No. SPMU (POSHAN)/Dist.Rect/126/2023//143   Dated, Guwahati the 26th July, 2023

NOTICE REGARDING RECRUITMENT OF CONTRACTUAL ENGAGEMENT UNDER POSHAN ABHIYAAN, ASSAM

The State Project Director, POSHAN Abhiyaan, Assam invites applications from eligible candidates who are citizen of India as defined under Article 5 to 9 of the Constitution of India and fulfil the eligibility norms of educational qualification, work experience, age etc. as mentioned below against each category of purely on temporary contractual assignment. The candidates will be eligible in his/her own district only. No application will be entertained for the posts if he/she is from outside of their own district. The undersigned reserves the right to take decisions regarding the process of interview to be taken in due course of time. **Application must reach the Office concerned as mentioned below against each category on or before 11/08/2023 during office hours**. No applications will be accepted which are received after **11/08/2023**. The authority will not be responsible for non-receipt/late receipt of any application form due to postal delay or any other delay as well as lost or damage of applications.

➢ Interested candidates may apply as per the prescribed Application Format (Annexure-1) along with self-attested copies of testimonials relating to educational qualification, experience, etc. Candidates will have to produce the original certificates as and when required.

➢ Applications submitted, other than in the prescribed application format (Annexure1), will not be considered and shall be summarily rejected.

➢ The application should be submitted in a sealed envelope clearly mentioning the post applied for at the top and addressed to concern District Social Welfare Officer Office.

➢ As a proof of residence, the applicant will have to submit photocopy of any one document, namely, Voter ID/PRC/Driving Licence/Aadhar Card/Resident certificate from the concerned Circle Officer.

Sl No.	Name of District	Name of Post	Fixed monthly remuneration	Age Limit	Vacant position	Place for submission of form
1	Dima Hasao	Block Coordinator	Rs. 20,000/-	21-38	1 (one)	**Office of the District Social Welfare Officer Concerned**

POINTS TO NOTE:

➢ For any updates, the candidates are advised to visit department's website regularly.

- The undersigned reserves the right of rejecting any or all the applications without assigning any reasons thereof. Decision of the undersigned will be final and binding in this regards.
- Degrees as referred above are those which have been awarded by a recognized University / Institution.
- Incomplete application shall not be entertained and shall be rejected and only shortlisted candidates will be called for written test/interview.
- Candidates willing to apply for more than one post shall have to submit separate application for each post.
- **No applications will be received/accepted in the office of the State Headquarter of POSHAN Abhiyaan, Assam.**
- No TA/DA will be admissible for appearing in the written test/ Computer proficiency test.

State Project Director
POSHAN Abhiyaan, Assam
Department of W&CD, Assam

Terms of References (ToR) for hiring Manpower at Block Level under POSHAN Abhiyaan

Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
Block Coordinator	Rs. 20,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	Graduate with BCA/PGDCA/IT • At least 2 years experience of working with technology and software application support • Good oral and written communication in local language • Mandatorily local candidates should be engaged.	• Formal training on IT/ computer • 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	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 with mobiles, tablets and basic issues with CAS application. 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.

2(two) recent stamp size Photographs

The application may be submitted in the following format

To,   The District Social Welfare Officer_____
POSHAN Abhiyaan, Assam

1. Name of the post applied for (*In Capital letter*)_____

2. Name of the Candidate (*In Capital letter*)_____

3. Father's/Husband's/ Guardian's name(*In Capital letter*)_____

4. Date of Birth _____ Age (as on 01-01-2023) : _____

5. Permanent Address _____

_____PO_____Pin_____Dist: _____

6. Address for communication_____

_____PO_____Pin_____Dist:_____

(Telephone/ Mobile Nos.)_____**Email ID** _____(***Mandatory**)

7. Nationality _____

8. Whether belonging to SC/ST/OBC/OTHERS_____

9. Educational Qualifications:

Degree/Course	Year of passing	Name of the University/Institute	Division/ Class	Marks obtained	% of marks	Details of Main Subjects

10. Details of Other Examinations Passed/Trainings undergone:

Name of Examination passed/ Training undergone	Name of the Institute	Duration	Remarks

11. Details of Experience in Chronological order:

Name of organization	Position held, with date	Brief resume of duties	Scale of pay	Period of experience w.e.f. and to

Declaration;

     I do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Date:

Place:
                  Signature