

GOVERNMENT OF MANIPUR  
STATE ICDS CELL, DIRECTORATE OF SOCIAL WELFARE  
(Near 2<sup>nd</sup> MR Gate, AT Line, Imphal)

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A D V E R T I S E M E N T  
Imphal, the 11<sup>th</sup> January, 2019.

No. 8/30/2017-18(SNP)SW: The Department of Social Welfare, Manipur is going to engage contract employees for a period of 1(one) year for the following posts of State Nutrition Resource Centre (SNRC), District Level Help Desk and Block Level Help Desk under POSHAN Abhiyaan of Umbrella ICDS. The engagement is initially for a period of 1(one) year which may be extended from time to time. Details are given in the Annexure-I.

Interested persons having the necessary qualifications may download the application forms from [www.manipur.gov.in](http://www.manipur.gov.in) and [www.socialwelfaremanipur.nic.in](http://www.socialwelfaremanipur.nic.in) from 14/01/2019 to 31/01/2019. The duly filled in application forms along with necessary documents should be submitted to the Office of the Social Welfare, Directorate Head Quarter, Near 2<sup>nd</sup> MR Gate, AT Line, Imphal on or before 31/01/2019 till 05:00 pm on payment of Rs.500/- for Unreserved categories and Rs.300/- for SC/ST/OBC. No fee is payable for Differently Abled Candidates.

The following should be followed:

1. Age of the candidates shall not be less than 18 years and not more than 38(thirty eight) years as on 01/01/2019. Upper age limit is relaxable by 5 years for ST/SC and 3 years for OBC.
2. Other than merit and suitability of the candidates and other criteria to be observed, the application will be considered District-wise against the District vacancies on the basis of the District to which they belong (Domicile).
3. Domicile Certificate and other supporting documents should be submitted with the application form. Original Domicile & other certificates should be brought at the time of Interview.
4. For District and Block Level posts, "mandatorily local candidates shall be engaged" as prescribed in the POSHAN Abhiyaan Scheme Guideline.
5. The details of the interview/viva-voce will be notified later on.



(Jaspreet Kaur)  
Director (Social Welfare),  
Manipur

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Copy to:

1. PPS to the Hon'ble Minister (Social Welfare), Manipur.
2. APS to the Principal Secretary (Social Welfare), Govt. of Manipur.
3. The Director (IT), Govt. of Manipur for kind information and uploading the same in the website [www.manipur.gov.in](http://www.manipur.gov.in)
4. The Editors, Poknapham (Manipuri) and Sangai Express (English)/Huiyen Lanpao (Manipuri) for kind publication of the Advertisement for 2 days in your esteemed dailies and submit the bills in triplicate for early payment.
5. Guard File.

**Annexure-I**

Sl. No.	Name of Post	No. of Post	Remuneration plus PBH per month fixed by FD(PIC)	Reservation	Essential Qualification and Experience	Desirable
1	2	3	4	5	7	8
	<b>State Nutrition Resource Centre (SNRC)</b>					
1.	Consultant (Planning, Monitoring Evaluation)	1	14700+45300 =60000	UR-1	PG degree/diploma in Management/ Computer Applications/ Computer Science or B. Tech/BE in IT/ Computer Engineering or PG in Science with formal training on IT/computer with at least 55% marks. <ul style="list-style-type: none"> <li>• At least 3 years' experience in IT/ICT Systems implementation and analysis.</li> <li>• <input type="checkbox"/> Project management experience.</li> <li>• Extensive experience in development and implementation of web-based applications and mobile applications and demonstrated knowledge and proficiency in M&amp;E methodologies</li> <li>• Excellent oral and written communication skills in English and conversant in local language.</li> <li>• Good computer skills.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years of experience in IT system implementation and analysis.</li> <li>• Experience in managing large scale technology implementation in Government.</li> <li>• Experience of working with Government/ Government organizations.</li> <li>• Experience in implementation of mobile technology for community health or nutrition (m-Health) programs.</li> <li>• Knowledge of statistical software packages (e.g. SPSS, STATA, etc.)</li> <li>• Knowledge of project management techniques.</li> </ul>
2.	Consultant (Health & Nutrition)	1	14700+45300 =60000	UR-1	PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development Community Medicine with at least 55% marks <ul style="list-style-type: none"> <li>• At least 3 years experience in planning, implementation and monitoring of child and women nutrition programmes.</li> <li>• For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience.</li> <li>• Expertise in MS Office including Word, Excel and</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years of experience of working in nutrition/ public health/ social development programmes.</li> <li>• Experience of working with Government/ Government organizations/ interorganizations.</li> <li>• In-depth knowledge of key nutrition issues and nutrition programmes.</li> </ul>

