Panchayat and Rural Development Department
Detailed Job Profiles & eligibility Criteria for the positions in Social Audit Unit under MGNREGA

1. Background

Rule 4 of Mahatma Gandhi NREGA Audit of the Schemes Rules, 2011 stipulates Government of Assam to identify or establish independent organization, “Social Audit Unit” (SAU) to facilitate conduct of the Social Audit of MGNREGS works. Government of Assam has decided to in house the SAU within MGNREGS incapacitating the SAU for conducting the Social Audit of other Rural Development Schemes as well.

2. Social Audit:

Social Audit refers to the process by which citizens access relevant information from the Government, and disclose them to the public. This is done by comparing official records with actual ground realities with the participation of the community in the verification exercise and reading out the findings of the verification exercise aloud in a public platform. The social audit process goes beyond accounting for the money that has been spent to examine whether the money was spent properly and has made a difference to people’s lives. A social audit is directly linked to fundamental rights like the right to access to information and the right to public participation. A social audit is an ongoing process through which beneficiaries, elected representatives and the general public are involved at every stage of the implementation, planning, implementation, monitoring and evaluation.

The Social Audit Unit shall be responsible for building capacities of Gram Sabha for conducting social audit by identifying, training and deploying suitable resource persons at village, block, district and State level drawing from primary stakeholders and other civil society organisations having knowledge and experience of working for the rights of the people. The Social Audit Unit will create awareness amongst the community about their rights and entitlements under the constitution of India in general and will facilitate verification of records with primary stakeholders and work sites. The Unit will ensures that MGNREGA and other rights and entitlement based programmes are designed and implemented in a manner that is most suitable to the local conditions and reflects the priorities and preferences of the people affected by the said Act.

3. Objectives of a Social Audit:

   a) Promote transparency and accountability in the implementation.
   b) Inform and educate people about their rights
   c) Provide a platform for people to express their needs and grievances
   d) Promote people’s participation in all stages of the implementation
   e) Strengthen participation in Gram Sabha, make it an inclusive and participatory institution and make it a platform for positive collective action.
   f) Improve the capacity of people who participate in the social audit
   g) Strengthen the scheme by deterring corruption and improving implementation
ToR for the different positions

P&RD Department is in process of recruitment of Social Auditors for State and District Social Audit Units. Detailed ToRs for the offered positions are as follows:

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Statement of Objective – Director, Social Audit of SAU is a full time responsibility. S/he will lead the Social Audit Unit under the guidance of The Governing Body of SAU. S/he will establish complete participatory, transparent and institutionalized process of social audit throughout the state to ensure public accountability in all the relevant projects, laws and policies.

Detailed Scope of work –

a. The Director, Social Audit will be answerable to the Governing Body of the Social Audit Unit as per the norms of SAU
b. S/he will manage the day to day functioning of SAU.
c. S/he will ensure that all the social audits being under taken by the SAU complies with the Audit of the Scheme, Rules, 2011 and other norms expected.
d. S/he will comply with the approved calendar of social audit
e. S/he will coordinate the process of designing and development of all programmatic guidelines with respect to Process of Social Audit, Capacity Building Strategy, Monitoring and Learning strategy, Mass campaign etc. for the smooth functioning of the SAU
f. S/he will ensure that all policy related decisions about SAU are implemented in best of its spirit.
g. S/he undertakes all activities necessary to fulfil the objective and vision of the SAU.
h. Will convene the Governing Body meeting and other empowered committee meeting under the guidance of Governing Body, at stipulated intervals, will maintain all records, registers and minutes of the functioning of SAU.
i. S/he will anchor all the communication and interactions with all the implementing agencies and Office of Principal Accountant General (Audit) of Assam.
j. S/he will ensure transparency in the functioning and expenditure of SAU.
k. S/he will ensure that each member of social audit unit maintains the highest level of integrity in their code of conduct.

Qualification and Experience –

a. Must be a post graduate from the reputed institutions/university in Rural Development/ Social Work / Rural Management.
b. She/ he should have at least 10 years of experience in rural development, community mobilization & Institution building.
c. Experience in Social Audit is desirable
d. Immense knowledge on transparency and accountability framework.
e. Must have the ability to speak any of the local languages viz. Assamese/Bengali/Bodo
f. To furnish character certificates from two eminent persons including Govt officials.

