



GOVERNMENT OF N.C.T OF DELHI (GNCTD)
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
1, Canning Lane,(Pandit Ravi Shankar Shukla Lane),
Kasturba Gandhi Marg, New Delhi-110001

Department of Women and Child Development, GNCTD urgently requires a person to fill up the vacant post on contract basis for a period of 1 year (extendable), for the District Indira Gandhi Matritva Sahyog Yojana (IGMSY) Cell under Centrally Sponsored- pilot scheme – Indira Gandhi Matritva Sahyog Yojana (IGMSY).

S. No	Post Name	Remuneration (Consolidated)	No.
1	District Program Assistant	Rs. 10000/-	01

The details of IGMSY, the terms of reference (TORs), essential qualification and experience and job details are available on the Department Website: <http://www.wcddel.in> The Eligible candidates may apply with duly attested (by a Gazetted Officer) copies of certificates of the essential qualification and experience to “**The Director (WCD), Department of Women & Child Development, Govt. of NCT of Delhi, 1, Canning Lane,(Pandit Ravi Shankar Shukla Lane), Kasturba Gandhi Marg, New Delhi-110001**”. The application must reach this office latest by or before **14th February 2014**.

Application received in incomplete form or after due date shall not be entertained. Only short-listed candidates will be intimated and called for interview. The Department of Women & Child Development reserves the right to reject any or all applications without assigning any reason. It is reiterated that this is contract position only and the Govt. shall not be liable for any regularization. The Director, WCD reserves the right to terminate this contract work at any point of time.

Sd/-
Director,
Department of Women & Child Development



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The Terms of reference (TORs), essential qualification and experience and job details are as follows:-

Functions of IGMSY Cell at District-level.

- i. Operationalize IGMSY in all projects and AWCs (including urban AWCs and mini AWCs).
- ii. Implement state-specific guidelines issued.
- iii. Conduct training and refreshers for all stakeholders/service providers in the districts.
- iv. Monitor and streamline payment procedures for effectively reaching the beneficiary.
- v. Facilitate regular district-level IGMSY Steering and Monitoring committee meetings.
- vi. Coordinate with H & FW Department for adequate health supplies.
- vii. Compile the project-level reports received and prepare a monthly progress report for district.
- viii. Visit the AWCs to assess functioning of Scheme
- ix. Participate in project-level monthly review meetings to review programme progress.
- x. Liaise with other Departments, Banks and Post offices for ensuring incentive reaches the beneficiary on time.
- xi. Coordinate with and inform the IGMSY State/UT Cell, as and when needed.
- xii. Any other matter relating to effective implementation of the IGMSY at district level.

Post Name	Education qualification	Experience/Competencies
District Programme Assistant	Graduate in Social Organize Sciences / Social Work / Rural Management / Statistics.	I. At least 1 year experience of working with Government / Non-Government organizations. ii. Proficiency in using MS-Office and Data Entry.

Interested candidates may download prescribed application format from <http://www.wcd Delhi.in> and submit duly filled application form along with attested copies of certificates of essential qualification and experience to “The Director, Department of Women & Child Development, 1, Canning lane, Kasturba Gandhi Marg, New Delhi-110001”. The application must reach this office latest by or before **14th February 2014.**

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Director,
Department of Women & Child Development

CURRICULUM VITAE

Proposed Position.....

**PASTE
RECENT
PHOTO HERE**

- 1. Full Name:**
- 2. Date of Birth:**
- 3. Present Address:**
- 4. Permanent Address:**
- 5. Marital Status:**
- 6. Mobile No:**
- 7. Phone no (with area code):**
- 8. Email Id:**
- 9. Educational Qualification:**

Institution	Degree(s) or Diploma(s) obtained	Year	% Marks Secured

- 10. Professional Qualification:**
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- 11. Language Proficiency:**

Language	Reading	Speaking	Writing
English			
Hindi			

12. Trainings / Workshop:-

13. Other Skills / Accomplishments

- Award/Special Certificate
- Co-Curriculum Activities
- Interests

14. EMPLOYMENT RECORD TOTAL EXPERIENCE (years): ____

Organization	Designation	Duration	Responsibilities Handled

15. Any other Relevant Information

16. References (Provide Minimum Two References) Name, Designation, Organization and Mobile Number.

17. Certification :

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience.

Place _____

Date: DD/MM/YYYY _____

Applicant Signature

FULL NAME