



JEEVIKA NIDHI

An Initiative of Rural Development Department, Government of Bihar

Bihar Rajya JEEVIKA Nidhi Credit Co-operative Union Limited

2nd Floor, Priwaar Kalyan Bhawan - State Health Society, Sheikhpura, Patna - 800 014, Tel : +91-612-2504980



Hiring of Staffs

Bihar Rajya JEEViKA NIDHI Credit Cooperative Union Ltd., Patna (JEEViKA NIDHI), is registered under Bihar State Cooperative Society Act 1935. Objective of Jeevika Nidhi is to ensure smooth access and to accelerate the provision of credit and other financial services to women Self Help Group and their federations together with supplementing the credit flow from formal banking system.

The Jeevika Nidhi has many specific requirements where services of experienced professionals are felt need. Therefore, Cooperative Union needs to hire reputed and experienced Manpower for different thematic tasks as specified hereunder: -

Applications are invited for the 6 positions under “Bihar Rajya JEEViKA NIDHI Credit Cooperative Union Ltd., Patna (JEEViKA NIDHI) through Walk in Interview process

				State Level Unit (Head Quarter)
Sl.	Position	No. of Post and Category	Remuneration	Eligibility & Key Responsibility
01.	मुख्य महाप्रबंधक	Total Position: 01 (UR-01)	1.50 Lakhs P.M.	<p>Eligibility: •Retired DGM rank officer from RBI/NABARD/Nationalised Banks.</p> <p>Key Responsibility:</p> <ol style="list-style-type: none"> Strategic Planning and Leadership: Lead the design and implementation of the JEEVIKA Nidhi overall financial inclusion strategy in alignment with goals and institutional mandates. Guide operational policies, credit strategies, and banking products tailored for underserved segments. Institutional Strengthening:Oversee capacity-building initiatives for staff across all JEEVIKA Nidhi and partner institutions. Strengthen partnerships with government agencies, regulators, and financial institutions. Program Implementation:Supervise the rollout of digital banking infrastructure, SHG-bank linkage programs, livelihood financing, and other priority sector initiatives.Ensure high standards of financial management, monitoring, and internal audit mechanisms. Monitoring and Evaluation:Establish effective review mechanisms, dashboards, and MIS for performance monitoring. Report key financial and programmatic indicators to stakeholders. Liaison and Coordination:Act as the key liaison between the bank, central/state government departments, regulators, and development partners. Represent the institution in national/state-level forums on credit cooperative and rural development. Compliance and Risk Management:Ensure full compliance with RBI/NABARD guidelines and internal policies. Identify and mitigate financial and operational risks across branches and programs.

