

**GOVERNMENT OF N.C.T OF DELHI (GNCTD)**  
**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**  
Maharana Pratap, ISBT Kashmere Gate, Delhi-110006

**Advertisement**

Department of Women and Child Development, GNCTD requires manpower on contractual/temporary basis for following positions for a period of 1 years which may be curtailed down if so purely on contractual terms & conditions for implementation of the Government of India scheme- 'POSHAN ABHIYAAN'. Details of the positions are as follows:-

| S.No. | Nomenclature of posts/Positions                 | Maximum Age | No. of Positions | Consolidated Remuneration per month |
|-------|---|-------------|------------------|-------------------------------------|
| 1.    | Consultant (Planning Monitoring and Evaluation) | 55 years    | 01 (One)         | Rs. 60,000/-                        |
| 2.    | Consultant (Health & Nutrition)                 | 55 years    | 01 (One)         | Rs. 60,000/-                        |
| 3.    | Consultant (Capacity Building & BCC)            | 35 years    | 01 (One)         | Rs. 60,000/-                        |
| 4.    | Accountant                                      | 28 years    | 01 (One)         | Rs. 30,000/-                        |
| 5.    | Project Associates                              | 35 years    | 01 (One)         | Rs. 25,000/-                        |
| 6.    | Secretarial Assistant/ DEO                      | 28 years    | 01 (One)         | Rs. 19,572/- *                      |
| 7.    | Office Messenger/ Peon                          | 27 years    | 01 (One)         | Rs. 16,341/- *                      |
| 8.    | District Coordinators                           | 35 years    | 10 (Ten)         | Rs. 30,000/-                        |
| 9.    | District Project Assistant                      | 35 years    | 10 (Ten)         | Rs. 19,572/- *                      |
| 10.   | Block Coordinator **                            | 35 years    | 84(Eighty Four)  | Rs. 20,000/-                        |
| 11.   | Block Project Assistant **                      | 35 years    | 76(Seventy Six)  | Rs. 19,572/- *                      |

\*As per the prevailing rate at present. (Minimum wages as per Labour Department, Delhi)

\*\* Post at serial number 10 and 11 for only Local (Delhi) Candidates.

The terms of references (TORs), essential qualification, experience required and job details are available on the Department Website: <http://www.wcddel.in> and link for apply online is <http://cams.wcddel.in>. The eligible candidate as per age criteria on the closing date of application may apply online through the website of the department. The engagement is on contractual basis and for limited period only. Candidates must note that this is not a permanent job.

The last date of closing of online application is 11/05/2020.

Reservation to SC/ST candidates as per rules in contractual appointment shall be applicable.

The eligible shortlisted candidate will be invited for interview through E-mail only. No interview letters will be sent. Candidates are also advised to refer to department's notice board/website of the department i.e <http://www.wcddel.in> for dates of interview and any other update in this regard.

Note- No other mode of application except online shall be entertained by the Department. The department also reserves the right to decrease or increase the number of vacancies & Selection criterion of each position as mentioned in the table at any stage/point of selection procedure to implement the scheme in the best interest of the public good.

Director, Deptt. of Women & Child Development

*Verified*  
*12/05/2020*  
Dy. Director (Admn.)  
Deptt. of Women & Child Development  
Govt. of N.C.T. of Delhi

महिला एवं बाल विकास विभाग  
राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार  
आईएसबीटी बिल्डींग, कश्मीरी गेट, दिल्ली -110006  
विज्ञापन

महिला एवं बाल विकास विभाग, राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार, भारत सरकार की योजना पोषण अभियान के कार्यान्वयन हेतु 1 वर्ष की अवधि के लिए हांलाकि उसे कम भी किया जा सकता है ,अनुबंधित रूप से निम्न पदों पर नियुक्ति हेतु आवेदन आमंत्रित करता है। पदों का विवरण इस प्रकार है:

