



**GOVERNMENT OF N.C.T OF DELHI (GNCTD)  
DEPARTMENT OF WOMEN AND CHILD  
DEVELOPMENT  
1, Canning lane, K.G. Marg, New Delhi-110001**

The Department of Women and Child Development, GNCTD urgently requires an eligible candidate for the vacant post on contract basis for a period of 1 year (extendable), for the State IGMSY Cell under Centrally Sponsored, pilot scheme – Indira Gandhi Matritva Sahyog Yojana (IGMSY).

<b>S. No</b>	<b>Post Name</b>	<b>Remuneration (Consolidated)</b>	<b>No.</b>
1	State Program Assistant	Rs. 15000/- per month	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, K.G. Marg, New Delhi-110001”. The application must reach this office on or before 15<sup>th</sup> August 2015.

Application incomplete or delayed 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 a contractual position only with no implied/ intended rights to government employment. The Director, W.C.D. reserves the right to terminate this contract work at any point of time without assigning any reason thereof.

**Sd/-**

**Director, Deptt. of Women & Child Development**



**GOVERNMENT OF N.C.T OF DELHI (GNCTD)**  
**DEPARTMENT OF WOMEN AND CHILD**  
**DEVELOPMENT**  
**1, Canning lane, K.G. Marg, New Delhi-110001**

Department of Women and Child Development, GNCTD urgently requires a person for the vacant post to be filled 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).

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

**a) IGMSY Section, New Delhi:**

- i. Provide techno-managerial support for roll-out of the Scheme.
- ii. Issue need-based guidelines for effective implementation of the Scheme.
- iii. Facilitate capacity building of concerned service providers under IGMSY.
- iv. Ensure timely release of funds to SGs/UTs.
- v. Set up a monitoring, review and evaluation system to monitor and evaluate the Scheme.
- vi. Converge, coordinate and facilitate advocacy and awareness generation on health and nutrition issues of pregnant and lactating mothers.
- vii. Visit the districts to assess, monitor and review implementation of IGMSY.
- viii. Monitor State and District IGMSY Cells
- ix. Document progress, State initiatives and lessons learned.
- x. Any other matter relating to effective implementation of the IGMSY.

**b) State-level IGMSY Cell:**

- i. Facilitate and monitor roll out of the Scheme in the selected IGMSY districts.
- ii. Facilitate issuance of State-specific guidelines for effective implementation of the Scheme.
- iii. Conduct and coordinate need-based sensitization programs, training and refresher courses for all stakeholders/service providers involved in implementation of IGMSY in pilot districts.
- iv. Facilitate timely release of funds to districts and monitor fund utilization at district level.
- v. Ensure payment procedures are streamlined, transparent and effective.
- vi. Ensure SG/UT level and District-level IGMSY Steering and Monitoring committee functional and meet regularly.
- vii. Coordinate with H & FW Department for adequate health supplies.
- viii. Set up monitoring and supervision system for IGMSY.
- ix. Compile and review reports received from the districts and share with GoI.
- x. Conduct monthly review meetings of the district IGMSY cells.
- xi. Liaise with Banks and Post offices for ensuring effective implementation of the Scheme.
- xii. Coordinate with MWCD.
- xiii. Document best practices.
- xiii. Any other matter relating to effective implementation of the IGMSY.

<b>Post Name</b>	<b>Education qualification</b>	<b>Experience/Competencies</b>
<b>State Programme Assistant</b>	Graduate in social sciences /social work/rural Management/statistics .	i. At least 2 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.wcddel.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”. Last date of receiving the application is 15<sup>th</sup> August 2015. Application received in incomplete form or after due date shall not be entertained.

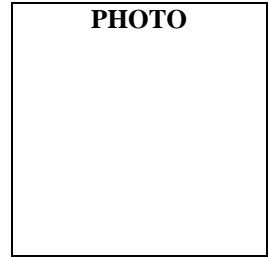
Only short-listed candidates will be intimated and called for interview. The Department of Women & Child Development reserves the right to reject any or all applications without assigning any reason. It is reiterated that the Govt. shall not be liable for any regularization therefore. The Director, W.C.D. reserves the right to terminate this contract work at any point of time.

**Sd/-**

**Director, Dept. of Women & Child Development**

## CURRICULUM VITAE

Proposed Position.....



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.**

**Signature**

**FULL NAME:-**

**DD/MM/YYYY**

