

महिला एवं बाल विकास विभाग
राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार
सेवा कुटीर कॉम्प्लेक्स, किंग्सवे कैंप, जी टी बी नगर, दिल्ली -110009

महिला एवं बाल विकास विभाग, राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार को अस्थायी रूप से अस्थायी आधार पर परामर्शदाताओं की एक टीम को नियुक्त करनी है, जो विशिष्ट तकनीकी क्षेत्रों में विशेषज्ञता के साथ विशुद्ध रूप से अनुबंधित नियमों और शर्तों पर भारत सरकार की योजना पोषण अभियान के कार्यान्वयन में विशिष्ट समयावधि के लिए तकनीकी और प्रबंधन सहायता प्रदान करेंगे। विवरण इस प्रकार है:-

क्रम संख्या	पद का नाम	रिक्त पद की संख्या	पारिश्रमिक (प्रति माह)
1	परामर्शदाता (आयोजना, मॉनिटरिंग, मूल्यांकन)	01	Rs. 60,000/-
2	परामर्शदाता (स्वास्थ्य और पोषण)	01	Rs. 60,000/-
3	परामर्शदाता (वित्तीय प्रबंधन)	01	Rs. 60,000/-
4	परामर्शदाता (क्षमता निर्माण तथा वीसीसी)	01	Rs. 60,000/-
5	परामर्शदाताओं (अधिप्राप्ति)	01	Rs. 60,000/-

संदर्भ की शर्तें (टीओआर), आवश्यक योग्यता, अनुभव की आवश्यकता, नौकरी का विवरण और छटनी (स्कूटिनी) के मापदंड विभाग की वेबसाइट: www.wcddel.in या <http://cams.wcddel.in> (ऑनलाइन आवेदन के लिए) पर उपलब्ध हैं। आवेदन के अंतिम तिथि 13.11.2019 पर गणना करते हुए तथा आयु के मानदंडों को ध्यान में रखते हुए, योग्य उम्मीदवार विभाग की वेबसाइट के माध्यम से 06.11.2019 से 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। पात्रता मानदंड दसवीं कक्षा में न्यूनतम 80% और बारहवीं में 75% अंक होगा, पात्रता के लिए अन्य निर्धारित योग्यता के अलावा।

ऑनलाइन आवेदन के समापन की अंतिम तिथि 13.11.2019 को शाम 06.00 बजे तक है।

आवेदनों की जांच के बाद, पात्र उम्मीदवारों की सूची वेबसाइट पर प्रदर्शित की जाएगी। उपरोक्त पदों पर चयन के लिए साक्षात्कार 15.11.2019 से शुरू होने की संभावना है। इस पर अपडेट के लिए, विभाग की वेबसाइट देखी जा सकती है।

पात्र उम्मीदवार को केवल ई-मेल के माध्यम से साक्षात्कार के लिए आमंत्रित किया जाएगा, कोई साक्षात्कार पत्र नहीं भेजा जाएगा। उम्मीदवारों को यह भी सूचित किया जाता है कि वे इस संबंध में साक्षात्कार की तारीखों और किसी अन्य अपडेट के लिए विभाग के नोटिस बोर्ड / वेबसाइट यानी <http://cams.wcddel.in> को देखें।

नोट- ऑनलाइन को छोड़कर आवेदन का कोई अन्य माध्यम विभाग द्वारा स्वीकार नहीं किया जाएगा। चयन प्रक्रिया के किसी भी चरण/ बिंदु पर उपर्युक्त पदों की संख्या में कमी या वृद्धि करने कर अधिकार विभाग के पास है।

निदेशक, विभाग महिला एवं बाल विकास

GOVERNMENT OF N.C.T OF DELHI (GNCTD)
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
Sewa Kutir Complex, Kingsway Camp, G.T.B Nagar, Delhi-
110009

Advertisement

Department of Women & Child Development, GNCT of Delhi seeks to temporarily hire on temporary basis a team of Consultants with expertise in the specific technical areas purely on contractual terms & conditions for specific time period to provide technical & management support in the implementation of the Government of India, scheme- POSHAN ABHIYAAN. Details of the positions are as follows:-