| क्र०स० | पद का नाम                                   | अधिकतम आयु | रिक्त पदों की संख्या | समेकित पारिश्रमिक प्रति माह |
|--------|---|------------|----------------------|-----------------------------|
| 1      | परामर्शदाता ( आयोजना, मानिटरिंग, मूल्यांकन) | 55 वर्ष    | 01                   | रूपये 60,000/-              |
| 2      | परामर्शदाता (स्वास्थ्य, पोषण)               | 55 वर्ष    | 01                   | रूपये 60,000/-              |
| 3      | परामर्शदाता ( क्षमतानिर्माण, तथा बीसीसी     | 35 वर्ष    | 01                   | रूपये 60,000/-              |
| 4      | लेखापाल                                     | 28 वर्ष    | 01                   | रूपये 30,000/-              |
| 5      | परियोजना एसोसिएट                            | 35 वर्ष    | 01                   | रूपये 25,000/-              |
| 6      | सचिवालयी सहायक/डीईओ                         | 28 वर्ष    | 01                   | रूपये 19,572/- *            |
| 7      | कार्यालय सन्देश वाहक/चपरासी                 | 27 वर्ष    | 01                   | रूपये 16,341/- *            |
| 8      | जिला समन्वयकर्ता                            | 35 वर्ष    | 10                   | रूपये 30,000/-              |
| 9      | जिला परियोजना सहायक                         | 35 वर्ष    | 10                   | रूपये 19,572/- *            |
| 10     | ब्लॉक समन्वयकर्ता **                        | 35 वर्ष    | 84                   | रूपये 20,000/-              |
| 11     | ब्लॉक परियोजना सहायक **                     | 35 वर्ष    | 76                   | रूपये 19,572/- *            |

\* वर्तमान में प्रचलित दर के अनुसार। (श्रम विभाग, दिल्ली के अनुसार न्यूनतम मजदूरी)।

\*\* पद संख्या 10 और 11 केवल दिल्ली के उम्मीदवारों के लिए है।

संदर्भ की शर्तें (टीओआर), आवश्यक योग्यता, अनुभव, नौकरी का विवरण इत्यादि विभाग की वेबसाइट: [www.wcddel.in](http://www.wcddel.in) पर उपलब्ध हैं। आवेदन की अंतिम तिथि पर गणना करते हुए तथा आयु मानदंडों को ध्यान में रखते हुए, योग्य उम्मीदवार विभाग की वेबसाइट के लिंक के माध्यम से <http://cams.wcddel.in> ऑनलाइन आवेदन कर सकते हैं। भर्ती केवल अनुबंध पर और सीमित अवधि के लिए है। अतः उम्मीदवारों को ध्यान रखना चाहिए कि यह एक स्थायी नौकरी नहीं है।

ऑनलाइन आवेदन के समापन की अंतिम तिथि 11/05/2020 है।

अनुसूचित जाति / अनुसूचित जनजाति के उम्मीदवारों के लिए आरक्षण अनुबंधित भर्ती हेतु नियमानुसार लागू होगा।

पात्र उम्मीदवारों को केवल ई-मेल के माध्यम से साक्षात्कार हेतु आमंत्रित किया जाएगा, साक्षात्कार हेतु कोई साक्षात्कार पत्र नहीं भेजा जाएगा। उम्मीदवारों को यह भी सूचित किया जाता है कि वे साक्षात्कार की तारीखों एवं अन्य किसी अपडेट के लिए विभाग के नोटिस बोर्ड / विभाग की वेबसाइट यानी [www.wcddel.in](http://www.wcddel.in) को नियमित रूप से देखें।

नोट - ऑनलाइन माध्यम के अतिरिक्त आवेदन का कोई अन्य माध्यम विभाग द्वारा स्वीकार नहीं किया जाएगा। विभाग के पास सार्वजनिक भलाई के हित में योजना को लागू करने के लिए चयन प्रक्रिया के किसी भी चरण / बिंदु पर तालिका में उल्लिखित रिक्तियों की संख्या में कमी या वृद्धि का अधिकार और प्रत्येक पद की चयन मानदंड विभाग के पास सुरक्षित है

वर्तमान  
17/05/2020

निदेशक  
महिला एवं बाल विकास विभाग

Dy. Director (Admn.)  
Deptt. of Women & Child Development  
Govt. of NCT of Delhi

