

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER, SOUTH WEST KHASI HILLS, DISTRICT
ADVERTISEMENT

No.DPO (N)POSHAN/ ALT/365/2018-19/250

Dated Mawkyrwat , the 5th July 2018

For implementation of the POSHAN (PM's Overarching Scheme for Holistic Nourishment)ABHIYAAN – National Nutrition Mission, the office of the Deputy Commissioner Cum Chairperson, DCPC,NNM, South West Khasi Hills invites application from eligible and interested candidates who are domiciles of Meghalaya for the following posts on contract basis.

Sl. No.	Name of Post	Qualification	No. of post	Remuneration Fixed Pay	Desirable	Scope of Work
1	District Co-ordinator	Graduate or Certificate/Diploma in Computer Science or IT <ul style="list-style-type: none"> • At least 2 years experience in application maintenance and support. • Good oral and written communication skills in local language • Computer literacy must. • Willingness to travel a must • Mandatorily local candidates should be engaged. 	1	Rs.30,000/-PM	<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 action from activity reports. 10. Any other tasks that may be assigned by the Director.

Sl. No.	Name of Post	Qualification	No. of post	Remuneration Fixed Pay	Desirable	Scope of Work
2	District Project Assistant	Graduate Degree/Post Graduate Diploma in Management/Social Sciences/Nutrition, <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 skills/knowledge of internet/email • Ability to work in a team and willingness to travel extensively. • Mandatorily local candidates should be engaged. 	1	Rs.18,000/- PM	3 years experience of working in social program. <ul style="list-style-type: none"> • Experience of working on Government Programme 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 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. 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


						<p>Certificate from Anganwadis for activities under the Mission and their correct aggregation at the CDPO and DPO level</p> <ol style="list-style-type: none"> 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.

Sl. No.	Name of Post	Qualification	No. of post	Remuneration Fixed Pay	Desirable	Scope of Work
3	Block Co-ordinator	Graduate. <ul style="list-style-type: none"> • At least 2 years experience of working with technology and software application support. • Good oral and written communication in local language. • Mandatorily local candidates should be engaged. 	2 Nos	Rs.20,000/- per month	<ul style="list-style-type: none"> • Formal training on IT/computer. • Work with front line workers in any Social Development program of Government. • Proven ability to successfully handle multiple tasks within a team environment. • Attention to detail and problem solving skills 	<ol style="list-style-type: none"> 1. Supporting training of AWWs and Supervisors in Information and Communication Technology enabled Real Time Monitoring (ICT-RTM) 2. Monitoring usage of (ICT-RTM by AWWs by using CAS Reports and follow-up on low usage. 3. Providing in-person and over-phone troubleshooting support to users facing hardware or software problems with mobiles, tablets and basic issues with CAS application. 4. Logging issue in the Issue Tracker application, which is part of CAS. 5. Training reinforcement to AWWs identified as low performers using CAS Reports. 6. Providing performance feedback to AWWs. 7. Submitting phones to Original Equipment Manufacturer (OEM) for hardware replacement and repair. 8. Escalation of issues to Block/District Coordinator via the Issue Tracker application. Criteria for escalation will be defined in CAS Guidelines. 9. Supporting Block level ICDS officials on usage of CAS system. 10. Any other task as indicated by CDPO.

Sl. No.	Name of Post	Qualification	No. of post	Remuneration Fixed Pay	Desirable	Scope of Work
4	Block Project Assistant	Graduate. At least 1 year experience of working with Community/Local Government. Good oral and written communication in local language. Mandatorily local candidates should be engaged	2 Nos	Rs. 15,000/- per month	<ul style="list-style-type: none"> Worked with front line workers in any Social Development Program of Government. Proven ability to successfully handle multiple tasks within a team environment. Attention to detail and problem solving skills 	<ol style="list-style-type: none"> Supervising overall implementation of the Mission activities in the block. Organization/facilitation of the trainings of the ICDS Supervisors and AWWs in coordination with the District Team. Making regular supportive supervision visits to AWCs, provide on-site support to AWWs and monitor implementation. Preparing monthly progress/monitoring reports in the prescribed format and submit the same to the District Coordinator; etc Any other task as indicated by CDPO.

GENERAL INFORMATION:

- Interested Candidates are to submit their applications in standard form with detailed Bio-data along with Attested copies of SC/ST Certificate, Mark Sheet, Experience Certificate, 2(two) copies of recent passport size photographs, duly attested. Applications are to be submitted at the office of the Child Development Project Officer, Mawkyrwat /Ranikor. All relevant Educational Certificates and other testimonials in original are to be produced at the time of interview.
- Details for the above posts can be obtained from the office of the Deputy Commissioner South West Khasi Hills, / District Programme Officer Nongstoin, /Child Development Project Officer, Mawkyrwat/ Ranikor.
- Application in Standard Form will be received in the office of the undersigned during office hours up to **19th July 2018**. The name of the post applied for should be super scribed in Bold Letters on the envelop containing the application form.
- There shall be a process of scrutiny and screening of all documents. The names of the candidates who will be eligible to appear for the interview will be displayed in the notice board of the office of the Deputy Commissioner, South West Khasi Hills District Mawkyrwat on **23rd July 2018**. No separate call letter will be sent.
- Age Limit will be as per State Government Rules.
- No TA/DA will be borne for appearing in the interview.


 Deputy Commissioner Cum Chairperson, DCPC,NNM
 South West Khasi Hills District
 Mawkyrwat

Memo No DPO(N)POSHAN/ALT/365/2018-19/250

Dated Mawkyrwat, the 5th July 2018

Copy to:

1. The Director of Social Welfare, Meghalaya, Shillong, for information.
2. The District Information and Public Relation, South West Khasi Hills with a request to publish in one issue of one local Daily (English/ Khasi/Garo).
3. The D.I.O NIC Mawkyrwat for posting the advertisement in District website.
4. The District Social Welfare Officer, South West Khasi Hills, for information and to display in the office Notice Board.
5. District Programme Officer, Nongstoin for information and to display in the office Notice Board
6. The Child Development Project Officer Mawkyrwat/Ranikor for information and to display in the office Notice Board.



Deputy Commissioner Cum Chairperson, DCPC,NNM
South West Khasi Hills District
Mawkyrwat