

म० प्र० दीनदयाल अन्त्योदय योजना
राज्य ग्रामीण आजीविका मिशन
(म०प्र० शासन-पंचायत एवं ग्रामीण विकास विभाग)
जिला मिशन प्रबंधन इकाई सीधी



M.P. Deendayal Antyodaya Yojna
State Rural Livelihood Mission
(Govt. of M.P. Panchayat & Rural Development Dept.)
District Mission Management Unit SIDHI

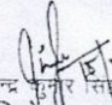
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सीधी दिनांक 10/07/2023

अनुभव प्रमाण पत्र

प्रमाणित किया जाता है श्री मयूर शर्मा पिता श्री अविनाश चन्द्र शर्मा
म.प्र. डे-राज्य ग्रामीण आजीविका मिशन जिला - सीधी में युवा सलाहाकार
(एमईडी-आरजीएसए) के पद पर दिनांक 10/08/2021 से आज दिनांक
10/07/2023 तक अपने पद पर कार्यरत रहे। कार्य अवधि में इनका कार्य एवं
व्यवहार उत्तम रहा।

म.प्र. डे-राज्य ग्रामीण आजीविका मिशन इनके उज्ज्वल भविष्य की
कामना करता है।


(पुष्पेन्द्र कुमार सिंह)
जिला परियोजना प्रबंधक
म.प्र.डे-एसआरएलएम सीधी

Mayer

सागुदायिक भवन कलेक्ट्रेट कैम्पस सीधी (म०प्र०) & 486661
Email: srlm-sidhi@mp.gov.in

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अटल बिहारी वाजपेयी सुशासन एवं नीति विश्लेषण संस्थान
(मध्यप्रदेश शासन, लोक सेवा प्रबंधन विभाग की पंजीकृत संस्था)
Atal Bihari Vajpayee Institute of Good Governance & Policy Analysis
(A Regd. Body of Govt. of M.P. under Public Service Management Department)



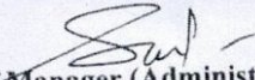
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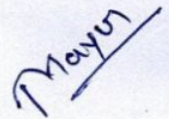
Bhopal, Date- 26/02/2024
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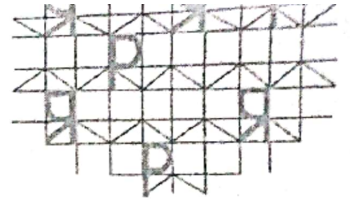
Experience Certificate

This is to certify that **Mr. Mayur Sharma** has worked with Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis, Bhopal as a **Research Associate** in Niwari District of Madhya Pradesh. He has worked in the Institute as part of **Chief Minister's Young Professionals for Development Program** from 12th July, 2023 to 31st December, 2023.

We wish him all success for future endeavours.


Chief Manager (Administration)


Mayur



302-PDC/2007

February 28, 2024

Mr. Mayur Sharma
C/O: Avinash Chandra Sharma
Jumerati Narayan Ganj
Hoshangabad
Madhya Pradesh - 461 001
Phone: 8602316873
Email: sharma.9470@gmail.com

Subject: Offer of contractual employment in PRADAN

Dear Mayur,

On behalf of PRADAN, we are happy to offer you a contractual appointment as "Expert - Value Chain Development" in our Dindori team. The terms and conditions of your contractual employment are as under:

1. You will be paid a basic salary of Rs.30,000.00 (Rupees Thirty thousand only) per month along with following additional allowances:
 - i. House Rent Allowance : Rs. 6,000.00
 - ii. Consolidated Other Allowance : Rs.17,220.00
2. In addition to above, you will also be eligible for the following benefits during the employment period:

- i. Provident Fund and Gratuity

PRADAN is registered with Employees' Provident Fund Organisation (EPFO) and you will be governed by the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 or any other law applicable for the time being or as applicable during the subsistence of your employment under this contract. You will, from the date of joining, pay a monthly contribution at the rate of 12% (Twelve percent) of Rs.15,000 (Rupees Fifteen thousand only). PRADAN's monthly contribution will also be at the rate of 12% of Rs.15,000 (Rupees Fifteen thousand only).