## Terms of References (ToR)

| S. No. | Position                                       | Consolidated Remuneration   | Essential Qualification and Experience   | Desirable   | Scope of Work   |
|--------|--|---|--|---|---|
| 1.     | Consultant (Planning, Monitoring & Evaluation) | Rs. 60,000/- per month.<br>Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant. | <p>PG degree/diploma in Management/<br/>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.</p> <ul style="list-style-type: none"> <li>• At least 3 years experience in IT/ICT Systems implementation and analysis.</li> <li>• 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> <p><b>Age should be below 55 Years</b></p> | <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> | <ol style="list-style-type: none"> <li>1. Design a project plan detailing various activities to be performed along for the implementation of Information and Communication Technology enabled Real Time Monitoring (ICTRTM) of ICDS with completion dates for the same;</li> <li>2. Prepare periodic progress reports detailing tasks completed and issues/escalations/ risks;</li> <li>3. Assist the Nodal Officer in overseeing the on-time completion of activities of the Procurement, Operations, Training, Publicity, Recruitment, etc.;</li> <li>4. Coordination with the State Department of Women and Child Development/Social Welfare, SPMU team, training institutes, State Skill Development Mission, State IT Mission and relevant Development partners for effective implementation of ICT-RTM;</li> <li>5. Follow-up and facilitate necessary assistance to ensure that the Mission plan is implemented in project districts in a timely manner;</li> <li>6. Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the Mission, developed by the NNRC-CPMU, at the state, district and sub-district level.</li> <li>7. Develop a program evaluation framework to identify areas for improvement;</li> <li>8. Ensure data for indicators on implementation within the results</li> </ol> |

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|  |  |  |  |  | <p>monitoring framework of the project is updated every six months and made available to MWCD;</p> <p>9. Support documentation and dissemination of best practices on ICT-RTM in the Mission and facilitate cross learning on the same across districts;</p> <p>10. Support the Director and Joint Project Coordinators in the preparation of quarterly and annual progress reports;</p> <p>11. Develop processes for the smooth functioning of ICT-RTM, like, transfer of devices in case AWWs quit/new AWWs join etc.</p> <p>12. Assist the Director in obtaining necessary approvals, inputs and feedback on implementation, monitoring and evaluation of related activities.</p> <p>13. Periodically share progress reports detailing tasks completed and issues/ escalations/ risks related to the implementation of ICT-RTM with relevant counterparts at the MWCD and collate and provide relevant information as and when required by the MWCD.</p> <p>14. Monitor and liaison with the State, District and Block Helpdesk to ensure technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged.</p> <p>15. Guide and support State, District and Block level officials in the usage of ICT-RTM in a timely manner, with quality.</p> <p>16. Any other activity, identified by the Director in-charge of Mission, as relevant to the Mission.</p> |
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| 2. | Consultant (Health & Nutrition) | Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant. | <ul style="list-style-type: none"> <li>• PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development Community Medicine with at least 55% marks</li> <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 PowerPoint.</li> <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> <p><b>Age should be below 55 Years</b></p> | <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> <li>• Knowledge of project management techniques.</li> </ul> | <ol style="list-style-type: none"> <li>1. Provide technical leadership and facilitate designing of nutrition related activities and pilots to be implemented in the Mission.</li> <li>2. Provide managerial leadership and facilitate development of annual Mission's work plans.</li> <li>3. Facilitate implementation of all nutrition related activities in the Mission, including multi-sectoral nutrition actions.</li> <li>4. Provide necessary assistance to ensure that plans are implemented in a timely manner to achieve the agreed milestones of the Disbursement Linked Indicator</li> <li>5. Facilitate the dissemination of relevant guidelines, reporting formats and documents relevant to the Mission, developed by MWCD, at the state, district and sub-district levels.</li> <li>6. Ensure data for the results monitoring framework of the project is updated every six months and made available to the MWCD.</li> <li>7. Monitor and review progress of all project interventions and indicators of the results monitoring framework, identify bottle necks in achievement/reporting of results and facilitate supportive action to resolve these.</li> <li>8. Ensure availability of state approved project related documentation on the website of DWCD/DoSW.</li> <li>9. Facilitate verification of achievement of milestones of Disbursement Linked Indicators by the Independent Verification Agency.</li> <li>10. Identify emerging needs from the Mission and facilitate action through Director in-charge of Mission.</li> </ol> |
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|    |                                      |  |   |   | <p>11. Support the Director in facilitating meetings with technical expert committees, relevant line departments such as, Departments of Health and Family Welfare, Rural Development, Social Welfare, Agriculture, Horticulture, Food Processing etc. and other stakeholders on nutrition &amp; multisectoral issues.</p> <p>12. Support documentation and dissemination of best practices in the Mission and facilitate cross learning on the same across districts.</p> <p>13. Monitor and review progress of all nutrition related Mission activities and indicators, identify areas and districts in need of support and take follow up supportive action as required.</p> <p>14. Support preparation of quarterly and annual project progress reports.</p> <p>15. Liaison and coordinate with external stakeholders.</p> <p>16. Any other activity, identified by the Director, as relevant to the Mission.</p> |
| 3. | Consultant (Capacity Building & BCC) | Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant. | <ul style="list-style-type: none"> <li>• 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</li> <li>• At least 3 years experience in planning and implementing behaviour 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</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> | <p>1. Provide technical leadership and facilitate development and deployment of Behaviour Change Communication and Capacity Building interventions in the Mission.</p> <p>2. Support development of work plans and budget for all training plans under Mission in consultation and collaboration with the Director incharge of Mission and other technical consultants.</p> <p>3. Coordination with the State Department of Women and Child Development/Social Welfare, SNRCSPMU team, training institutes, State skill development mission, State IT missions and relevant Development &amp; NGO partners for effective deployment</p>   |