					<p>PowerPoint.</p> <ul style="list-style-type: none"> <li>• Good understanding of decentralized planning and supportive supervision.</li> <li>• Excellent oral and written communication skills in English and ability to converse in local language.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of project management techniques.</li> </ul>
3.	Consultant (Financial Management)	1	14700+45300 =60000	UR-1	<p>CA/ CS/ CMA (CWA) or MBA (Finance) from reputed institute with at least 55% marks.</p> <ul style="list-style-type: none"> <li>• At least 3 years qualification experience out of which 1 year should be in Government/ PSU/ international agencies.</li> <li>• Exposure to budgeting, audit and treasury functions.</li> <li>• Knowledge of state budgetary, treasury and finance rules.</li> <li>• Expertise in MS Office including Word, Excel and Power Point.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years of experience in finance management.</li> <li>• In-depth knowledge and expertise in financial management, internal controls/ systems development &amp; implementation, government treasury accounting, auditing &amp; reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgment.</li> </ul>
4.	Consultant (Capacity Building & BCC)	1	14700+45300 =60000	UR-1	<p>PG degree in Social Sciences/ Health Communication/ Mass Communication/ Rural Development that includes courses on training/capacity building management in nutrition/public health with at least 55% marks</p> <ul style="list-style-type: none"> <li>• At least 3 years experience in planning and implementing behavior change communication and capacity building interventions in public health/ nutrition programmes.</li> <li>• Expertise in MS Office including Word, Excel and PowerPoint.</li> <li>• Professional experience in planning, implementation and monitoring of training programs at state and district levels.</li> <li>• Excellent oral and written communication skills in English and ability to converse in local language.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years of experience of working in nutrition/ public health/ social development programmes.</li> <li>• Good knowledge and understanding of public health/ nutrition programmes.</li> <li>• Experience of working with Government/ Government organizations/ international agencies</li> <li>• Knowledge of project management techniques</li> </ul>
5.	Consultant (Procurement)	1	14700+45300 =60000	UR-1	<p>PG degree in Supply Chain Management/ MBA with specialization in Operations / Supply Chain Management</p> <ul style="list-style-type: none"> <li>• At least 3 years experience in application maintenance / 4 years experience in supply chain management and procurement planning.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years experience in working on technology and software application support.</li> <li>• Proven ability to successfully handle multiple tasks specially IT and Supply</li> </ul>

					<ul style="list-style-type: none"> <li>• Experience of working with front line workers of Government Department and training on IT /Mobiles/ Computer</li> <li>• Problem solving skills.</li> <li>• Good oral and written communication skills in local language.</li> <li>• Computer literacy a must.</li> </ul>	<p>Chain</p> <ul style="list-style-type: none"> <li>• Management, within a team with attention to detail.</li> </ul>
6.	Accountant	1	7600+22400 =30000	UR-1	<p>PG degree in Commerce/ Accounting/ CWA-Inter/ CAInter with at least 50% marks</p> <ul style="list-style-type: none"> <li>• At least 3 years experience in accounting with exposure in budgeting &amp; audit out of which 1 year should be in Government/ PSU.</li> <li>• Expertise in MS Office including Word, Excel and PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years experience in accounting with exposure in budgeting &amp; auditing.</li> <li>• Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage.</li> <li>• Strong computer skills, especially in the use of MS Word and Excel.</li> </ul>
7.	Project Associate	1	7600+17400 =25000	UR-1	<p>Graduate in Computer Science or IT</p> <ul style="list-style-type: none"> <li>• At least 2 years work experience in the relevant field</li> <li>• Formal training in IT/mobile applications.</li> <li>• Experience in working with technology and software application support.</li> <li>• Previous experience in working with front line workers of Government Department and training on IT/Mobiles/Computer</li> <li>• Good oral and written communication skills in local language.</li> <li>• Computer literacy must.</li> </ul>	<ul style="list-style-type: none"> <li>• PG Degree in Computer Science or IT with 3 years experience in application maintenance and support.</li> <li>• Proven ability to successfully handle multiple tasks within a team environment and great attention to detail.</li> <li>• Problem solving skills must.</li> </ul>
8.	Secretarial Assistant/ DEO	2	7100+7900 =15000	UR-2	<p>Graduate, preferably in Social Science/Social Work/ Rural Management/Statistics</p> <ul style="list-style-type: none"> <li>• Proficiency in using MS Office</li> <li>• Proficiency in local language and English</li> </ul>	<ul style="list-style-type: none"> <li>• At least 1 year experience of working with the Govt./Non-Govt. Organizations.</li> </ul>
9.	Office Messenger/Peon	2	5740+2260 =8100	UR-2	<p>Matriculate</p> <ul style="list-style-type: none"> <li>• Proficiency in local language and English</li> </ul>	-