02.	उपमहाप्रबंधक मानव – संसाधन एवं प्रशिक्षण	Total Position: 01 (UR-01)	1.15 Lakhs P.M.	<p>Eligibility: •PG degree or PG Diploma in HRD/Management/social work/rural development with minimum 6 years of post-qualification relevant experience.</p> <p>•S/he should have good communication skill (both oral and writing) in English and Hindi.</p> <p>Key Responsibility:</p> <ol style="list-style-type: none"> 1. S/he is responsible for the following jobs: 2. 1. To develop manpower plan and ensure timely recruitment of required number/ level / quality of staff by various methods of recruitment and selection including reserve categories of staff as per the rules of the Government of Bihar. 3. 2. To arrange and organise Induction and Capacity Building programme for newly recruited staff and refresher trainings. 4. 3. To create awareness on HR provisions & issues, counsel and assistance to employees at all levels in accordance with the Jeevika Nidhi policies and procedures as well as relevant legislation. 5. 4. Any other jobs/tasks assigned time to time.
03.	उपमहाप्रबंधक वित्तीय- समावेशन	Total Position: 1 (UR-01)	1.15 Lakhs P.M.	<p>Eligibility:</p> <p>•PG in any discipline/MBA/CA/CA-Inter with at least minimum 6 years of post-qualification relevant experience in development project.</p> <p>•S/he should have experience of working with the SHGs/Federations / SHG-Bank linkage model related to community institutions for at least 3 years.</p> <p>•S/he should also have effective training skill and have experience of designing and implementing capacity building to community institutions aiding the process of Financial Literacy & Credit Counselling for responsible borrowing.</p> <p>•S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must.</p> <p>Key Responsibility:</p> <ol style="list-style-type: none"> 1. S/he will be responsible for policy advocacy and coordination with mainstream Financial Institutions to leverage support for timely capitalization. 2. S/he will be responsible for liaisoning with Banks to support capitalization and leveraging of other financial products including Insurance. 3. S/he will be responsible for spreading financial literacy & credit counselling among Jeevika Nidhi staffs, community institutions and its members for responsible borrowing. 4. S/he will be responsible for providing support to rollout other financial products and services required by community institutions. 5. Any other jobs/tasks assigned time to time.
04.	उपमहाप्रबंधक -अनुपालन	Total Position: 1 (UR-01)	1.15 Lakhs P.M.	<p>Eligibility:</p> <p>Retired Bihar Cooperative service officers not below level 12 of Govt. of Bihar.</p>
05.	उप महाप्रबंधक- वित्त एवं बैंकिंग सेवायें	Total Position: 01 (UR-01)	1.15 Lakhs P.M.	<p>Eligibility:</p> <p>Retired Senior Manager from Nationalised Banks.</p> <p>Key Responsibility:</p> <ol style="list-style-type: none"> 1. S/he will be responsible for policy advocacy and coordination with mainstream Financial Institutions to leverage support for timely capitalization. 2. S/he will be responsible for liaisoning with Banks to support capitalization and leveraging of other financial products including Insurance and Alternate Banking. 3. S/he will be responsible for spreading financial literacy & credit counselling among Jeevika Nidhi staffs, community institutions and its members for responsible borrowing. 4. S/he will be responsible for providing support to rollout other financial products and services required by community institutions. 5. Any other jobs/tasks assigned time to time.

06.	सहायकमहाप्र बंधक – प्रशासन	Total Position: 01 (UR-01)	1.00 Lakhs P.M.	Eligibility: <ul style="list-style-type: none"> •PG degree/diploma in management/social work/rural development/rural management/HR management with 4 years of experience. •S/he should have Good communication skill (both Hindi and English) and knowledge of working with MS office is essential. Key Responsibility: <ol style="list-style-type: none"> 1. S/he will be responsible for executing the administrative policies at district/Block level. 2. S/he will be responsible for managing and executing admin activities 3. S/he will be responsible for assisting and supporting District Project Manager in assessing the CB needs of staff. 4.S/he will also have to undertake extensive field visit to ensure the quality HR interventions. 5. Any other jobs/tasks assigned time to time.
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Selection: Through Walk-in-Interview

Note:

Details about the Education Qualification, Experience Term of reference (TOR), and the selection process which includes the application Format at the time of walk-in interview can be downloaded from the official website (<https://brlps.in/>) From 25th August 2025. All communication will be made through website only.

Date of Walk in Interview	9 th September 2025
Reporting Time for Registration	10 AM to 12.00 Noon
Venue	Bihar Rajya JEEViKA NIDHI Credit Cooperative Union Ltd. C/O Bihar Rural Livelihoods Promotion Society (Jeevika), Annexe-II, Vidyut Bhawan (Near income tax round about), JawaharLal Nehru Marg (Bailey Road), Patna-800021.

* The interview may be spilled over to the next day depending upon the number of candidates to be present on the scheduled day of the interview. Therefore, candidates should be prepared to be available for an interview for the next day also, if necessary.

Selection process consists of the following:

Sl.	Criteria	Full Marks	Weightage of Marks Obtained
01.	PPT	15	100%
02.	Personal Interview	35	100%
Total Marks		50	

1. Candidates reported after 12.00 Noon will be disqualified for this recruitment.
2. Format of application is available on the above mentioned website. Candidates coming for walk-in-interview shall bring duly filled in application in prescribed format to be submitted at the time of interview.

