

**DIRECTOR SOCIAL WELFARE, WOMEN & CHILD DEVELOPMENT ,
CHANDIGARH ADMINISTRATION
Town Hall Extension Building, 3rd Floor, Sector-17-C, Chandigarh
Telephone No 0172-2700069**

Closing Date for receipt of applications: 31.12.2019 upto 5.00 p.m.

Applications are invited for filling up the following posts purely on contract basis for setting up of District Project Management Unit (DPMU) under POSHAN Abhiyaan.

Sr No	Name of the Post	No. of Posts	Salary Per Month (Consolidated)
1.	District Coordinator	1	30,000/-
2.	District Project Assistant	1	18,000/-

1. For details of essential qualification/desirable qualification/ Scope of work/consolidated remuneration and experience required for above posts, please visit the website of Chandigarh administration chandigarh.gov.in/
2. Complete Bio-data/CV in all respects along with stamp size- photograph and attested photocopy of essential qualification and experience, duly signed by the applicant should be submitted to the office of Director Social Welfare, Women & Child Dev.(ICDS) , Town Hall Extension Building, 3rd Floor, Sector 17-C, Chandigarh 31.12.2019 at 5.00 p.m.
3. No TA/DA shall be paid to the candidate for attending interview/Test.
4. If there is any corrigendum, it will be uploaded on **the website of Chandigarh administration** chandigarh.gov.in/
5. The competent authority reserves the right to cancel the selection process at any time , at any stage without assigning reason thereof.
6. An application will be summarily rejected if a candidate makes more than one application for particular category/post.

Note: - Incomplete applications and applications received after the last date shall not be entertained and rejected without assigning any reason. Kindly check website (chandigarh.gov.in/) for regular update.

For any query contact at 0172-2700069

Sd/-
**Director Social Welfare,
Women and Child Development,
Chandigarh Administration**

INSTRUCTIONS

1. The upper age limit for District Coordinator , Block Project Assistant is from 18 to 37 years, who fulfills the eligibility criteria can also apply.
2. Complete Bio-data in all respect along with stamp sized photograph and attested photocopies of essential qualification and experience duly signed by the applicant should be submitted to the office of Director Social Welfare, Women & Child Dev.(ICDS), 3rd Floor, Town Hall Extn. Building, Sector 17-C 31.12.2019 at 5.00 p.m.
3. No TA/DA shall be paid to the candidate for attending interview/Test.
4. If there is any corrigendum, it will be uploaded on **the website of Chandigarh administration chandigarh.gov.in/**
5. An application will be summarily rejected if (i) a candidates makes more than one application for the particular category/post, (ii) applicant does not mention the name of the post applied for (iii) the application is unsigned/ incomplete, (iv) the application is submitted/or received after closing date (v) candidate does not possesses the requisite academic qualification or experience on the cut off date.
6. Selection criteria will be decided upon the number of application received/eligible candidates under one category . Only eligible candidate will be called for the Interview/Test. The candidate shall bring their original certificates/documents at the time of interview/Test for verification.
7. The competent authority reserves the right to cancel the selection process at any time , at any stage without assigning reason thereof.

For any query contact at 0172-2700069

**Sd/- Director Social Welfare,
Women and Child Development,
Chandigarh Administration**

Terms of References (ToR) for hiring District Coordinator and District Project Assistant in DPMU, POSHAN Abhiyaan.

S. No.	Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
1.	District Coordinator	Rs. 30,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance	Graduate or Certification/ Diploma in Computer Science or IT <ul style="list-style-type: none"> ✓ At least 2 years' experience in application maintenance & support. ✓ Good oral and written communication skills in local language. ✓ Computer literacy must. ✓ Willingness to travel a must. ✓ Mandatorily local candidates should be engaged. 	<ul style="list-style-type: none"> ✓ 4 years experience in application maintenance and support. ✓ Formal training on IT/computer ✓ Experience working with technology and software application support ✓ Proven ability to successfully handle multiple tasks within a team environment ✓ Great attention to detail and problem solving skills 	<ol style="list-style-type: none"> 1. Supporting training of Block helpdesk in ICT-RTM. 2. Supervise Block helpdesk. 3. Support District level ICDS officials on usage of CAS system. 4. Escalate issues as needed. 5. Logging and managing issues in the Issue Tracker application (CAS application). 6. Provide general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting. 7. Extend help for lost/stolen phones. 8. Monitor worker activity reports. 9. Follow up on actions from activity reports. 10. Any other tasks that may be assigned by the Director.

2.	District Project Assistant	Rs. 18,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance	<p>Graduate Degree/Post Graduate Diploma in Management/ Social Sciences/ Nutrition,</p> <ul style="list-style-type: none"> · Minimum 2 years work Experience of capacity building, with supervisory skills · Good oral and written communication skills in local language and fair skills in English · Good computer skills/knowledge of internet/email · Ability to work in a team and willingness to travel extensively. · Mandatorily local candidates should be engaged. 	<ul style="list-style-type: none"> · 3 years experience of working in social program. · Experience of working on Government programs in the social sector -Health, Nutrition, Education, Water and Sanitation 	<ol style="list-style-type: none"> 1. Support and supervise timely implementation of all Mission activities in the district. 2. Facilitate and participate in all capacity building initiatives undertaken within the project at district and block levels. 3. Periodically assess capacity building needs of district and block level ICDS staff and functionaries and organize and facilitate relevant trainings as per the guidance of the DPO and Commissioner/Director, ICDS. 4. Ensure timely completion and monitoring of planned community mobilization activities within the district to strengthen the demand for ICDS services. 5. Make regular monitoring and supportive supervision visits within the district to provide on-site support to CDPOs and the ICDS Supervisors to ensure all project activities are completed as per schedule. 6. During monitoring and supervision visits review and ensure maintenance of reporting formats for all Mission activities. 7. Ensure effective coordination between the existing ICDS programme activities
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