	Name of the Positions	No. of Positions	Consolidated remuneration Per month
1	Consultant (Planning, Monitoring & Evaluation)	01	Rs. 60,000/-
2	Consultant (Health & Nutrition)	01	Rs. 60,000/-
3	Consultant (Financial Management)	01	Rs. 60,000/-
4	Consultant (Capacity Building & BCC)	01	Rs. 60,000/-
5	Consultant (Procurement)	01	Rs. 60,000/-

The terms of references (TORs), essential qualification, experience required, job details and scrutiny criteria are available on the Department Website: www.wcddel.in OR <http://cams.wcddel.in> (for Online Apply). The eligible candidate as per age criteria on the closing date of application i.e. 13.11.2019 may apply online from 06.11.2019 through the website of the department. The recruitment is on contract and for limited period only. Therefore candidates must note that this is not a permanent job. The eligibility criteria shall be minimum of 80% marks in class X and 75 % marks in XII, in addition to other qualifications for eligibility.

The last date of closing of online application is 13.11.2019 till 06.00 pm.

After scrutiny of applications the list of eligible candidates will be displayed on the website. The interview for selection is likely to start from 15.11.2019. For updates on this, website of the Department may be visited.

The eligible 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://cams.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 no. of each post as mentioned in the table at any stage/point of selection procedure.

Director, Deptt. of Women & Child Development

Terms of References (ToR) for hiring Technical Consultants in SNRC-SPMU, NNM

S. No.	Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
1.	Consultant (Planning, Monitoring & Evaluation)	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	<p>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.</p> <ul style="list-style-type: none"> • At least 3 years experience in IT/ICT Systems implementation and analysis. • Project management experience. • Extensive experience in development and implementation of web-based applications and mobile applications and demonstrated knowledge and proficiency in M&E methodologies • Excellent oral and written communication skills in English and conversant in local language. • Good computer skills. <p>Age should be below 55 Years</p>	<ul style="list-style-type: none"> • 5 years of experience in IT system implementation and analysis. • Experience in managing large scale technology implementation in Government. • Experience of working with Government/Government organizations. • Experience in implementation of mobile technology for community health or nutrition (m-Health) programs. • Knowledge of statistical software packages (e.g. SPSS, STATA, etc.) • Knowledge of project management techniques. 	<ol style="list-style-type: none"> 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; 2. Prepare periodic progress reports detailing tasks completed and issues/ escalations/ risks; 3. Assist the Nodal Officer in overseeing the on-time completion of activities of the Procurement, Operations, Training, Publicity, Recruitment, etc.; 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; 5. Follow-up and facilitate necessary assistance to ensure that the Mission plan is implemented in project districts in a timely manner; 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. 7. Develop a program evaluation framework to identify areas for improvement; 8. Ensure data for indicators on implementation within the results monitoring framework of the project is updated every six months and

					<p>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>
2.	Consultant (Health & Nutrition)	Rs. 60,000/- per month. Annual increase @ 3% of	<ul style="list-style-type: none"> PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development Community Medicine with at least 55% 	<ul style="list-style-type: none"> 5 years of experience of working in nutrition/ public health/ social development programmes. 	<p>1. Provide technical leadership and facilitate designing of nutrition related activities and pilots to be implemented in the Mission.</p>