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|  |  |  | <p>monitoring of training programs and state and district levels.</p> <ul style="list-style-type: none"> <li>• Excellent oral and written communication skills in English and ability to converse in local language.</li> </ul> <p><b>Age should be below 55 Years</b></p> |  | <p>of training programs.</p> <ol style="list-style-type: none"> <li>4. Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the Mission, developed by the NNRC-CPMU, at the state, district and subdistrict level.</li> <li>5. Provide technical support to training programs at state, district, block, sector and Aanganwadi Center levels; ensure adherence to training modules and guidance provided by the MWCD</li> <li>6. Identify high quality master trainers in the states, organize training of master trainers for various interventions, including CAS deployment, and Incremental Learning and follow up on quality of training program.</li> <li>7. Follow-up and facilitate necessary assistance to ensure that training plans are implemented in a timely manner to achieve agreed milestones of the Disbursement Linked Indicator</li> <li>8. Coordinate documentation relating to assessment of training programs.</li> <li>9. Ensure maintenance and management of records and progress reports at sector, block, district and state levels.</li> <li>10. Ensure data for indicators on training within the results monitoring framework of the Mission is updated every six months and made available to the NNRC-CPMU.</li> <li>11. Monitor and review progress of all training interventions and relevant indicators of the results monitoring framework, identify bottle necks in achievement/reporting of results and facilitate supportive action to resolve these.</li> <li>12. Support designing of behaviour change communication interventions and pilots,</li> </ol> |
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|  |  |  |  |  | <p>if any.</p> <p>13. Support the Director in organizing and facilitating meetings with technical expert committees, relevant line departments such as, Health and Family Welfare, Civil Society Organizations and other stakeholders on issues related to behaviour change communication &amp; capacity building.</p> <p>14. Monitor and review progress of all behaviour change communication &amp; capacity building interventions and indicators, identify areas in need of support and take follow up supportive action, liaison and coordinate with external stakeholders in consultation with Director.</p> <p>15. Support districts in preparation of annual training plan, planning and organizing trainings as per the finalized training plan.</p> <p>16. Orient and build capacities of district and block level Mission staff on all sector, block, district and state levels.</p> <p>17. Carry out periodic supportive supervision visits, prioritizing poor performing districts to monitor the progress of planned trainings.</p> <p>18. Prepare training plan progress report detailing the users who have received/missed training.</p> <p>19. Ensure timely conduction of refresher trainings.</p> <p>20. Facilitate verification of achievement of milestones of Disbursement Linked Indicators for the Independent Verification Agency.</p> <p>21. Any other activity, identified by the Director, as relevant to the project.</p> |
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| 4. | Accountant        | Rs. 30,000/- per month.<br>Annual increase @ 3% of remuneration may be granted, subject to performance of the Accountant. | <ul style="list-style-type: none"> <li>• PG degree in Commerce/ Accounting/ CWA-Inter/CA Inter with at least 50% marks</li> <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> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>• Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience.</li> </ul> <p><b>Age should be below 28 Years</b></p> | <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> | <ol style="list-style-type: none"> <li>1. Provide support to preparation of project budget estimates keeping in view of the approved allocations and past expenditure under the Mission, revised estimates, if any, and ensure its submission to the MWCD.</li> <li>2. Keep track and maintain database of funds released by MWCD and the yearly utilization certificates to be submitted by the State; process timely re-validation of unspent balances, if any.</li> <li>3. Ensure timely submission of the financial reports (FMRs) to MWCD.</li> <li>4. Process bills for timely payment/reimbursement of all expenditures incurred in the SNRC-SPMU including monthly remuneration of the Consultants and other Mission staff, ensuring adequate internal controls to support the payments.</li> <li>5. Liaison with the IFD/Budget Section/Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time.</li> <li>6. Keep track and maintain ledger book of all expenditures incurred in the SNRCSPMU and ensure reconciliation with the Pay &amp; Accounts Office on a quarterly basis.</li> <li>7. Liaison with the AG Civil Audit for annual audit of the Mission and financial statements of the SNRCSPMU;</li> <li>8. Any other financial related activities of the project that may be assigned by the Director.</li> </ol> |
| 5. | Project Associate | Rs. 25,000/- per month.<br>Annual increase @ 3% of remuneration may be granted,   | <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> </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</li> </ul>   | <ol style="list-style-type: none"> <li>1. User account management, including updating roles and permissions.</li> <li>2. Master data management and updating.</li> <li>3. System administration.</li> <li>4. Provision of support to State level</li> </ol>  |

