

ANNEXURE - A

GOVERNMENT OF ANDHRA PRADESH
WOMEN DEVELOPMENT AND CHILD WELFARE DEPARTMENT
OFFICE OF THE DISTRICT WOMEN & CHILD WELFARE & EMPOWERMENT OFFICER, NTR
DISTRICT, VIJAYAWADA.

RECRUITMENT NOTIFICATION


The District Women & Child Welfare & Empowerment Officer, (DWCWEO) NTR District, Vijayawada invites applications for various posts from the eligible candidates with required qualifications to work in the District Project Management Unit (DPMU) and Block Project Management Unit (BPMU). The following positions are purely on Contract basis. The post wise details are furnished below:

Sl.No.	Name of the Post	No.of Posts	Place of work	Roster Point	Remuneration per month
1	District Coordinator	1	NTR Dist, Vijayawada	Open Competition	30,000/-
2	District Project Assistant	1	NTR Dist, Vijayawada	Open Competition	18,000/-
3	Block Coordinator	6	Blocks:- Chillakallu Mylavaram Nandigama Tiruvuru Vijayawada(U) Vijayawada®	OC-3 SC-(W)-1 BC-A-1(W) VH(W)-1	20,000/-

For further information from District Web Site ntr.ap.gov.in. The prospective candidates may download the application form prescribed and may send/submit the filled application form along with attested Xerox copies of education qualifications, Marks lists, experience certificate etc., to the District Women & Child Welfare & Empowerment Officer, Door No.6-93, SNR Academy Road, Uma Sanker nagar, 1st line, Kanuru, NTR District, Vijayawada-520007 from 25.10.2023 to 7.11.2023 before 5.00 PM (in working days) directly or by Registered Post. Only qualified shortlisted candidates will be called for interview.

The Collector & District Magistrate/Chairman, NTR District reserves the right to cancel the notification at any time without assigning any reasons.

Applications received after the due date shall not be considered.


DISTRICT WOMEN & CHILD WELFARE
& EMPOWERMENT OFFICER,
NTR DISTRICT, VIJAYAWADA

ANNEXURE – B

Statement showing the Essential Qualification and Experience notified by MWCD,GOI for individual Consultants positions at DPMU AND BPMU Levels.

Sl. No.	Position	Consolidated Remuneration	Essential qualification and Experience	Desirable	Scope of work
1	District Coordinator (Age 25-40 years as on 01.07.2023)	Rs.30,000/- per month	<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>* 4 years experience in application maintenance & Support</p> <p>* Format training on IT/Computer</p> <p>*Experience working with technology and software application support</p> <p>*Proven ability to successfully handle multiple tasks within a team environment</p> <p>*Great attention to detail and problem solving skills.</p>	<p>(10) Supporting training of Block helpdesk in ICT- RTM.</p> <p>(2) Supervise Block help desk</p> <p>(10) Support District level ICDS Officials on usage of CAS system.</p> <p>(4) Escalate issues as needed.</p> <p>(5) Logging and managing issues in the Issue Tracker application (CAS)Application</p> <p>(6) Provide general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting</p> <p>(7).Extend help for lost/stolen phones</p> <p>(8) Monitor worker activity reports.</p> <p>(9) Follow up on actions from activity reports.</p> <p>(10) Any other tasks that may be assigned by the Director/DWCWEO</p>
2	District Project Assistant (Age 25-40 years as on 01.07.2023)	Rs.18,000/- per month	<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 	<p>* 3 years experience of working in social program</p> <p>* Experience of working on Government Programs in the social sector- health, Nutrition, Education,</p>	<p>(1) Support and supervise timely implementation of all project activities in the district.</p> <p>(2).Facilitate &Participate in all capacity building initiatives under taken within the project at district and block levels.</p> <p>(3).Periodically assess capacity building needs to district and block level ICDS staff and functionaries and</p>