		<p>remuneration may be granted, subject to performance of the Consultant.</p>	<p>marks</p> <ul style="list-style-type: none"> • At least 3 years experience in planning, implementation and monitoring of child and women nutrition programmes. • For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience. • Expertise in MS Office including Word, Excel and PowerPoint. • Good understanding of decentralized planning and supportive supervision. • Excellent oral and written communication skills in English and ability to converse in local language. <p>Age should be below 55 Years</p>	<ul style="list-style-type: none"> • Experience of working with Government/ Government organizations/ interorganizations. • In-depth knowledge of key nutrition issues and nutrition programmes. • Knowledge of project management techniques. 	<ol style="list-style-type: none"> 2. Provide managerial leadership and facilitate development of annual Mission's work plans. 3. Facilitate implementation of all nutrition related activities in the Mission, including multi-sectoral nutrition actions. 4. Provide necessary assistance to ensure that plans are implemented in a timely manner to achieve the agreed milestones of the Disbursement Linked Indicator 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. 6. Ensure data for the results monitoring framework of the project is updated every six months and made available to the MWCD. 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. 8. Ensure availability of state approved project related documentation on the website of DWCD/DoSW. 9. Facilitate verification of achievement of milestones of Disbursement Linked Indicators by the Independent Verification Agency. 10. Identify emerging needs from the Mission and facilitate action through Director in-charge of Mission. 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,
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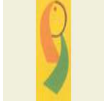
					<p>Horticulture, Food Processing etc. and other stakeholders on nutrition & multisectoral issues.</p> <p>12. Support documentation and dissemination of best practices in the Mission and facilitate cross learning on the same across districts.</p> <p>13. Monitor and review progress of all nutrition related 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 (Financial Management)	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"> • CA/ CS/ CMA (CWA) or MBA (Finance) from reputed institute with at least 55% marks. • At least 3 years qualification experience out of which 1 year should be in Government/ PSU/ international agencies. • Exposure to budgeting, audit and treasury functions. • Knowledge of state budgetary, treasury and finance rules. • Expertise in MS Office including Word, Excel and Power Point. <p>Or</p> <p>Government employees retired as Under Secretary(Pay Level-11) or equivalent with at least 5 years' experience of financial management /budget/Government treasury accounting.</p> <p>Age should be below 35 Years</p>	<ul style="list-style-type: none"> • 5 years of experience in finance management. • In-depth knowledge and expertise in financial management, internal controls/ systems development & implementation, government treasury accounting, auditing & reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgement. 	<ol style="list-style-type: none"> 1. Ensure proper financial control and management of Mission in implementation in the State. 2. Provide support to timely preparation of annual budget estimate keeping in view of the approved allocations and past expenditure under the Mission. 3. Facilitate allocation of budget to districts and blocks and maintain budget allocation register. 4. Keeping track and maintain database of funds released by MWCD and utilized in the State. Process the revalidation of unspent balances, if any. 5. Prepare the Financial Management Reports (FMR) under Eligible Expenditure Program (EEP) of NNM and arrange to send the duly approved one to MWCD on time. 6. Collection of monthly financial reports from districts and blocks and ensuring reconciliation with Treasury and Accountant General (A&E) on a monthly quarterly basis. 7. Liaison with the State Finance Department, Treasury and MWCD on

					<p>financial matters under the directions of Director for budget allocation, reallocation and other approvals.</p> <p>8. Keep track and maintain ledger book of all expenditures incurred and ensure reconciliation with the Finance Department/ Treasury.</p> <p>9. Liaison with the Accountant General Office at the State level for annual audit of the project financial statements for expenditures at the State level. This will involve preparation of annual financial statements based on reconciled expenditures, schedules of pending AC Bills and UCs and facilitate in completion of audit by the AG as per standard Terms of Reference by July 31 of each year and submit it to MWCD by September 30 of each year.</p> <p>10. Coordinate with Accountant General Office to address the audit objections / internal control weaknesses, issues of disallowances, if any, in consultation with Director.</p> <p>11. Provide financial and commercial advices and assistance in various procurement proposals for goods and services.</p> <p>12. Provide orientation training as required to the District Mission teams on the financial issues.</p> <p>13. Any other finance related activities of the Mission that may be assigned by the Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.</p>
4.	Consultant (Capacity Building & BCC)	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 5 years of experience of working in nutrition/ public health/ social development programmes. Good knowledge and understanding of public health/ nutrition programmes. 	<ol style="list-style-type: none"> Provide technical leadership and facilitate development and deployment of Behaviour Change Communication and Capacity Building interventions in the Mission. Support development of work plans and budget for all training plans under Mission in consultation and

