

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
Office of the Director , 1st and 2nd floor, M.S. Building ,
Dr: B.R. Ambedkar Veedhi, Bengaluru-560 001

No.DWCD/ICDS/REV-9(A)/2018-19

dated: 29.01.2020

Notification

Application for various post under Poshan Abhiyaan Scheme

The Department of Women and Child Development invites application from eligible candidates for the following post under Poshan Abhiyaan Scheme.

The post are purely on contract basis for 11 months. Eligible candidates are requested to submit their resume along with required documents before 5-30 pm on 10.02.2020 to the Director Women and Child Development Department 1st floor, M.S. Building , Dr: B.R. Ambedkar Veedhi, Bengaluru-560 001 personally or by post of through email: directorwcd01@gmail.com.

For further details please visit department website : www.dwcd.kar.nic.in
(Whats new) section

Sl. No.	Name of the post	No. of Posts	Educational qualification and experience.	Age limit
1	Technical Consultant (Planning, Monitoring & Evaluation)	1	Details available in the website	Below 65 years.
2	Technical Consultant (Procurement)	1		
3	Accountant	2		
4	Project Associate	2		
5	Secretarial Assistant (Data Entry Operator)	2		
6	Office Messenger (Group -D)	2		


Director ,

Dept. of Women and Child Development
Bangalore.

GOVERNMENT OF KARNATKA
Department of Women and Child Development,
M.S. Building, Dr:B.R. Ambendkar Veedhi,
Bangalore-560 001

DWCD/ICDS/REV-9(A)/2018-19

Date:29-01-2020

-: Notification :-

Sub : Inviting application under Poshan Abhiyaan Programme for implementation of National Nutrition Mission.

Ref : GO:MaMaE/81/ICD/2018(Part-1),dated:05-07-2019

Applications are invited for the following posts on contract basis under Poshan Abhiyaan of the Department of Women and Child Development. Please find the details in the website:dwcd.kar.nic.in (What new)

S. No.	Position & No.of posts	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
1	Consultant (Planning, Monitoring & Evaluation) 1 position	Rs. 60,000/- per month.	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">At least 3 years experience in IT/ICT Systems implementation and analysis.Project management experience.	<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	<ol style="list-style-type: none">Design a project plan detailing various activities to be performed along for the implementation of Information and Communication Technology enabled Real Time Monitoring (ICT-RTM) of ICDS with completion dates for the same;Prepare periodic progress reports detailing tasks completed and issues/ escalations/ risks;Assist the Nodal Officer in overseeing the on-time completion of activities of the Procurement, Operations, Training, Publicity, Recruitment, etc.;Coordination with the State Department of Women and Child Development/Social Welfare, SPMU

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| | | | <ul style="list-style-type: none"> • 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 Kannada language. • Good computer skills. | <ul style="list-style-type: none"> • software packages (e.g. SPSS, STATA, etc.) • Knowledge of project management techniques. • Age below 65 years. | <p>team, training institutes, State Skill Development Mission, State IT Mission and relevant Development partners for effective implementation of ICT-RTM;</p> <ol style="list-style-type: none"> 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 made available to MWCD; 9. Support documentation and dissemination of best practices on ICT-RTM in the Mission and facilitate cross learning on the same across districts; 10. Support the Director and Joint Project Coordinators in the preparation of quarterly and annual progress reports; 11. Develop processes for the smooth functioning of ICT-RTM, like, transfer of devices in case AWWs quit/new AWWs join etc. 12. Assist the Director in obtaining necessary approvals, inputs and feedback on implementation, monitoring and evaluation of related activities. |
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S. No.	Position & No. of posts	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
02	Consultant (Procurement) 01 position	Rs. 60,000/- per month.	<p>PG degree in Supply Chain Management/ MBA with specialization in Operations / Supply Chain Management</p> <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 kannada 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. 	<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. Age below 65 years 	<ol style="list-style-type: none"> Review quality of goods procured and disseminated through the project and recommend remedial actions where quality of goods are compromised. Responsible for overall management of the help desk and ensuring that the incidents are being registered and later resolved by the team. Lead the L2 Support team and provide directions to the team members. Responsible for ensuring technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged Support in resolving complex problems Interface with Central help desk team on bugs Help the State help desks / Ministry Users in troubleshooting issues with CAS software Flag critical software errors Train the District Help desk Any other related activities of the project that may be assigned by the Director.



S. No.	Position & No. of posts	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
03	Accountant 02 position	Rs. 30,000/- per month.	<ul style="list-style-type: none"> PG degree in Commerce/ Accounting/ CWA-Inter/CA-Inter 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. 	<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. Age below 65 years 	<ol style="list-style-type: none"> 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. 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. Ensure timely submission of the financial reports (FMRs) to MWCD. 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. 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. Keep track and maintain ledger book of all expenditures incurred in the SNRC-SPMU and ensure reconciliation with the Pay & Accounts Office on a quarterly basis. Liaison with the AG Civil Audit for annual audit of the Mission and financial statements of the SNRC-SPMU; Any other financial related activities of the project that may be assigned by the Director.



S. No.	Position & No.of posts	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
04	Project Associate 02 position	Rs. 25,000/- per month.	<p>Graduate in Computer Science or IT</p> <ul style="list-style-type: none"> • At least 2 years work experience in the relevant field • 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 Kannada language. • Computer literacy must. 	<ul style="list-style-type: none"> • PG Degree in Computer Science or IT with 3 years experience in application maintenance and support. • Proven ability to successfully handle multiple tasks within a team environment and great attention to detail. • Problem solving skills must. • Age below 65 years 	<ol style="list-style-type: none"> 1. User account management, including updating roles and permissions. 2. Master data management and updating. 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.



S. No.	Position & No.of posts	Consolidate Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
05	Secretarial Assistant (Data Entry Operator) 02 position	Rs. 15,000/- per month.	P.U.C Pass (12th Pass) Computer Knowledge (MS-Office Word, Excel, Power, Internet)	1.Fresher or Experienced 2. Kannada typing must be known.	1. Should do entry of all activities and information of Poshan Abhiyan
06	Group D 02 position	Rs. 8,000/- per month.	1.S.S.L.C Pass(10th Pass)	1. Fluent in speaking Kannada 2.Should have good manners	

Candidates possessing documentary evidence of having worked exceptionally well in earlier positions and capable of working effectively with minimum supervision are eligible to apply. Candidates should also have the capability of drafting letters in kannada and english language and proficiency in computer application. This requirement is only for 11 months and renewal is subject his performance and appraisal. Age limit is 65 years.

The candidate has to submit the resume along with educational qualification, Work experience and other related documents on are before date:10.02.2020 with in 5-30 pm to the following address. Director, Department of Women and Child Development, IInd floor, M.S. Building, Dr. B.R. Ambendkar Veedhi, Bangalore-560 001 or email. Id:directorwcd01@gmail.com.


 Director,
 Department of Women and Child Development,
 Bangalore.