	<b>Total:</b>	<b>11</b>				
	<b>District Level Help Desk, NNM</b>					
10.	District Coordinator	13	7600+22400 30000	UR-7 ST-4 OBC(M)-2	<p>Graduate or Certification/ Diploma in Computer Science or IT</p> <ul style="list-style-type: none"> <li>• At least 2 years experience in application maintenance &amp; support.</li> <li>• Good oral and written communication skills in local language.</li> <li>• Computer literacy must.</li> <li>• Willingness to travel a must.</li> <li>• Mandatorily local candidates should be engaged.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 years experience in application maintenance and support.</li> <li>• Formal training on IT/ computer</li> <li>• Experience working with technology and software application support</li> <li>• Proven ability to successfully handle multiple tasks within a team environment</li> <li>• Great attention to detail and problem solving skills</li> </ul>
11.	District Project Assistant	13	7600+10400 =18000	UR-7 ST-4 OBC(M)-2	<p>Graduate Degree/Post Graduate Diploma in Management/ Social Sciences/ Nutrition</p> <ul style="list-style-type: none"> <li>• Minimum 2 years work experience of capacity building, with supervisory skills</li> <li>• Good oral and written communication skills in local language and fair skills in English</li> <li>• Good computer skills/knowledge of internet/email</li> <li>• Ability to work in a team and willingness to travel extensively.</li> <li>• Mandatorily local candidates should be engaged.</li> </ul>	<ul style="list-style-type: none"> <li>• 3 years experience of working in social program.</li> <li>• Experience of working on Government Programs in the social sector -Health, Nutrition, Education, Water and Sanitation</li> </ul>
	<b>Total:</b>	<b>26</b>				
	<b>Block Level Help Desk, NNM</b>					
12.	Block Coordinator	38	7100+12900 =20000	UR-21 ST-11 OBC(M)-5 OBC(MP)-1	<ul style="list-style-type: none"> <li>• Graduate.</li> <li>• At least 2 years experience of working with technology and software application support</li> <li>• Good oral and written communication in local language</li> <li>• Mandatorily local candidates should be engaged.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal training on IT/ computer</li> <li>• Worked with front line workers in any Social Development Program of Government</li> <li>• Proven ability to successfully handle multiple tasks within a team environment</li> <li>• Attention to detail and problem solving</li> </ul>

13.	Block Project Assistant	38	7100+7900 =15000	UR-21 ST-11 OBC(M)-5 OBC(MP)-1	<ul style="list-style-type: none"> <li>• Graduate.</li> <li>• At least 1 year experience of working with Community/Local Government</li> <li>• Good oral and written communication in local language</li> <li>• Mandatorily local candidates should be engaged</li> </ul>	skills <ul style="list-style-type: none"> <li>• Worked with front line workers in any Social Development Program of Government</li> <li>• Proven ability to successfully handle multiple tasks within a team environment</li> <li>• Attention to detail and problem solving skills</li> </ul>
	<b>Total:</b>	<b>76</b>				
	<b>Grand Total:</b>	<b>113</b>				

Post Reserved for Differently Abled Persons (DAP)

Sl. No.	Name of Post	Category(s) for which identified	No. of Reserved Vacancy
1.	Block Coordinator	Locomotor Disability	1
		Visual Impairment	0
		Hearing Impairment	0
2.	Block Project Assistant	Locomotor Disability	1
		Visual Impairment	0
		Hearing Impairment	1
		<b>Total:</b>	<b>3</b>

APPLICATION FORM FOR CONTRACT ENGAGEMENT  
UNDER POSHAN ABHIYAAN

Paste self  
attested  
recent  
passport  
size photo.  
One to be  
attached

1. Post applied for: .....

2. Candidate details:

Name of Candidate			
Father's/Husband Name			
Date of Birth (as per Matriculate)		Age as on 01/01/2019	
Mobile Number		Gender (M/F)	
Email ID		Category (UR/SC/ST/OBC)	

3. Complete Postal Address for correspondence:

- i) Village : .....
- ii) District : .....
- iii) Post Office : .....
- iv) Pin Code : .....

4. Complete Permanent Address (if different from above):

- i) Village : .....
- ii) District : .....
- iii) Post Office : .....
- iv) Pin Code : .....

5. Educational Qualification Details:

Name of Examination Passed	Subject/Course	Board/University	Regular/Correspondence	Passing Year	% of Marks/GPA
Matriculate					
Intermediate/10+2					
Graduation					
Post Graduation					
Any Other					

6. Work-experience Details: *Start from most recent experience. Internship/Volunteer/Field Works which are part of the course are not to be considered as work experience. (Add extra sheet if required)*

Name of Organization	Designation & Place of Posting	Key Job Descriptions	Achievements/ Outputs	Experience From – To DD/MM/YY	Total Experience (in months)

Certification (Candidature of candidates not certifying the following statements will be summarily rejected):

I certify that the above mentioned details correctly describe my qualifications, experiences and my personal details to the best of my knowledge & belief. I accept that any misrepresentation, incorrect information, suppressed information with respect to any of the information submitted herewith being found out at any stage during/after the recruitment will render my candidature/appointment liable for disqualification/terminated without further communication.

Date:

Place:

Signature of Candidate:

**NOTE:** *This format is to be strictly adhered to. No other format will be accepted.*