		<p>Consultant.</p>	<ul style="list-style-type: none"> • At least 3 years experience in planning and implementing behaviour change communication and capacity building interventions in public health/ nutrition programmes. • Expertise in MS Office including Word, Excel and PowerPoint. • Professional experience in planning, implementation and monitoring of training programs and state and district levels. • Excellent oral and written communication skills in English and ability to converse in local language. <p>Age should be below 55 Years</p>	<ul style="list-style-type: none"> • Experience of working with Government/ Government organizations/ international agencies • Knowledge of project management techniques 	<p>collaboration with the Director incharge of Mission and other technical consultants.</p> <ol style="list-style-type: none"> 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 & NGO partners for effective deployment of training programs. 4. Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the Mission, developed by the NNRCPPMU, at the state, district and subdistrict level. 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 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. 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 8. Coordinate documentation relating to assessment of training programs. 9. Ensure maintenance and management of records and progress reports at sector, block, district and state levels. 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. 11. Monitor and review progress of all
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					<p>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.</p> <p>12. Support designing of behaviour change communication interventions and pilots, 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 & capacity building.</p> <p>14. Monitor and review progress of all behaviour change communication & 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</p>
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					Verification Agency. 21. Any other activity, identified by the Director, as relevant to the project.
5.	Consultant (Procurement)s	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	PG degree in Supply Chain Management/ MBA with specialization in Operations / Supply Chain Management <ul style="list-style-type: none"> • At least 3 years experience in application maintenance / 4 years experience in supply chain management and procurement planning. • Experience of working with front line workers of Government Department and training on IT / Mobiles/Computer • Problem solving skills. • Good oral and written communication skills in local language. • Computer literacy a must. Or Government employee retired as Under Secretary (Pay Level-11) or equivalent with at least five years' experience in procurement. <p>Age should be below 35 Years</p>	<ul style="list-style-type: none"> • 5 years experience in working on technology and software application support. • Proven ability to successfully handle multiple tasks specially IT and Supply Chain Management, within a team with attention to detail. 	<ol style="list-style-type: none"> 1. Review quality of goods procured and disseminated through the project and recommend remedial actions where quality of goods are compromised. 2. Responsible for overall management of the help desk and ensuring that the incidents are being registered and later resolved by the team. 3. Lead the L2 Support team and provide directions to the team member Responsible for ensuring technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged 4. Support in resolving complex problems 5. Interface with Central help desk team on bugs 6. Help the State help desks / Ministry Users in troubleshooting issues with CAS software 7. Flag critical software errors 8. Train the District Help desk 9. Any other related activities of the project that may be assigned by the Director.



महिला एवं बाल विकास विभाग
राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार
सेवा कुटीर कॉम्प्लेक्स, किंग्सवे कैम्प, जी टी बी नगर, दिल्ली -110009

महिला एवं बाल विकास विभाग, राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार को अस्थायी रूप से अस्थायी आधार पर एक टीम की नियुक्त करनी है, जो विशिष्ट तकनीकी क्षेत्रों में विशेषज्ञता के साथ विशुद्ध रूप से अनुबंधित नियमों और शर्तों पर भारत सरकार की योजना पोषण अभियान के कार्यान्वयन में विशिष्ट समयावधि के लिए तकनीकी और प्रबंधन सहायता प्रदान करेंगे। विवरण इस प्रकार है: -

क्रम संख्या	पद का नाम	रिक्त पद की संख्या	पारिश्रमिक (प्रति माह)
1	लेखापाल	01	Rs. 30,000/-
2	परियोजना एसोसिएट	01	Rs. 25,000/-
3	सचिवालयी सहायक/ डीईओ	02	Rs 16,858/- (न्यूनतम वेतन के अनुसार)
4	कार्यालय सन्देश वाहक /चपरासी	02	Rs.15,296/- (न्यूनतम वेतन के अनुसार)
5	जिला समन्वय करता	11	Rs. 30,000/-
6	जिला परियोजना सहायक	11	Rs. 16,858/-

संदर्भ की शर्तें (टीओआर), आवश्यक योग्यता, अनुभव की आवश्यकता, नौकरी का विवरण और छटनी (स्कूटिनी) के मापदंड विभाग की वेबसाइट: www.wcddel.in या <http://cams.wcddel.in> (ऑनलाइन आवेदन के लिए) पर उपलब्ध हैं। आवेदन के अंतिम तिथि 13.11.2019 पर गणना करते हुए तथा आयु के मानदंडों को ध्यान में रखते हुए, योग्य उम्मीदवार विभाग की वेबसाइट के माध्यम से 06.11.2019 से 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। पात्रता मानदंड दसवीं कक्षा में न्यूनतम 75% और बारहवीं में 70% अंक होगा, पात्रता के लिए अन्य निर्धारित योग्यता के अलावा।