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|    |                           | subject to performance.   | <ul style="list-style-type: none"> <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> <p><b>Age should be below 35 Years</b></p> | multiple tasks within a team environment and great attention to detail. <ul style="list-style-type: none"> <li>• Problem solving skills must.</li> </ul> | officials in using CAS web application.<br>5. Coordination with OEMs, telecom companies, etc. on issue resolution.<br>6. Training of District helpdesk.<br>7. Supervision District helpdesk.<br>8. Escalation of issues to Software Development Agency as needed.<br>9. Provision of general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting.<br>10. Management of web application i.e. extend user management support, set and update new roles and permissions and release new apps for auto-update.<br>11. Management of addition and removal of users from system<br>12. Data analysis and knowledge extraction.<br>13. Any other tasks that may be assigned by the Director. |
| 6. | Secretarial Assistant/DEO | Rs. 19,572/- Per Month.<br><br><b>* Remuneration is subject to the upward revision by the Competent Authority under minimum wages as per the Labour Rate from time to time.</b> | (i) Graduation from a recognized board/University.<br>(ii) Preference should be given to those having Diploma or Certificate course in Computer Applications.<br>(iii) Should possess a speed of typing 35 W.P.M. (English) in computer, corresponding to 10500 key/depressions per hour, for data entry work.<br>(iv) Should be resident of Delhi for last 03 years.<br><br><b>Age should be below 28 years.</b> |  | One year work experience as a DEO. One year work experience as a DEO.  |
| 7. | Office Messengers/Peon    | Rs. 16,341/- Per Month.   | Matriculation or equivalents pass from a recognized   |  |  |

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|    |                            | <p><b>* Remuneration is subject to the upward revision by the Competent Authority under minimum wages as per the Labour Rate from time to time.</b></p> | <p>Board/University.</p> <p><b>Age limit 18-27 years.</b></p>   |  |   |
| 8. | District Coordinator       | <p>Rs. 30,000/- per month.<br/>Annual increase @ 3% of remuneration may be granted, subject to performance.</p>   | <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> <p><b>Age should be below 35 years.</b></p> | <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> | <ol style="list-style-type: none"> <li>1. Supporting training of Block helpdesk in ICT-RTM.</li> <li>2. Supervise Block helpdesk.</li> <li>3. Support District level ICDS officials on usage of CAS system.</li> <li>4. Escalate issues as needed.</li> <li>5. Logging and managing issues in the Issue Tracker application (CAS application).</li> <li>6. Provide general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting.</li> <li>7. Extend help for lost/stolen phones.</li> <li>8. Monitor worker activity reports.</li> <li>9. Follow up on actions from activity reports.</li> <li>10. Any other tasks that may be assigned by the Director.</li> </ol> |
| 9. | District Project Assistant | <p>Rs. 19,572/- per month.</p> <p><b>* Remuneration is subject to the upward revision by the Competent Authority under minimum wages as</b></p>         | <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</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>  | <ol style="list-style-type: none"> <li>1. Support and supervise timely implementation of all Mission activities in the district.</li> <li>2. Facilitate and participate in all capacity building initiatives undertaken within the project at district and block levels.</li> <li>3. Periodically assess capacity building needs of district and block level ICDS staff and functionaries and organize</li> </ol>   |