You will be eligible to have gratuity as per prevalent norms applicable for the time being. The payment of gratuity shall be calculated at the rate of 15 days salary for successful completion of every year of service to PRADAN.

- ii. Personal Accident Insurance policy, Medical Policy and Term life Insurance policy

You will be provided round the clock insurance cover against death/injuries resulting from accidents, subject to the fulfillment of the provisions of the Insurance Scheme. The terms and obligations of such Insurance providing agency shall also be applicable on you and that PRADAN shall not be held responsible for any deference or rejection of such claims by the Insurance Company.

PRADAN is a non-profit society registered under the Societies Registration Act, 1860
Regd Office: 3 Community Shopping Centre, Niti Bagh, New Delhi - 110 049
Phone : 011-41630455, 48560330 Web: www.pradan.net, e-mail: headoffice@pradan.net

TOP-11

You will be eligible for reimbursement of expenses or cashless facility (for self only), as the case may be, for hospitalization, if any, up to a ceiling of Rs. 1 lakh during the entire employment period.

You will be covered under PRADAN's group term life insurance policy which provides financial protection to the family of employees in case of death during the employment. This is further subject to the fulfillment of the provisions of the Insurance Scheme.

The above coverage will be effective from the following month once the Head Office receives your signed copy of offer as well as your joining report countersigned by the Supervisor.

iii. Travel Allowance

You will be eligible for reimbursements of Travel Allowance as per the Traveling Allowance Rules of PRADAN, which is as applicable to employees of your category.

iv. Leave

You will be eligible for leave with salary at the rate of three days for every calendar month's service; provided that if in any calendar month, you have not remained on duty for 15 days or more, no leave will accrue for that month. In case of any leave available at the end of the contract period, it will lapse and no encashment for leave is permissible under the contract.

Leave may be granted by PRADAN at its discretion and subject to exigencies of work/requirements. For the period of leave with pay granted to you, remuneration will be paid. For any period of leave without pay, that may be granted at PRADAN's discretion, no remuneration will be payable.

v. Service Rules for contractual appointment in PRADAN

In the matter of working days and hours, attendance, holidays, Salary disbursement, Maternity Benefit policy, Conduct Rules, Grievance Redressal policy, Whistle blower policy, Prevention of Sexual Harassment etc., your conduct and work will be governed by the policies and provisions as stated in Handbook of Personnel Policies, Rules and Regulations of PRADAN or where a specific order applicable to you is issued, by such order. Any violation of the provisions of the Service Rules of PRADAN applicable to you may lead to disciplinary action against you, including termination of your service.

3. Details regarding your posting:

- i. You may join at our Dindori team during March 1, 2024 - March 5, 2024, as per your convenience and in consultation with the Supervisor.
- ii. Your place of posting will be at our Dindori team in Mahakaushal Development Cluster in Madhya Pradesh and you will report to Mr. Sachin Pathania, Team Coordinator. However, PRADAN shall have the exclusive discretion to transfer or assign you to take charge at any other location of PRADAN during the subsistence of the present contract.

In case of administrative matters pertaining to your travel, leave, etc you are required to take prior written approval and authorisation from Mr. Sachin Pathania. For operational integration, you will report to Ms. Poulomi Mallick, Team Coordinator.



Note: No traveling allowance shall be payable to you for joining the employment.

4. Your contractual employment with PRADAN will also be subject to following terms and condition:

- i. Your contractual appointment will stand automatically terminated on the date of expiry of this offer i.e. on 28.02.2025. Your continuance in service till 28.02.2025 will be subject to your performance (work and conduct) being found satisfactory. PRADAN reserves the Right to terminate your service earlier than 28.02.2025, if your performance is not found satisfactory or you have contravened any provisions of PRADAN Service Rules mentioned in para 2 (v) above.
- ii. This contractual appointment may be terminated from either side with one month's notice in advance without assigning any reason for such termination and that PRADAN shall have the sole discretion to terminate the present contract by giving one months salary in lieu of the one months' notice period as well.