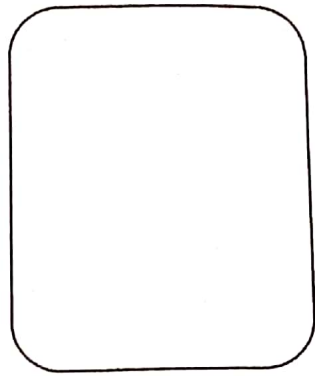
			<p>supervisory skills</p> <ul style="list-style-type: none"> • Good oral and written communication skills in local language and fair skills in English • Good computer skills/knowledge of Internet/ email • Ability to work in a team and willingness to travel extensively. • Mandatorily local candidates should be engaged. 	<p>Water and sanitation</p>	<p>organize and facilitate relevant trainings as per the guidance of the DPO/DWCWEO and Commissioner/Director, ICDS</p> <p>(4) Ensure timely completion and monitoring of planned Community mobilization activities within the district to strengthen the demand for ICDS services.</p> <p>(5).Make regular monitoring and supportive supervision visits within the district to provide onsite support to CDPOs and the ICDS Supervisors to ensure all Project activities are completed as per schedule.</p> <p>(6) During monitoring and supervision visits review and ensure maintenance of reporting formats for all projects activities .</p> <p>(7) Ensure effective coordination between the Existing ICDS Programme activities and project activities, wherever required, in collaboration with the DPO/DWCWEO.</p> <p>(8) Ensure collation of Utilization certificates from Project/ Anganwadies for activities under the Project and their correct aggregation at the CDPO&DPO/ DWCWEO levels.</p> <p>(9) Prepare monthly progress/monitoring reports in the prescribed formats for project activities and submit the same to the DPO/ DWCWEO and Commissioner/Director,</p>
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					<p>ICDS.</p> <p>(10) Coordinate with the related line departments at the district level for facilitating convergent/ multi sectoral activities under the project.</p> <p>(11) Facilitate engagement with potential civil society organizations, NGOs etc., for partnership and support for project implementation.</p> <p>(12) Any other task assigned by DPO/ DWCWEO.</p>
3	Block Co-ordinator (Age 25-40 years as on 01.07.2023)	Rs.20,000/- per month	<ul style="list-style-type: none"> • Graduate, • 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. 	<ul style="list-style-type: none"> * Formal Training on IT/ Computer * Worked with front line workers in any Social Development Programme of Government * Experience of working with technology and software application support * Proven ability to successfully handle multiple tasks within a team environment * Attention to detail and problem solving skills 	<p>(1) Supporting training of AWWs and Supervisors in information and Communication Technology enabled Real Time Monitoring (ICT-RTM) of ICDS.</p> <p>(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 trouble shooting support to users facing hardware or software problems with mobiles, tablets and basic issues with CAS application.</p> <p>(4)Logging issues in the Issue Traker application, which is part of CAS.</p> <p>(5) Training reinforcement to AWWs identified as low performers using CAS Reports</p> <p>(6)Providing performance feedback to AWWs.</p> <p>(7) Submitting phones to Original Equipment Manufacturer (OEM) for hardware replacement and repair.</p> <p>(8) Escalation of issues to Block/District</p>

					<p>Coordinator via the issue Tracker application Criteria for escalation will be defined in CAS Guidelines.</p> <p>(9) Supporting Block level ICDS Officials on usage of CAS system .</p> <p>(10) Any other task as indicated by CDPO.</p>
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CURRICULUM VITAW(CV)

Photo



- 1 Proposed Position : _____
- 2 Name : _____
- 3 Father's Name : _____
- 4 Address : _____
- a)Permanent : _____
- b)Present : _____
- 5 Telephone/Mobile/Email : _____
- 6 Date of Birth _____ Nationality: _____
- 7 Education qualification (Graduation to Professional Qualification)

I.No.	Level Exam	Board/Institution	Year of Passing	% of marks obtained	Remarks

- 8 Membership of professional association (if any): _____
- 9 Other Training (Indicate significant training since degrees under 5-Education were obtained): _____
- 10 Work experience/Employment Record(starting with present position list in reverse order every employment held since graduation, giving for each employment dates of employment, names of employing organization, Positions held)
(see format here below)
- From (Year): _____ to (Year): _____
- Employer: _____
- Position held: _____
- Responsibility handled: _____

11 Languages (for each language indicate proficiency: good, fair, or poor in speaking, reading and Writing)

12 Work undertaken that Best illustrates Capability to Handle the Tasks Assigned (Among the assignments in which the incumbent has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under scope of work for the position)

Name of assignment of Project: _____

Year: _____

Location: _____

Client: _____

Main Project features: _____

Positions held: _____

Activities performed: _____

13 Certification

I, the under signed, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

(Signature)

Day/Month/Year

Note: Evaluation of the Profile of the consultant will be done in accordance with procurement guidelines of the individual consultant as specified in Chapter V (Para 5.1 to 5.5 of the Guide lines for selection and employment of consultants under IBRD loans and IDA credits & Grants by World Bank Borrowers, January 2011)