

GOVERNMENT OF ASSAM
WOMEN AND CHILD DEVELOPMENT DEPARTMENT
SPMU (POSHAN ABHIYAAN) ASSAM, UZABAZAR, GUWAHATI-01
Email:poshanassam18@gmail.com

No. SPMU (POSHAN)/Dist.Rect/126/2023/232 Dated, Guwahati the 12th October, 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. 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 Offices concerned as mentioned below against each category on or before 31/10/2023 during office hours.** No applications will be accepted which are received after **31/10/2023**. 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 | Baksa | District Coordinator | Rs. 30,000/- | 21-38 | 1 (one) | Office of the District Social Welfare Officer Concerned |
| 2 | Hojai | District Coordinator | Rs. 30,000/- | 21-38 | 1 (one) | |
| 3 | Tamulpur | District Project Assistant | Rs. 18,000/- | 21-38 | 1 (one) | |
| 4 | Dhemaji | District Project Assistant | Rs. 18,000/- | 21-38 | 1 (one) | |
| 5 | Hailakandi | District Project Assistant | Rs. 18,000/- | 21-38 | 1 (one) | |

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 District Level Positions under POSHAN Abhiyaan

| Position | Consolidated Remuneration | Essential Qualification and Experience | Desirable | Scope of Work |
|----------------------|--|--|--|---|
| District Coordinator | <p>Rs. 30,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to performance.</p> <p>(Annual increment of 3% shall be effected only on contingent on decision of higher authority and existing ministry guidelines)</p> | <p>Graduate with Diploma in Computer Science or IT</p> <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"> Supporting training of Block helpdesk in ICT-RTM. Supervise Block helpdesk. Support District level ICDS officials on usage of POSHAN Tracker Application. Escalate issues as needed. Logging and managing issues in the Issue Tracker application (POSHAN Tracker application). Provide general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting. Extend help for lost/stolen phones. Monitor worker activity reports. Follow up on actions from activity reports. Any other tasks that may be assigned by the Director. |

| Position | Consolidated Remuneration | Essential Qualification and Experience | Desirable | Scope of Work |
|----------------------------|--|--|---|--|
| District Project Assistant | <p>Rs. 18,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to Performance.</p> <p>(Annual increment of 3% shall be effected only on contingent on decision of higher authority and existing ministry guidelines)</p> | <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 and project activities, wherever required, in collaboration with the DPO. |

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| | | | | <p>8. Ensure collation of Utilization Certificates from Aanganwadis for activities under the Mission and their correct aggregation at the CDPO and</p> <p>9. Prepare monthly progress/ monitoring reports in the prescribed formats for project activities and submit the same to the DPO and Commissioner/Director, ICDS.</p> <p>10. Coordinate with the related line departments at the district level for facilitating convergent/ multi-sectoral activities under the Mission.</p> <p>11. Facilitate engagement with potential civil society organizations, NGOs, etc. for partnership and support for project implementation.</p> <p>12. Any other task assigned by DPO.</p> |
|--|--|--|--|---|

(Annexure-1)

The application may be submitted in the following format

2(two) recent
stamp size
Photographs

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 01-10-2023) : _____

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 |
|---------------|-----------------|----------------------------------|-----------------|----------------|------------|--------------------------|
| | | | | | | |
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10. Details of Other Examinations Passed/Trainings undergone:

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

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 |
|----------------------|--------------------------|------------------------|--------------|------------------------------------|
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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