No B-1)**

- i.
- ii.
- iii.
- iv.

**Declaration :** मैंने उक्त विज्ञप्ति में दिये गये दिशा निर्देशों का सम्यं अध्ययन कर लिया है , तत्पश्चात मैं इस अंशकालिक पद हेतु अपना आवेदन प्रस्तुत कर रहा/रही हूँ। मेरे द्वारा इस पद हेतु नियमितिकरण या अन्य दावा नहीं किया जायेगा एवं इस सन्दर्भ में बैंक द्वारा निर्गत दिशा-निर्देश मान्य होंगे।

दिनांक

आवेदक के हस्ताक्षर  
पता :-