

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	
1	Understanding about Rural Development
	* 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
2	Key Government Schemes for Poverty Alleviation and their characteristics
	* Central Government Schemes:
	* Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)
	* Deendayal Antyodaya Yojana - National Rural Livelihoods Mission (DAY-NRLM)
	* Pradhan Mantri Awaas 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
	* 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
	* Insurance and Digital Financing Models
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.	Core Skills	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.	Software and Tools	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.	Administrative Tasks	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.	Soft Skills	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.	Additional Skills	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

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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.

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