**Remuneration** – Gross monthly remuneration Rs. 1,10,000/- depending on the verified relevant experience produced at the time of recruitment process

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**Name of position – Social Audit Specialist**

Number of post – 1  
Location – State  
Reporting to – Director, Social Audit Unit

Statement of Objective – State Audit Specialist (Process) will be a full time responsibility to provide the required management and facilitation support for all the activities related Social Audit in the state and concerned districts, and will work under the overall guidance of the Director, Social Audit Unit.

**Detailed Scope of work** –  
Specific tasks of the State Audit Specialist (Process) will, inter alia, include the following:

a. To provide technical guidance and support to the Social Audit Team of the respective district.
b. S/he will monitor and appraise the performance of the concern social audit team on concurrent basis and would do the needful.
c. S/he will ensure that the social audit team abides by the code of conduct as laid down in the policy document.
d. S/he will connect the team with the implementing agency for their cooperation and coordination as per the MGNREGA Audit of the Schemes Rules-2011 and the guidelines issued by the state Government for the piloting the Social Audit.
e. S/he will participate in the Panchayat and Block level public hearing and shall prepare the Social Audit Report.
f. S/he will verify and recommend the claims submitted by the concern BRPs and DRPs for the payment on the basis of their attendance and performance.
g. Advise and assist the Social Audit Unit in day to day functioning.
h. Advise the SAU on the policy direction and design issues in conduct of the social audit.
i. Liaison with Civil Society Organizations (CSOs) in the state to ensure effective partnership between SAU and CSOs.
j. Bring in grass-root experience in the design, development and framing of various strategies, social audit manuals, rules, guidelines and training manuals.
k. Guide and design the training plan for social audit in the State.
l. To evaluate and review the social audit process and the resource persons and furnish reports to the SAU.
m. Other assigned work from Director, Social Audit
Qualification and Experience –

a. Essential: Post Graduation in Social Science preferably MSW with 5 years of working experience on social audits and rights of the poor.
b. Significant in-depth experience in working on Social Issues and rights of the poor in general
c. The State Audit Specialist (Process) should have prior experience of working with any reputed Civil Society Organizations.
d. Should have in depth knowledge in the conduct of social audits and its related processes.
e. Immense knowledge on transparency and accountability, measures
f. Should have skill such as Team Management & co-ordination.
g. Must possess mentor like quality to train and handhold social auditors at level.
h. Must have the ability to speak any of the local languages viz. Assamese/Bengali/Bodo
i. To furnish character certificates from two eminent persons including Govt. officials.

Remuneration – Gross monthly remuneration Rs. 50,000/- depending on the verified relevant experience produced at the time of recruitment process

Name of position – Social Audit Expert
Number of post – 05
Location – State
Reporting to – Director, Social Audit Unit

Statement of Objective – Social Audit Expert will be a full time responsibility to provide the required management and facilitation support for all the capacity building activities related Social Audit in the state and concerned districts, and will work under the overall guidance of the Director, Social Audit.

Detailed Scope of work –
Specific tasks of the Social Audit Expert will, inter alia, include the following:

a. To provide technical guidance and support to the Social Audit Team of the respective district.
b. S/he will prepare the Participatory Training Modules on various thematic Social Audits for different programmes and schemes.
c. S/he will coordinate Master Trainers and supervise their trainings.
d. S/he will ensure the quality of the trainings in the state related to social audits
e. S/he will ensure that Human Capitals for social audits are build up in every village in phase manner.
f. S/he will monitor and appraise the performance of social audit team on concurrent basis and would do the needful.
g. S/he will ensure that the social audit team abides by the code of conduct as laid down in the policy document.
h. S/he will connect the team with the implementing agency for their cooperation and coordination as per the MGNREGA Audit of the Schemes Rules-2011 and the guidelines issued by the state Government for the piloting the Social Audit.

i. S/he will participate in the Panchayat and Block level public hearing and shall prepare the Social Audit Report.

j. S/he will verify and recommend the claims submitted by the concern BRPs and DRPs for the payment on the basis of their attendance and performance.

