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.

<table>
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<tr>
<th>S. No.</th>
<th>Position</th>
<th>No. of Posts</th>
<th>Level</th>
<th>Consolidated Remuneration</th>
<th>Essential Qualification and Experience</th>
<th>Desirable</th>
<th>Scope of Work</th>
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</table>
| 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
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.
Mandatory local candidates will be engaged. | 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 | 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. |
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<tr>
<th>No.</th>
<th>Role</th>
<th>District</th>
<th>District Project Assistant</th>
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<tbody>
<tr>
<td>02.</td>
<td>Rs. 18,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.</td>
<td>District Project Assistant</td>
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<td>02.</td>
<td>3 years experience of working in social program. Experience of working on Government Programs in the social sector - Health, Nutrition, Education, Water and Sanitation</td>
<td>District Project Assistant</td>
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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.
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.
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 up to the life of the scheme to performance of candidate and approval of budget for such framework 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.
Application for the post of __________________ Level (State/ District/ Block)

Advertisement Notice No. : __________________ Dated: _____________

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)

<table>
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<tr>
<th>Exam Year</th>
<th>Board/institution</th>
<th>Total marks</th>
<th>Marks obtained</th>
<th>Percentage (%) of marks</th>
<th>Remarks</th>
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(b) Experience

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<tr>
<th>Post held</th>
<th>Organization/ Govt/PSU</th>
<th>Period From to</th>
<th>Nature of duty</th>
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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