

GOVERNMENT OF ASSAM
DIRECTORATE OF SOCIAL WELFARE, ASSAM
 UZANBAZAR, GUWAHATI-1

☎ : 0361-2541169 (O), 0361-2510407 & 0361-2510308 (Fax), Email: directorsocialwelfareassam@gmail.com

No.DSW(ICDS)G/72/2014/Pt/111,

Dated Guwahati the 5th August, 2020.

Temporary Contractual Position (Non-Government-UNICEF funded) at Directorate of Social Welfare, Assam

Applications are invited for walk in interview for filling up of 2 Nos. of purely temporary / contractual posts (Non Government –UNICEF funded) in the MIS-Research and Analysis Cell, at Directorate of Social Welfare, Assam.

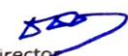
Sl. No.	Position	Minimum Education Qualification	Experience	Age	Job Profile	Remuneration	Post of claim
1	MIS Officer	<ul style="list-style-type: none"> Post Graduate in Child Development / Sociology / Social Anthropology / Social Science / Nutrition/Public Health/ Rural Development Basic Computer knowledge with internet. Working knowledge of MS Office, Excel and PowerPoint essential Expert in preparation of strategic documents, presentation and reports Good facilitation and communication skills Proficient in English and Assamese language (writing and speaking). Ability to work collaboratively and coordinate with diverse partners and stakeholders. 	Minimum 5 years working experience in related field of Children and Nutrition Child Development and working experience in the area of Health, Sanitation and other Govt. Flagship Programme.	Maximum age limit 44 yrs as on 1 st January, 2020	<ul style="list-style-type: none"> Support implementation of ICDS in the State. Monitoring ICDS Six Service also support in Implementation of SAG Programme. Preparation of Programme Implementation Plan. Facilitate training programme & workshop on various topics related to ICDS. Support data analysis of district MPRs with focus on nutrition related indicators In coordination with Directorate of Social welfare, support development of biannual training plan for strengthened nutrition service delivery In coordination with Directorate of Social Welfare, provide regular feedback to district teams on status of programme implementation in districts Coordination with UNICEF and other line Departments related to ICDS. Extensive field visit within & outside state as and when required. Proficient in English and Assamese language. 	Rs. 55,000/- PM (Fixed)	Self attested photocopies of original certificate to be enclosed with application form
2	ECCE Coordinator	<ul style="list-style-type: none"> Post graduate in Education /Child Development / Sociology/Philosophy and Psychology Working knowledge of MS Office, Excel and PowerPoint essential Expert in preparation of strategic documents, presentation and reports Good facilitation and communication skills Proficient in English and Assamese language (writing and speaking). Ability to work collaboratively and coordinate with diverse partners and stakeholders. 	Minimum 5 years working experience in related field	Maximum age limit 44 yrs as on 1 st January, 2020	<ul style="list-style-type: none"> Support implementation of ECCE activities. Facilitate training programme/workshop related to ECCE. Monitoring of ECCE activities under ICDS Programme Support development of learning material for pre-school children Support in implementation of ECE quality monitoring tool Support APIP process on ECCE Coordination with UNICEF and ICDS officials Reporting, field visits 	Rs. 55,000/- PM (Fixed)	Self attested photocopies of original certificate to be enclosed with application form

Eligible Candidates may apply for the above position with dully filled in Application Form as per prescribe format (**Copy may be obtain in the website: <https://socialwelfare.assam.gov.in> and <https://womenandchildren.assam.gov.in>**) with two recent passport sized colour photographs, self attested copies of testimonials/certificates and have to attend the selection procedure on specified dates against their respective position at Directorate of Social Welfare, Uzanbazar, Guwahati-1(with all original testimonials) which will be notified letter through website. The Directorate reserves the right to alter or cancel the requirement for any of the positions listed **SI No.1 & 2** at any stage /time. A candidate shall apply for any one of the above 2 (two) positions only.

Address for submission of application:
 Office of the Directorate of Social Welfare, Assam,
 State Balbhawan, Uzanbazar, Guwahati-1

Application will be received from 11:00 AM to 4:00 PM on all working days
Last Date for submission of Application: on 27th August, 2020 at 4:00 PM

Selection will be on the basis of viva and skill test. The candidates short listed will alone be called for interview.
 The schedule of tests will be intimated to concerned candidates by email/ telephonic.


 Director,
 Social Welfare, Assam, Guwahati-1