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|  |  | <p><b>per the Labour Rate from time to time.</b></p> | <p>language and fair skills in English</p> <ul style="list-style-type: none"> <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> <p><b>Age should be below 35 years.</b></p> |  | <p>and facilitate relevant trainings as per the guidance of the DPO and Commissioner/Director, ICDS.</p> <ol style="list-style-type: none"> <li>4. Ensure timely completion and monitoring of planned community mobilization activities within the district to strengthen the demand for ICDS services.</li> <li>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.</li> <li>6. During monitoring and supervision visits review and ensure maintenance of reporting formats for all Mission activities.</li> <li>7. Ensure effective coordination between the existing ICDS programme activities and project activities, wherever required, in collaboration with the DPO.</li> <li>8. Ensure collation of Utilization Certificates from Aanganwadis for activities under the Mission and their correct aggregation at the CDPO and DPO levels.</li> <li>9. Prepare monthly progress/monitoring reports in the prescribed formats for project activities and submit the same to the DPO and Commissioner/Director, ICDS.</li> <li>10. Coordinate with the related line departments at the district level for facilitating convergent/ multi-sectoral activities under the Mission.</li> <li>11. Facilitate engagement with potential civil society organizations, NGOs, etc. for partnership and support for project implementation.</li> <li>12. Any other task assigned by DPO.</li> </ol> |
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**Terms of References (ToR) for hiring Block Coordinator and Block Project Assistant in SNRC-SPMU, NNM**

| S. No. | Position          | Consolidated Remuneration  | Essential Qualification and Experience   | Desirable   | Scope of Work   |
|--------|-------------------|--|--|---|---|
| 10.    | Block Coordinator | <ul style="list-style-type: none"> <li>• INR 20,000/-per month.</li> <li>• Annual increase @ 3% of remuneration may be granted, subject to performance.</li> </ul> | <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> <p><b>Age should be up to 35 years as on the last date of filling of online application.</b></p> | <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>• Attention to detail and problem solving skills</li> </ul> | <ol style="list-style-type: none"> <li>1. Supporting training of AWWs and Supervisors in Information and Communication Technology enabled Real Time Monitoring (ICT-RTM).</li> <li>2. Monitoring usage of ICT-RTM by AWWs by using CAS Reports and follow-up on low usage.</li> <li>3. Providing in-person and over-phone troubleshooting support to users facing hardware or software problems with mobiles, tables and basic issues with CAS application.</li> <li>4. Logging issues in the Issue Tracker application, which is part of CAS.</li> <li>5. Training reinforcement to AWWs identified as low performers using CAS Reports.</li> <li>6. Providing performance feedback to AWWs.</li> <li>7. Submitting phones to Original Equipment Manufacturer (OEM) for hardware replacement and repair.</li> <li>8. Escalation of issues to Block/District Coordinator via the issue Tracker application Criteria for escalation will be defined in CAS Guidelines.</li> <li>9. Support Block level ICDS officials on usage of CAS system.</li> <li>10. Any other task as indicated by CDPO.</li> </ol> |

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| 11 | Block Project Assistant | Rs. 19,572/*- per month.<br>* Remuneration is subject to the upward revision by the Competent Authority under minimum wages as per the Labour Rate from time to time. | <ul style="list-style-type: none"> <li>• Graduate</li> <li>• At least 1 years 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> <p><b>Age should be up to 35 years as on the last date of filling of online application.</b></p> | <p>Worked with front line workers in any Social Development Program of Government</p> <ul style="list-style-type: none"> <li>• Proven ability to successfully handle multiple tasks within a team environment</li> <li>• Attention to detail and problem solving skills</li> </ul> | <ul style="list-style-type: none"> <li>• Supervising overall implementation of the Mission activities in the block.</li> <li>• Organization/facilitation of the trainings of the ICDS Supervisors and AWWs in coordination with the District Team.</li> <li>• Making regular supportive supervision visits to AWCs, provide on-site support to AWWs and monitor implementation.</li> <li>• Preparing monthly progress/monitoring reports in the prescribed format and submit the same to the District Coordinator; etc.</li> <li>• Any other task as indicated by CDPO.</li> </ul> |
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**The candidate is \*mandatorily for local area i.e Delhi for which candidate should have any one of the following supporting documents issued from Delhi:**

- a. Voter identity Card
- b. Driving License
- c. Electricity Bill / Water Bill
- d. Passport
- e. Aadhar Card
- f. Bank Passbook with photo, duly certified
- g. Or any other relevant document.

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