

**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: before 25.01.2019 upto 5.00 p.m.

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

S.NO.	Name of the Post	No. of Posts	Salary Per Month
1.	Accountant	01	Rs 30,000/- p.m.
2.	Project Associate	01	Rs 25,000/- p.m.
3.	Block Coordinator	03	Rs 20,000/- p.m.
4.	Project Assistant at Block Level	03	Rs. 15,000/- p.m.

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 before 25.01.2019 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. The list of the eligible candidates of above said posts will be uploaded on website(**Chandigarh.gov.in**) after 10-12 days of closing date of advertisement. **No separate notice or intimation will be issued.**
7. 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 Accountant, Project Associate, Block Coordinator and Block Project Assistant is from 18 to 37 years. For Accountant position Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience. , 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 before 25.01.2019 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 and the information will be uploaded on the website of Chandigarh Administration only. The candidate shall bring their original certificates/documents at the time of interview/Test.
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 Accountant, Project Associate, Block Coordinator & Block Project Assistant in SNRC-SPMU, POSHAN Abhiyaan

S. No	Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
01	Accountant	Rs. 30,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Accountant.	<ul style="list-style-type: none"> • PG degree in Commerce/ Accounting/ CWA- Inter/CA Inter with at least 50% marks • At least 3 years experience in accounting with exposure in budgeting & audit out of which 1 year should be in Government/ PSU. • Expertise in MS Office including Word, Excel and PowerPoint. <p>Or</p> <ul style="list-style-type: none"> • Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience. 	<ul style="list-style-type: none"> • 5 years experience in accounting with exposure in budgeting & auditing. • Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage. • Strong computer skills, especially in the use of MS Word and Excel. 	<ol style="list-style-type: none"> 1. Provide support to preparation of project budget estimates keeping in view of the approved allocations and past expenditure under the Mission, revised estimates, if any, and ensure its submission to the MWCD. 2. Keep track and maintain database of funds released by MWCD and the yearly utilization certificates to be submitted by the State; process timely re-validation of unspent balances, if any. 3. Ensure timely submission of the financial reports (FMRs) to MWCD. 4. Process bills for timely payment/reimbursement of all expenditures incurred in the SNRC-SPMU including monthly remuneration of the Consultants and other Mission staff, ensuring adequate internal controls to support the payments. 5. Liaison with the IFD/Budget Section/Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time. 6. Keep track and maintain ledger book of all expenditures incurred in the SNRCSPMU and ensure reconciliation with the Pay & Accounts Office on a 120 7. Liaison with the AG Civil Audit for annual audit of the Mission and financial statements of the SNRCSPMU; 8. Any other financial related activities of the project that may be assigned by the Director.

2	Project Associate	Rs. 25,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	<p>Graduate in Computer Science or IT</p> <ul style="list-style-type: none"> • At least 2 years work experience in the relevant field • Formal training in IT/mobile applications. • Experience in working with technology and software application support. • Previous experience in working with front line workers of Government Department and training on IT/Mobiles/Computer • Good oral and written communication skills in local language. • Computer literacy must. 	<ul style="list-style-type: none"> • PG Degree in Computer Science or IT with 3 years experience in application maintenance and support. • Proven ability to successfully handle multiple tasks within a team environment and great attention to detail. • Problem solving skills must. 	<ol style="list-style-type: none"> 1. User account management, including updating roles and permissions. 2. Master data management and updating. 3. System administration. 4. Provision of support to State level officials in using CAS web application. 5. Coordination with OEMs, telecom companies, etc. on issue resolution. 6. Training of District helpdesk. 7. Supervision District helpdesk. 8. Escalation of issues to Software Development Agency as needed. 9. Provision of general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting. 10. Management of web application i.e. extend user management support, set and update new roles and permissions and release new apps for auto-update. 11. Management of addition and removal of users from system 12. Data analysis and knowledge extraction. 13. Any other tasks that may be assigned by the Director.
3	Block Coordinator	Rs. 20,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	<p>Graduate.</p> <ul style="list-style-type: none"> • At least 2 years experience of working with technology and software application support • Good oral and written 	<ul style="list-style-type: none"> • Formal training on IT/ computer • Worked with front line workers in any Social Development Program of Government • Proven ability to 	<ol style="list-style-type: none"> 1. Supporting training of AWWs and Supervisors in Information and Communication Technology enabled Real Time Monitoring (ICT-RTM). 2. Monitoring usage of ICT-RTM by AWWs by using CAS Reports and follow-up on low usage. 3. Providing in-person and over-phone troubleshooting support to users facing hardware or software problems

			<p>communication in local language</p> <ul style="list-style-type: none"> • Mandatorily local candidates should be engaged. 	<p>successfully handle multiple tasks within a team environment • Attention to detail and problem solving skills</p>	<p>with mobiles, tablets and basic issues with CAS application.</p> <ol style="list-style-type: none"> 4. Logging issues in the Issue Tracker application, which is part of CAS. 5. Training reinforcement to AWWs identified as low performers using CAS Reports. 6. Providing performance feedback to AWWs. 7. Submitting phones to Original Equipment Manufacturer (OEM) for hardware replacement and repair. 8. Escalation of issues to Block/District Coordinator via the Issue Tracker application. Criteria for escalation will be defined in CAS Guidelines. 9. Supporting Block level ICDS officials on usage of CAS system. 10. Any other task as indicated by CDPO.
4	Block Project Assistant	Rs. 15,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	<p>Graduate.</p> <ul style="list-style-type: none"> • At least 1 year experience of working with Community/Local Government • Good oral and written communication in local language • Mandatorily local candidates should be engaged. 	<ul style="list-style-type: none"> • Worked with front line workers in any Social Development Program of Government • Proven ability to successfully handle multiple tasks within a team environment • Attention to detail and problem solving skills 	<ol style="list-style-type: none"> 1. Supervising overall implementation of the Mission activities in the block. 2. Organization/facilitation of the trainings of the ICDS Supervisors and AWWs in coordination with the District Team. 3. Making regular supportive supervision visits to AWCs, provide on-site support to AWWs and monitor implementation. 4. Preparing monthly progress/monitoring reports in the prescribed format and submit the same to the District Coordinator; etc. 5. Any other task as indicated by CDPO.