k. Advise and assist the Social Audit Unit in day to day functioning.

l. Advise the SAU on the policy direction and design issues in conduct of the social audit.

m. Liaison with Civil Society Organizations (CSOs) in the state to ensure effective partnership between SAU and CSOs.

n. Bring in grassroots experience in the design, development and framing of various strategies, social audit manuals, rules, guidelines and training manuals.

o. Guide and design the training plan for social audit in the State.

p. To evaluate and review the social audit process and the resource persons and furnish reports to the SAU.

q. Other assign work from the Director, Social Audit

Qualification and Experience –

a. Essential: Post Graduation in Social Science preferably MSW with 3 years of working experience on social audits and rights of the poor.

b. Significant in-depth experience in working on Social Issues and rights of the poor in general

c. The Social Audit Expert should have prior experience working with any reputed Civil Society Organizations working in Assam.

d. Should have in depth knowledge in preparing Participatory training modules for different levels of stakeholders.

e. Knowledge on transparency and accountability, measures

f. Should have skill such as Team Management & co-ordination.

g. Must possess mentor like quality to train and handhold social auditors at level.

h. Must have the ability to speak any of the local languages viz. Assamese/Bengali/Bodo

i. To furnish character certificates from two eminent persons including Govt officials

Remuneration – Gross monthly remuneration Rs. 40,000/- depending on the verified relevant experience produced at the time of recruitment process

Name of position – District Resource Person (DRP)

Number of post – 27

Location – District

Reporting to – Director, Social Audit Unit
Statement of Objective – Social Audit will be recruited on contractual basis to provide the required management and facilitation support for all the activities related Social Audit in the state and concerned district, and will work under the overall guidance of the Director, Social Audit Unit

Detailed Scope of work –

Specific tasks of the District Resource Person – Social Audit will, inter alia, include the following:

a) Will be responsible for identification & training of Block Social Resource Persons and facilitators to help in carrying out Social Audits in the respective block.
b) Mobilizing Wage seekers on MGNREGAs Programme and Social Audits.
c) Providing awareness and information regarding MGNREGA to worker and Panchayat residents.
d) She/ He will be responsible for collecting all the information from the block office, and cross checking that the information is complete. Will report any delay or shortcoming in providing information immediately.
e) Should ensure that wall painting as mandated in the operational Guidelines are complete and updated in the GPs that they operate in will be responsible for coordinating the team assigned to him / her and conduct a free and fair social audit process at the village / Block level.
f) Responsible for the coordination of the team assigned to him/her and conducting free and fair social audit process in the district as stipulated.
g) Responsible for ensuring that Social Audit Report is written and all related photographs, videos, evidences and testimonies are collected from the stakeholder by due process during social audit within stipulated time.
h) Responsible for presenting the report to in the Social Audit Gram Sabhas, Public Hearings and other forums without diluting the facts as stated and communicated by the labourers and other stakeholders.
i) Responsible for the final submission of the social audit report and the verdicts of public hearings as per the format decided.
j) Facilitate the follow up actions and submit the follow up report with proper testimonies against the ‘Action Taken Reports’ submitted by the district administration.
k) Upload the report and the photographs on the public domain in due time and process
l) Other assigned work from the Director, Social Audit

Qualification and Experience –
a. Essential: Post Graduate in Social Science preferably MSW with at least 3 years of Post-Qualification-work-experience. Post-Qualification work experience in on social audit and rights of poor.
b. The DRP should have prior experience of working with reputed Civil Society Organizations working in Assam.
c. Should have prior knowledge in the conduct of social audits and its related processes.
d. Should be pro participatory, pro poor and sensitive towards the issue of equity and justice.

e. Should have required Team Management & Co-ordination skills and attitude.

f. The work of DRP will involve extensive travels to rural areas of Assam, overnight stay in the villages, fight for the rights of the MGNREGA workers and poor. S/he should be willing to stay in the rural areas and face bravely the challenges that might come in the process of ensuring justice to the poor. The Jurisdiction of the DRPs is transferable to any district of Assam.

g. Must have the ability to speak any of the following local languages viz. Assamese/Bengali/Bodo

h. To furnish character certificates from two eminent persons including Govt Officials.