ऑनलाइन आवेदन के समापन की अंतिम तिथि 13.11.2019 को शाम 06.00 बजे तक है।

आवेदनों की जांच के बाद, पात्र उम्मीदवारों की सूची वेबसाइट पर प्रदर्शित की जाएगी। उपरोक्त पदों पर चयन के लिए साक्षात्कार 15.11.2019 से शुरू होने की संभावना है। इस पर अपडेट के लिए, विभाग की वेबसाइट देखी जा सकती है।

पात्र उम्मीदवार को केवल ई-मेल के माध्यम से साक्षात्कार के लिए आमंत्रित किया जाएगा, कोई साक्षात्कार पत्र नहीं भेजा जाएगा। उम्मीदवारों को यह भी सूचित किया जाता है कि वे इस संबंध में साक्षात्कार की तारीखों और किसी अन्य अपडेट के लिए विभाग के नोटिस बोर्ड / वेबसाइट यानी <http://cams.wcddel.in> को देखें।

नोट- ऑनलाइन को छोड़कर आवेदन का कोई अन्य माध्यम विभाग द्वारा स्वीकार नहीं किया जाएगा। चयन प्रक्रिया के किसी भी चरण/ बिंदु पर उपर्युक्त पदों की संख्या में कमी या वृद्धि करने कर अधिकार विभाग के पास है।

निदेशक, विभाग महिला एवं बाल विकास



GOVERNMENT OF N.C.T OF DELHI (GNCTD)
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
Sewa Kutir Complex, Kingsway Camp, G.T.B Nagar, Delhi-
110009

Advertisement

Department of Women & Child Development, GNCT of Delhi seeks to temporarily hire on temporary basis Accountant, Project Associates, Secretarial Assistant/DEO, Office Messenger/Peon, District Coordinators & Project Assistant with expertise in the specific technical areas purely on contractual terms & conditions for specific time period to provide technical & management support in the implementation of the Government of India, scheme- POSHAN ABHIYAAN. Details of the positions are as follows:-

Sl. No.	Name of the Positions	No. of Positions	Consolidated remuneration Per month
1	Accountant	01	Rs. 30,000/-
2	Project Associates	01	Rs. 25,000/-
3	Secretarial Assistant/ DEO	02	Rs. 16,858/- (as per minimum wages)
4	Office Messenger/Peon	02	Rs. 15,296/- (as per minimum wages)
5	District Coordinators	11	Rs. 30,000/-
6	Project Assistant	11	Rs. 16,858/-

The terms of references (TORs), essential qualification, experience required, job details and scrutiny criteria are available on the Department Website: www.wcddel.in OR <http://cams.wcddel.in> (for Online Apply). The eligible candidate as per age criteria on the closing date of application i.e. 13.11.2019 may apply online from 06.11.2019 through the website of the department. The recruitment is on contract and for limited period only. Therefore candidates must note that this is not a permanent job. The eligibility criteria shall be minimum of 75% marks in class X and 70 % marks in XII, in addition to other qualifications for eligibility.

The last date of closing of online application is 13.11.2019 till 06.00 pm.

After scrutiny of applications the list of eligible candidates will be displayed on the website. The interview for selection is likely to start from 15.11.2019. For updates on this, website of the Department may be visited.

The eligible 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://cams.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 no. of each post as mentioned in the table at any stage/point of selection procedure.