During this contractual offer period i.e. from 01.03.2024 to 28.02.2025, if either side terminates the contract without serving the notice period, one month's basic salary in lieu of such notice shall be paid, by PRADAN or by you, as the case may be, without assigning any reasons. However, such notice period shall not be applicable if either side decides to terminate the contract in the initial three months of the employment.

PROVIDED that if your employment is terminated by PRADAN due to contravention of the provisions under the Service Rules of PRADAN applicable to you, no such notice or payment of basic salary in lieu thereof shall be given to you.

- iii. During your employment in PRADAN, you shall discharge your duties conscientiously, faithfully, diligently and honestly and shall abide by PRADAN's conduct rules.
- iv. At the time of joining your duties, please bring along with you (a) two copies of your latest passport size photograph, (b) your blood group, and (c) your academic certificates, your experience certificates (if any), Universal Account Number (if applicable), PAN card, Aadhar Card etc., (one photocopy of each) in support of your date of birth, qualifications and experience to complete your joining formalities.
- v. Please also submit your Joining Report and General Nomination Form along with the above requirement to the Finance-Personnel-IT Unit within 7 days of your joining.
- vi. In case you are found to be in violation of the terms of the present engagement PRADAN shall have the exclusive right to terminate the present contract with immediate effect.

Any dispute arising out of the present engagement shall be resolved through mutual discussions. However, in the event the same is not possible the Courts of New Delhi shall have the exclusive jurisdiction.

- vii. You shall maintain absolute confidentiality of all information shared with you and generated by you during the employment period. On completion or termination of the employment, for whatever reason, any rights that are acquired during the assignment period shall continue to be the exclusive property of PRADAN and you shall not hold any such information. You shall not, without prior permission from the supervisor, transmit any information relating to the assigned work, either through any electronic medium including social media platform or through any other



mode or manner, and such information shall be handed over by you on termination of the present employment. You shall not make copies or hold electronic key, protected through passwords or any other firewall such information over which PRADAN has exclusive rights. You will not commit PRADAN expressly or by implication to any future course of action or liabilities financial or otherwise.

You shall also not post, share, forward or retweet any politically sensitive or religious views on the social media during the term of your employment.

During the period of the present employment with PRADAN, subject to express permission from the Executive Director or any authorized person, you shall record, store or circulate any video or audio recording of any proceedings of any formal meeting where you are a participant and in this regard, if the rules of employment of such meeting debars any use of or keeping any electronic items including any mobile phone, recording devices you shall confirm to the same and in the event if you are found to be in violation of the present employment shall stand terminated with immediate effect without any further reasons.

You shall not use either the logo or any stationary, both physical or electronic, of PRADAN for your personal use during and after the seizure of the present terms of employment.

viii. In any matter not covered herein, PRADAN's decision shall be final and binding.

If this offer is acceptable to you on the terms and conditions contained herein above, please return to us immediately the duplicate copy of this letter duly signed by you in token of your acceptance.

With my best wishes,

Yours sincerely,

S.K. Mahapatra

Saroj Kumar Mahapatra
Executive Director

ON OFFICE COPY AND DUPLICATE COPY ONLY

I have carefully read the terms and conditions of this contract offer and these are acceptable to me.

Place: Narmadapuram
Date: 29/02/2024

Signature: Maxim
Name: Maxim Sharma
Address: Jumetali Narayan Granj
Narmadapuram (M.P) 461001

Mayur Sharma

District Lead - Value Chain Development



An adept Development Practitioner with over 4 years of experience in improving rural livelihood and economic empowerment of the rural poor. Deep understanding of the challenges for rural organizations and producers, also effective solutions which enable them to connect with mainstream market. Hands-on experience with enterprise data analytics, organisational intelligence, and control in administering State Govt-initiated community programmes.

