



GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE STATE PROJECT DIRECTOR, *POSHAN Abhiyaan*, J&K
Sheikh Hamza Complex, Sheedgunj Srinagar / Haj House 3rd Floor Rail Head, Jammu.

Advertisement No: 02 of 2018

Dated: 20 . 12. 2018

Applications on prescribed format are invited from eligible candidates of J&K State, for following posts on contractual basis for centrally sponsored scheme *POSHAN Abhiyaan* as per below given qualifications and eligibility.

S. No.	Position	No. of Posts	Level	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
01.	District Coordinator	22	District	Rs. 30,000/- per Month. Annual increase @ 3% of remuneration may be granted, subject to Performance.	Graduate or Certification/ Diploma in Computer Science or IT <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 will be engaged.	<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.

02.	District Project Assistant	22	District	Rs. 18,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	<ul style="list-style-type: none"> • Graduate Degree/Post Graduate Diploma in Management/ Social Sciences/ Nutrition, • 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 will be engaged. 	<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. 2. Ensure timely completion and monitoring of planned community mobilization activities within the district to strengthen the demand for ICDS services. 3. 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. 4. During monitoring and supervision visits review and ensure maintenance of reporting formats for all Mission activities. 5. Ensure effective coordination between the existing ICDS programme activities and project activities, wherever required, in collaboration with the DPO. 6. Ensure collation of Utilization Certificates from Aanganwadis for activities under the Mission and their correct aggregation at the CDPO and 7. 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.
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Note: Applications forms, can be downloaded from our website www.jkicds.com

Eligibility & Terms and Conditions:

1. The applicant should be a permanent resident of the state.
2. Should have the requisite qualification (degree/diploma obtained from recognized institution) for which he/she have applied.
3. Should have a good moral character.
4. Should have good health & physique
5. Should not be below 18 years as on 01-01-2018
6. Incomplete application shall be rejected without assigning any reason thereof.
7. Application form received after cutoff date shall not be entertained in any case
8. In case the number of applicants is large candidates shall be shortlisted for interview on the basis of an objective type written test.
9. Terms of the contractual appointment shall be for a period of one year which may be extendable upto the life of the scheme to performance of candidate and approval of budget for such frame work by Ministry of Women Child & Development Government of India.
10. Candidates shall have to fill separate forms for each post.
11. The candidate upon their selection against a particular post shall have to execute an agreement on prescribed affidavit duly executed/ sworn before Judicial Magistrate to the effect that he/she shall have no claim/any right for permanent absorption/ regularization in the State Govt. at any latter stage
12. Documents to be attested with application form
 - a. Self attested photocopies of all academic/ technical qualification
 - b. Certificate of required experience
 - c. Certificate of proof of Residence for State.
 - d. Certificate of proof of Residence of concerned district for District Level posts.
13. Applications duly complete in all respects on the prescribed format should be submitted in the office of **District Programme Officer, ICDS Projects of the Concerned District (for District Level Posts)**

Last date for receipt of Application forms **10-01-2019 till 4: 30 PM.**

For any enquiry and clarification contact:

0191-2479030

State Project Director, *POSHAN Abhiyaan* J&K, Jammu

0194- 2450083

Deputy Director ICDS Kashmir

0191-2479880

Deputy Director ICDS Jammu

Sd/-

**State Project Director
POSHAN Abhiyaan, J&K.**

Phone: 0194--2473663 (Sgr)
Phone: 0191- 2479030 (Jmu)
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Application for the post of _____ Level (State/ District/ Block)

Advertisement Notice No. : _____ Dated: _____

Paste recent
passport size
duly attested
photo

Write in capital letters in blue / black ball point pen. Please tick () to mark in boxes to indicate your facts.

1. Post applied for _____
2. Name of the applicant (in capital letters) _____
3. Father/Mothers/Spouse name: _____
4. Sex: Male Female
5. Permanent Residential Address: _____
6. Present / Mailing Address: _____
7. Contact/ Mobile Number: _____ Email: _____
8. Date of Birth (as per Matriculation Certificate) _____ (not less than 18 yrs of age)
9. Age as on 01.01.2018: _____ Years _____ Months _____ Days
10. (a) Educational Qualification (matriculate onwards)

Exam	Year	Board/institution	Total marks	Marks obtained	Percentage (%) of marks	Remarks

(b) Experience

Post held	Organization/ Govt/PSU	Period From to	Nature of duty

11. Brief description of the experience/ knowledge in the relevant field.

12. Documents attached

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Signature of the Applicant

Date: _____

Place: _____

DECLARATION:

I _____ **S/O,D/O,W/O** _____

R/O _____ **Tehsil** _____ **District** _____

do hereby solemnly affirm and declare that the entries made herein above in the application form are true and correct to the best of my knowledge and belief and nothing has been concealed therein. I undertake that if any misrepresentation of facts or concealment of any information in the above application is found at any stage, my candidature / selection shall be liable to be cancelled without given notice to me.

I, further declare that I have carefully read the description of the post, qualification, method of selection and other terms and conditions and have no objection/ reservations in this regard.

Signature of the Applicant