3. Application Form of candidates who do not fulfil the eligibility criteria shall be rejected.
4. Print out of Application Form or hard copies of certificates/mark sheets are not required to be submitted by post. Candidates shall have to produce all the required documents pertaining to eligibility for verification as and when asked for by the JEEViKA NIDHI, failing which he/ she shall be disqualified.
5. Candidates must keep a laptop, a pen drive print out of Application Form, Photo ID card and at least 03 (three) copies of coloured passport size photograph and produce the same, along with all the required certificates, at the time of verification of the documents.
6. 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 by the Competent Authority. The candidate shall satisfy his/her eligibility before appearing in the interview and shall be personally responsible, in case, he/she is not found eligible to apply as per the given eligibility criteria.
7. Information uploaded on the official website of the BRLPS/JEEViKA NIDHI 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/JEEViKA NIDHI 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.
8. Any representation filed by any applicant in respect of recruitment shall not be entertained once the process is initiated.
9. Factual information under the R.T.I. Act shall be provided only after declaration of final result. Inferential questions or speculative questions shall not be answered under the R.T.I. Act.
10. 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, face penal action as per the law applicable.
11. 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 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.
12. No person under Orthopedically Handicapped (OH) category shall be recruited unless he/ she is in good mental health and physically fit except to the extent of his/ her disability.
13. Minimum Age limit is 18 years and maximum age limit is 50 years on the last date of receipt of application for all the posts. Maximum age limit for retired officials from the government is 65 years.
14. 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/JEEViKA NIDHI. No personal communication shall be made in this regard.
15. Reservation would be applicable for recruitment on these positions as per the latest Reservation Policy of the Government of Bihar.
16. JEEViKA NIDHI reserves the right to cancel this recruitment process, fully or partially, at any stage. The JEEViKA NIDHI reserves the right to bring about changes in the selection procedure/ scheme of Examination.
17. There shall be no provision for re-evaluation/ re-checking/ scrutiny of the answer sheet/ score. No correspondence in this regard shall be entertained.
18. If two or more candidates secure equal marks, the candidate born earlier will be placed above.
19. Waiting list shall remain valid for a period of one year from the date of its approval by the Competent Authority.
20. JEEViKA NIDHI reserves the right to shortlist candidates based on qualification and post qualification relevant experience.
21. Relevant experience is specific to the eligibility criteria and key responsibility as mentioned against the position.
22. For the purpose of calculation of experience and age, the reference date will be 30th June 2025.

23. Post qualification relevant experience for the position will only be considered. Experience of honorary position / as commission agent / Training / Internship / Article ship will not be accepted.
24. The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience.
25. Article ship/apprenticeship/internship/training outside job or working in self-owned enterprise will not be considered as experience.
26. Cost to Society(CTS) will be Lump sum salary only.
27. Persons who had been separated from the BRLPS on disciplinary grounds need not to appear, as their candidature will not be considered.
28. No TA/DA will be paid for attending selection process or first joining of JEEViKA NIDHI.
29. There would be a probation period of 3 months.
30. 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 shall be weeded out and no communication in this regard shall be entertained with respect to this recruitment drive.
31. Retired Officials from Govt., PSUs and Banks with enough zeal and willingness to work for the cause of the poor may also apply if this position suits with his/her past experience. Retired government officials applying for this position should have completed graduation to be considered for selection.
32. Serving State Government Officials are encouraged to apply. Relevant deputation norms/BRLPS policy would be applicable to them.
33. Remuneration for retired Officials from Government of Bihar will be fixed as per the provision of Sankalp No. 10000, dated 10/07/2015.
34. 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.

Disclaimers: Mere eligibility does not guarantee a job.

Managing Director,
Bihar Rajya JEEViKA NIDHI Credit Cooperative Union Ltd., Patna

Canvassing in any form shall be a disqualification.