✉ sharma.9470@gmail.com | ☎ + 91 860 231 6873 | 🏠 Narmadapuram, Madhya Pradesh, India

WORK EXPERIENCE

District Lead - Value Chain Development Mar' 2024 – Present PRADAN Professional Assistance for Development Action

Initiatives aimed at women's economic empowerment and strengthening value chains for tribal communities by enhancing their economic opportunities and ensuring sustainable growth of 30,000 SHG members.

- Analyse gaps, bottlenecks, and opportunities within the existing value chains that tribal communities depend mainly on agriculture, forestry, and handicrafts, develop strategies to strengthen & improve linkages between producers, processors, and markets.
- Capacity-building programs for producers and entrepreneurs to improve skills in production, processing, packaging, marketing and branding. And supporting in mobilizing additional resources.
- Working closely with government authorities at district, state, and national levels.
- Promoting the use of digital platforms for market information, weather updates, e-commerce, and market access.
- Establish partnerships with , cooperatives, and government agencies .

Research Associate

AIGGPA, Bhopal, Madhya Pradesh Jul' 2023 – Jan'24

Examined and monitored the field implementation of state government policies, schemes, and programmes for public welfare, including poverty alleviation, child nutrition, health care, livelihood, public service delivery, and law enforcement.

- Re-engineered Govt. scheme for Animal Husbandry, Education ,Nutrition, WCD and Labour management
- Assisted District Collector Niwari with the flagship scheme to provide a sustainable livelihood for the community

Facilitate 60 interns training and mentorship for field operations, along with a reward and recognition programme for a motivating and performance-driven career path

Young Professional

State Rural Livelihood Mission, Madhya Pradesh Aug' 2021 – Jun' 2023

Focus on enterprise architect and realize its important role to play for sustaining farm as well as non-farm livelihood. Supported and implement various key attributes on the ground which encompasses idea generation, policy formation, training of SHG members in FNHW & Gender, and funding support.

- Develop the Handloom cluster by assisting more than 200 artisans in cultivating an entrepreneurship mindset through market connect via digital channels
- Encourage the procurement of 'Food Grade Mahua' using scientific methods and establish a sustainable export channel to increase profitability for over 1000 Mahua collectors
- Identify the prevailing market trends for Punja Rugs and take initiative to promote artisan products with a government theme of "One District One Product"
- Receive three certificates of appreciation from the district administration for the contribution to District Archaeology, Tourism, Cultural Committee (DATCC), and various other district departments

Manage and perform across the State Rural Livelihood Mission unit functions, ensuring systematic rollout of various interventions theme and perform holistic assessment for sustainable market linkages

- Engagement in Vegetable Production, Bee Keeping, Goat Rearing, Kodu-Kutki and Turmeric Production

Quality Technician

MP AGRO BRK Energy Foods Ltd.

Accomplished proficiency in **quality assurance** and inspections of the manufacturing workflows, and enhance product quality matrix

Jul' 2018 – Feb' 2019

EDUCATION

- 2021, **MBA in Agri- Business Management**, MGCGV Chitrakoot, Satna, Madhya Pradesh
- 2018, **Bachelor of Agricultural Engineering**, RKDF University, Bhopal, Madhya Pradesh
- 2014, **Higher Secondary Certificate (HSC)**, Campian Public School, Hoshangabad, Madhya Pradesh
- 2011, **SSLC**, Samaritans SSC School, Hoshangabad, Madhya Pradesh

SKILLS

Project Management Work Under Pressure
Communication Govt. and Cross-Functional Liaison
Computer Proficient Team Building Data Analytics

CERTIFICATES

- 2017, SOIL & Water Conservation & Watershed Management, ICAR-Bhopal
- 2016, Quality Control, Bhopal Sahakari Dugdh Sangh, Dairy Plant
- 2016, Soil Testing Technologies, ICAR Institute
- 2016, Training course on Academic Level, CRFMTTI Institute
- 2018, Food Safety Supervisor by FSSAI
- 2019, Digital Marketing

HONOURS AND AWARDS

- Participated in sports activities at the district and state level
- Advance training for swimming and basketball
- Engage in agricultural and personality development workshops
- Active participant in college events

INTEREST

- Penjing, Gardening, Sports, Outing, and Cooking

