

Delhi State Industrial & Infrastructure Development Corporation
N-36, Bombay Life Building, Connaught Circus, New Delhi-110001
(Industrial Promotion Division)

Invitation of applications for selection of District Resource Persons (DRPs) and District Level Trainers (DLTs) for implementation of PMFME Scheme in Delhi.

Delhi State Industrial & Infrastructure Development Corporation (DSIIDC), Government of NCT of Delhi is the State Nodal Agency for implementation of the “Pradhan Mantri Formalization of Micro Enterprises” scheme launched by Ministry of Food Processing Industries (MoFPI), Government of India in Delhi. The provisions/guidelines of the scheme are available at the following web link:

<https://pmfme.mofpi.gov.in/pmfme/#/Home-Page>

2. The scheme envisages to engage District Resource Persons (DRPs) at the district/regional level for providing hand-holding support to the micro food processing enterprises, District Level Trainers (DLTs) for imparting technical and entrepreneurship trainings to individual units and groups and empanelment of Professionals for preparation of Detailed Project Reports (DPR). The DRPs and DLTs shall be engaged in two categories each as detailed below:

- (I) **DISTRICT RESOURCE PERSON** :
 - (a) Individual and
 - (b) Agency
- (II) **District Level Trainers** :
 - (a) Entrepreneurship Development Program (EDP) Trainers and
 - (b) Food Product Trainers
- (III) **Empanelment of Professionals**

3. Accordingly, DSIIDC invites application from suitable candidates, possessing requisite eligibility conditions and experience in the relevant field as per details mentioned below:

S. No.	Post/Position	Eligibility Condition	Desirable Qualifications	PAYMENT
1	DISTRICT RESOURCE PERSON (Individual Category)	a. Any person who may or may not be retired Govt./Bank official, Insurance Agent, Bank	a. At least 2 Years' experience in relevant field like marketing, supply chain logistics, food processing, production planning & inventorying, implementation of any	The payment shall be made in terms of para 9.3.8.4 of the PMFME Scheme guidelines or revised guidelines issued by MoFPI from time to time. As per existing

		<p>Mitra, Individual Professional etc.</p> <p>b. Bachelors or equivalent degree in any field from reputed State/National/ International Universities / Institute.</p>	<p>social sector scheme, banking, Insurance etc.</p> <p>b. Proficient in MS Office and database software.</p> <p>c. Knowledge/experience in preparation Detailed Project Reports (DPRs)</p> <p>d. Proficiency in English/Hindi. (Read, Write and Speak)</p>	<p>guidelines, the payment will be based on each beneficiary supported by the DRP after sanction of bank loan to the beneficiary.</p> <p>Rs.20,000/-per beneficiary would be paid to you in two instalments in the following manner:</p>
2	<p>DISTRICT RESOURCE PERSON</p> <p>(Agency)</p>	<p>a. Any firm, corporation, NGO, enterprise, Trust, Society etc.</p> <p>b. Should have sufficient resources.</p>	<p>a. At least 2 Years' experience in relevant field like, implementation of any social sector scheme, Entrepreneurship Development, Human Resource, food processing industry Development, banking, insurance etc.</p> <p>b. Should have sufficient manpower having knowledge in relevant fields and proficient in MS Office and database software.</p> <p>c. Experience in preparation of Detailed Project Reports (DPRs)</p>	<p>i) 50% of the payment would be made after sanction of the bank loan</p> <p>ii) Remaining 50% would be paid after obtaining necessary registrations and licenses viz. FSSAI, Udyog Aadhar & GST etc., as prescribed in the scheme from time to time, by the unit(s) from your support.</p> <p>An amount of Rs. 5000/- per application shall be deducted in case the DPR is prepared through empaneled Professional In terms of MoFPI's OM No. FM-11/62/2021-FME-Part(2) dated 27.12.2021.</p>

3.	District Level Trainer (EDP)	a. EDP trainers of RSETI/ RUDSETI/NIRD/Designated Agencies/District level training institutes OR b. candidates with Diploma/ Degree in Management.	a. Minimum 2 Years' experience of imparting training in relevant field. b. Proficiency in Hindi and English Language.	Payment would be made in accordance with the guidelines issued by MoFPI from time to time. As per existing guidelines, each DLT would be paid Rs.1166/session of 2 hrs.
4	District Level Trainer (Food Domain)	a. UG degree / Diploma in Food Technology/ Food Engg/ Food Science or any related subject to Food processing	a. Minimum 2 Years' experience of imparting training in relevant field. b. Proficiency in Hindi and English Language	
5	Empanelment of professional	Any Professional or association of professionals comprising CA/CS/ICWA/MB A etc. having experience in preparation of DPRs	a. Minimum 2 Years of experience in preparation of DPRs. b. Proficiency in Hindi and English Language	An amount of Rs. 5000/- per application shall be paid for preparation of each DPR after sanctioning of the loan by the bank in terms of MoFPI's OM No. FM-11/62/2021-FME-Part(2) dated 27.12.2021.

3.1 ROLES AND RESPONSIBILITIES:

(A) DRPs: - The DRPs will play a key role in successful implementation of the scheme. The roles and responsibilities of the DRP, in brief but not limited to, would be as under:

- (i) Identification of potential target beneficiaries for availing the benefits of the scheme by organising awareness camps, workshops, door-to-door campaigns, marketing activities etc.