Director, Deptt. of Women & Child Development

Terms of References (ToR)

S. No.	Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
6.	Accountant	Rs. 30,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Accountant.	<ul style="list-style-type: none"> • PG degree in Commerce/ Accounting/ CWA-Inter/CAInter with at least 50% marks • At least 3 years experience in accounting with exposure in budgeting & audit out of which 1 year should be in Government/ PSU. • Expertise in MS Office including Word, Excel and PowerPoint. <p>Or</p> <ul style="list-style-type: none"> • Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience. <p>Age should be below 28 Years</p>	<ul style="list-style-type: none"> • 5 years experience in accounting with exposure in budgeting & auditing. • Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage. • Strong computer skills, especially in the use of MS Word and Excel. 	<ol style="list-style-type: none"> 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. 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. 3. Ensure timely submission of the financial reports (FMRs) to MWCD. 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. 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. 6. Keep track and maintain ledger book of all expenditures incurred in the SNRCSPMU and ensure reconciliation with the Pay & Accounts Office on a quarterly basis. 7. Liaison with the AG Civil Audit for annual audit of the Mission and financial statements of the SNRCSPMU; 8. Any other financial related activities of the project that may be assigned by the Director.
7.	Project Associate	Rs. 25,000/- per month. Annual increase @	Graduate in Computer Science or IT <ul style="list-style-type: none"> • At least 2 years work 	<ul style="list-style-type: none"> • PG Degree in Computer Science or IT with 3 years experience in application 	<ol style="list-style-type: none"> 1. User account management, including updating roles and permissions. 2. Master data management and

		3% of remuneration may be granted, subject to performance.	<p>experience in the relevant field</p> <ul style="list-style-type: none"> • Formal training in IT/mobile applications. • Experience in working with technology and software application support. • Previous experience in working with front line workers of Government Department and training on IT/Mobiles/Computer • Good oral and written communication skills in local language. • Computer literacy must. <p>Age should be below 35 Years</p>	<p>maintenance and support.</p> <ul style="list-style-type: none"> • Proven ability to successfully handle multiple tasks within a team environment and great attention to detail. • Problem solving skills must. 	<p>updating.</p> <ol style="list-style-type: none"> 3. System administration. 4. Provision of support to State level officials in using CAS web application. 5. Coordination with OEMs, telecom companies, etc. on issue resolution. 6. Training of District helpdesk. 7. Supervision District helpdesk. 8. Escalation of issues to Software Development Agency as needed. 9. Provision of general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting. 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. 11. Management of addition and removal of users from system 12. Data analysis and knowledge extraction. 13. Any other tasks that may be assigned by the Director.
8.	Secretarial Assistant/DEO	<p>Rs. 16,858/- Per Month.</p> <p>* Remuneration is subject to the upward revision by the Competent Authority under minimum wages as per the Labour Rate from time to time.</p>	<p>(i) Graduation from a recognized board/University.</p> <p>(ii) Preference should be given to those having Diploma or Certificate course in Computer Applications.</p> <p>(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.</p> <p>(iv) Should be resident of Delhi for last 03 years.</p> <p>Age should be below 28 years.</p>		<p>One year work experience as a DEO. One year work experience as a DEO.</p>
9.	Office Messengers/Peon	<p>Rs. 15,296/- Per Month.</p>	<p>Matriculation or equivalents pass from a recognized</p>		<p>No marks criteria for this post.</p>

		<p>* Remuneration is subject to the upward revision by the Competent Authority under minimum wages as per the Labour Rate from time to time.</p>	<p>Board/University.</p> <p>Age limit 18-27 years.</p>		
10.	District Coordinator	<p>Rs. 30,000/- per month. 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"> • 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. <p>Age should be below 35 years.</p>	<ul style="list-style-type: none"> • 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 	<ol style="list-style-type: none"> 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.
11	District Project Assistant	<p>Rs. 16,858/- per month.</p> <p>* Remuneration is subject to the upward revision by the Competent Authority under minimum wages as per the Labour Rate from</p>	<p>Graduate Degree/Post Graduate Diploma in Management/ Social Sciences/ Nutrition,</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 3 years experience of working in social program. • Experience of working on Government Programs in the social sector -Health, Nutrition, Education, Water and Sanitation 	<ol style="list-style-type: none"> 1. Support and supervise timely implementation of all Mission activities 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.

		<p>time to time.</p>	<p>skills/knowledge of internet/email</p> <ul style="list-style-type: none"> • Ability to work in a team and willingness to travel extensively. • Mandatorily local candidates should be engaged. <p>Age should be below 35 years.</p>		<ol style="list-style-type: none"> 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.