**Remuneration** – Gross monthly remuneration Rs. 30,000/- depending on the verified relevant experience produced at the time of recruitment process.

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**Name of position – Block Resource Person**

Number of post – 219
Location – Block
Reporting to – District Resource Person, Social Audit Unit

**Statement of Objective** – Block Resource Person will be recruited on contractual basis to provide the required management and facilitation support for all the activities related Social Audit in the block of the concerned district, and will work under the overall guidance of the District Resource Person, Social Audit Unit

**Detailed Scope of work –**

**Specific tasks of the District Resource Person** – Block Resource Person will, inter alia, include the following:

- a) Will be responsible for carrying out Social Audits in the GPs of respective block.
- b) Mobilizing Wage seekers on MGNREGA Programme and Social Audits.
- c) Providing awareness and information regarding MGNREGA to worker and Panchayat residents.
- d) She/ He will be responsible for collecting all the information from the GP office, and cross checking that the information is complete. Will report any delay or shortcoming in providing information immediately.
- e) Should ensure that wall painting as mandated in the operational Guidelines are complete and updated in the GPs that they operate in will be responsible for coordinating the team assigned to him / her and conduct a free and fair social audit process at the village / Block level.
- f) Responsible for the coordination of the team assigned to him/her and conducting free and fair social audit process in the block as stipulated.
g) Responsible for ensuring that Social Audit Report is written and all related photographs, videos, evidences and testimonies are collected from the stakeholder by due process during social audit within stipulated time.

h) Responsible for presenting the report to in the Social Audit Gram Sabhas, Public Hearings and other forums without diluting the facts as stated and communicated by the labourers and other stakeholders.

i) Responsible for the final submission of the social audit report and the verdicts of public hearings as per the format decided.

j) Facilitate the follow up actions and submit the follow up report with proper testimonies against the ‘Action Taken Reports’ submitted by the district administration.

k) Upload the report and the photographs on the public domain in due time and process

l) Other assigned work from the District Resource Person, Social Audit Unit

**Qualification and Experience** –


b. The BRP should have prior experience of working with reputed Civil Society Organizations working in Assam.

c. Should have prior knowledge in the conduct of social audits and its related processes.

d. Should be pro participatory, pro poor and sensitive towards the issue of equity and justice.

e. Should have required Team Management & Co-ordination skills and attitude.

f. The work of BRP will involve extensive travels to rural areas of Assam, overnight stay in the villages, fight for the rights of the MGNREGA workers and poor. S/he should be willing to stay in the rural areas and face bravely the challenges that might come in the process of ensuring justice to the poor. The Jurisdiction of the BRPs is transferable to any district of Assam.

g. Must have the ability to speak any of the following local languages viz. Assamese/Bengali/Bodo

h. To furnish character certificates from two eminent persons including Govt. officials.

**Remuneration** – Gross monthly remuneration Rs. 20,000/- depending on the verified relevant experience produced at the time of recruitment process.

**OTHER TERMS AND CONDITIONS:**

1. The opening of positions published is as per program requirements. Number of positions may increase or decrease as per programme requirement and approval.

2. Panchayat and Rural Department, Assam reserves the right to cancel any or all position at any stage of recruitment process.

3. At any stage of recruitment, if it is found that candidate do not fulfil the eligibility criteria and/or that he/she has furnished incorrect/false information/certificate/documents or
has suppressed any material fact(s), his/her candidature/appointment will stand cancelled and necessary legal action will be initiated.

4. The decision of Panchayat and Rural Department, Assam in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates.

5. Initially this engagement will be for 10 months. Based on performance and requirement of the mission, contract may further be extended.

6. This is in cancellation of the previous advertisement No. janasanyog/875/14 dated 19th Oct 2014. Those who have applied earlier should apply afresh.

HOW TO APPLY:
1. Application to be submitted online only at www.pnrjob.in. Scanned documents to be uploaded with online application.

2. Candidates willing to apply for more than one post shall have to submit separate application for each post.

3. The short listed candidates have to appear for an interview and/or written test for which no TA/DA shall be paid.

4. Last date of submission of application is 20-01-17

Sd/-
Commissioner
Panchayat & Rural Development, Assam