GOVERNMENT OF ASSAM

STATE PROJECT MANAGEMENT UNIT (SPMU)

POSHAN ABHIYAAN, ASSAM, SARUMOTORIA, GUWAHATI-36

Dr. Zakir Hussain Road, Email:poshanassam18@gmail.com

No. SPMU (POSHAN)/Dist.Rect/55/2020/35 Dated Guwahati the 04th August, 2020

ADVERTISEMENT FOR TEMPORARY/ CONTRACTUAL POSTS AT SOME DISTRICT AND BLOCK LEVELS 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, age etc. as mentioned below against each category of purely temporary contractual post. The Application Form, vacancy details and detailed terms of reference including age, qualification etc. are given below.The interested candidates having requisite educational qualification and experience may apply in duly filled up Application to the office of their respective district Social Welfare Officer, Assam. 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 their own district. The short listed candidates will be intimated regarding date & venue of the interview through Email as mentioned in the Application Form. The undersigned reserves the right to take decisions regarding the process of interview to be taken in due course of time which will be published in leading newspapers and will be uploaded in website. No separate call letters will be issued to candidates. Application must reach to the Office of the District Social Welfare Officer concerned on or before **31/08/2020** during office hours. No applications will be received/accepted in the State Headquarter of POSHAN Abhiyaan, Assam. No applications will be accepted which are received after 31/08/2020. 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 loss or damage of application.

- Candidates will have to submit duly filled up application (as uploaded in the website) along with self attested copies of certificates in support of educational qualifications, age and experience in separate envelope marked to the concerned post. Candidates will have to produce the original certificates as and when required.
- As a proof of residence, the applicant will have to submit photocopy of any one document, namely, Voter ID/PRC/Employment exchange Registration No./Resident certificate from the concerned Circle Officer,
- Incomplete application shall not be Circle Officer.

Sl.No	District	District Coordinator	District Project Assistant	Block Coordinator	Block Project Assistant
1	Barpeta	1	-	-	-
2	Bongaigaon	-	1	-	1
3	Dhubri	-	1	1	1
4	Jorhat	-	1	-	3
5	Biswanath	-	-	1	2
6	Charaideo	-	-	1	-
7	Dibrugarh	-	-	5	1
8	Golaghat	-	-	2	5
9	Kamrup (M)	-	-	1	-

10	Baksa	-	-	1	1
11	Darrang	-	-	1	1
12	Lakhimpur	-	-	1	0
13	Udalguri	-	-	-	1
14	Tinsukia	-	-	2	-
15	Karbi Anglong	-	-	1	-

State Project Director,
POSHAN Abhiyaan, Assam
Social Welfare Department.

Terms of References (ToR) for hiring Manpower at District and Block Level, NNM

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 • 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.	• 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	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.
District Project Assistant	Rs. 18,000/- per month	Graduate Degree/Post Graduate	• 3 years experience of working in social program.	1. Support and supervise timely implementation of all Mission activities

	Annual increase @ 3% of remuneration may be granted, subject to performance.	Diploma in Management/ Social Sciences/ Nutrition, • 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.	• Experience of working on Government Programs in the social sector -Health, Nutrition, Education, Water and Sanitation	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. 8. Ensure collation of Utilization Certificates from Aanganwadis for activities under the Mission and their correct aggregation at the CDPO and DPO levels. 9. Prepare monthly progress/monitoring reports in the prescribed formats for project activities and submit the same to the DPO and Commissioner/Director,

				ICDS. 10. Coordinate with the related line departments at the district level for facilitating convergent/ multi-sectoral activities under the Mission. 11. Facilitate engagement with potential civil society organizations, NGOs, etc. for partnership and support for project implementation. 12. Any other task assigned by DPO.
Block Coordinator	Rs. 20,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	Graduate. • 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.
Block Project Assistant	Rs. 15,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	Graduate. • 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.	• 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. 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.

****