- (ii) Providing handholding support to individual units and groups for preparation of Detailed Project Report (DPR), taking bank loans etc.
- (iii) Facilitating upgradation and formalization of the unit by getting necessary regulatory approvals & certifications like FSSAI, Udhyaam, GST etc., as applicable.
- (iv) Facilitating training of the beneficiaries or mobilizing the beneficiaries (trainees) for training in coordination with SNA/ SLTI or Designated Training Agency.
- (v) Coordination with SNA, District Administration, Banks and Beneficiaries for implementation of PMFME scheme.
- (vi) Ensuring timely achievements of targets issued by SNA/Districts.
- (vii) Assisting the District Nodal Officers for effective implementation of activities relating to the scheme.
- (viii) Assisting the District Authorities and SPMU for adequate follow-up, Realtime monitoring, and reporting of the impediments in implementation of the scheme to the concerned authorities.
- (ix) Updating the MIS portal of the PMFME Scheme on a regular basis.
- (x) Preparation and submission of weekly progress report.
- (xi) Any other task which may be assigned from time to time.

(B) DLTs: -

- (i) To provide EDP/Food-related domain trainings to the Credit Linked Subsidy Beneficiaries and Seed-Capital SHG Beneficiaries and customize the training material in line with recent technological and business model nuances.
- (ii) To update and customize the training material in line with recent technological and business model nuances.
- (iii) To attend training to be given by experts/agencies as per the guidelines of MoFPI.
- (iv) Must be available for travel within short notice.
- (v) To update and customize the training material in line with recent technological and business model nuances.
- (vi) To fulfil the objectives of PMFME project; to provide clarifications to the entrepreneurs on a need basis.

(C) Professionals: -

- (i) Preparation of DPRs after analyzing and assessing the need of the applicants and analyzing the market. The DPR should give the details of requirement of working capital loan, quotations of machineries required, requirement of Raw Materials, Net Profit Ratio, Debt Service Credit Ratio (DSCR), Projections till the tenure of repayment of loan, as per Performa prescribed by MoFPI.
- (ii) Suggest best practices being adopted in the industry and machineries available in the market on competitive price.

4. SELECTION CRITERIA: The Competent Authority may constitute a Selection Committee for the purpose of selection of DRPs/DLTs/Professionals for making recommendations to him for engagement. The Committee may adopt the following procedure and criteria for selection of the DRPs/DLTs and may make recommendations to the Competent Authority for their engagement in different districts in Delhi:

- a) The applications for empanelment of DRPs/DLTs or both would be invited online through a running Advertisement on the DSIIDC's website in the application format as prescribed in **Performa-A**. The application form can be filled at the weblink: <http://dsiidc.org/pmfme-drp/indexdrp.php>. A copy of the application form alongwith necessary documents like, resume, educational qualifications/experience certificates may also be sent through email at pmfmedelhi@gmail.com.
- b) The candidates would be shortlisted, as and when required, on the basis of prescribed qualifications and experience.
- c) The shortlisted candidates would be called for verification of documents and personnel interaction by the selection committee.
- d) After interaction, the selection committee would forward its recommendations to the Competent Authority for engaging/empaneling them.

5. The DRPs/DLTs and professionals are expected to be available over telephone at all times and for travel within short notice.

6. The Competent Authority may accept or reject the recommendations made by the selection committee. The engagement shall on short term contract purely on temporary basis in accordance with PMFME Scheme guidelines. No claim for any permanent post shall be entertained in any case. The decision of the Competent Authority shall be final.

Application form for District Resource Person (DRP), District Level Trainer (DLT) and Empanelment of professional under PM Formalization of Micro Food Processing Enterprises (PMFME) Scheme

1. Basic Information

Application for (Please tick)	DRP/DLT/Professional/All
In case of an Individual:	
(i) Name of the Applicant	
(ii) Father's Name	
(iii) Date of Birth	
(iv) Gender	
In case of a body corporate:	
(i) Name of body corporate	
(ii) Type (firm, partnership, LLP, Company, NGO, Society, Trust etc., please specify)	
(iii) Basic activity	
(iv) Name of representative with designation	
Whether retired Govt./Bank official, Insurance Agent, Bank Mitra, Individual Professional etc. (Please specify)	
Permanent Address	
Current Address	
Email ID	
Mobile No.	
Landline No.	
Website (if available)	
PAN	
Aadhar Card	
GST No., if available	

2. Educational Qualification (in case of individual)

Qualification	Institution/University	Year of Completion	Marks Obtained	percentage

- 3. Availability of Resources/Infrastructure (in case of a body corporate):**
[please describe briefly the availability of human/infrastructural/technical resources with their competencies)

- 4. Work Experience (Please start from the current assignment) (If required, please attach a resume giving details of assignments undertaken)**

- 1.
- 2.
- 3.
- 4.
- 5.
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- 5. Justification for engagement/empanelment (write in brief in support of your claim)**

I/we have gone through the Terms and Conditions laid down in the advertisement for engagement of DRP/DLT/Professional and here by undertake to abide by the same. I/we also agree to observe and carry out such other directions as may be given from time to time and shall abide by the decision of the Nodal officer of concerned district authority and DSIIDC in any matter relating to conduct, discipline and implementation of the scheme. I also undertake not to do anything which is prohibited under any law of India. I undertake that the above information is true and correct to the best of knowledge and belief and nothing has been concealed.

Signature of the applicant _____

Name of the applicant (with seal, if available) _____

Date _____

Place _____