



महिला एवं बाल विकास विभाग  
राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार  
सेवा कुटीर कॉम्प्लेक्स, किंग्सवे कैम्प, जी टी बी नगर, दिल्ली -110009

महिला एवं बाल विकास विभाग, राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार को अस्थायी रूप से अस्थायी आधार पर एक टीम की नियुक्त करनी है, जो विशिष्ट तकनीकी क्षेत्रों में विशेषज्ञता के साथ विशुद्ध रूप से अनुबंधित नियमों और शर्तों पर भारत सरकार की योजना पोषण अभियान के कार्यान्वयन में विशिष्ट समयावधि के लिए तकनीकी और प्रबंधन सहायता प्रदान करेंगे। विवरण इस प्रकार है: -

क्रम संख्या	पद का नाम	रिक्त पद की संख्या	पारिश्रमिक (प्रति माह)
1	लेखापाल	01	Rs. 30,000/-
2	परियोजना एसोसिएट	01	Rs. 25,000/-
3	सचिवालयी सहायक/ डीईओ	02	Rs 16,858/- (न्यूनतम वेतन के अनुसार )
4	कार्यालय सन्देश वाहक /चपरासी	02	Rs.15,296/- (न्यूनतम वेतन के अनुसार )
5	जिला समन्वय करता	11	Rs. 30,000/-
6	जिला परियोजना सहायक	11	Rs. 16,858/-

संदर्भ की शर्तें (टीओआर), आवश्यक योग्यता, अनुभव की आवश्यकता, नौकरी का विवरण और छटनी (स्कूटिनी) के मापदंड विभाग की वेबसाइट: [www.wcddel.in](http://www.wcddel.in) या <http://cams.wcddel.in> (ऑनलाइन आवेदन के लिए) पर उपलब्ध हैं। आवेदन के अंतिम तिथि 13.11.2019 पर गणना करते हुए तथा आयु के मानदंडों को ध्यान में रखते हुए, योग्य उम्मीदवार विभाग की वेबसाइट के माध्यम से 06.11.2019 से ऑनलाइन आवेदन कर सकते हैं। भर्ती केवल अनुबंध पर और सीमित अवधि के लिए है। अतः उम्मीदवारों को ध्यान रखना चाहिए कि यह एक स्थायी नौकरी नहीं है। पात्रता मानदंड दसवीं कक्षा में न्यूनतम 75% और बारहवीं में 70% अंक होगा, पात्रता के लिए अन्य निर्धारित योग्यता के अलावा।

ऑनलाइन आवेदन के समापन की अंतिम तिथि 13.11.2019 को शाम 06.00 बजे तक है।

आवेदनों की जांच के बाद, पात्र उम्मीदवारों की सूची वेबसाइट पर प्रदर्शित की जाएगी। उपरोक्त पदों पर चयन के लिए साक्षात्कार 15.11.2019 से शुरू होने की संभावना है। इस पर अपडेट के लिए, विभाग की वेबसाइट देखी जा सकती है।

पात्र उम्मीदवार को केवल ई-मेल के माध्यम से साक्षात्कार के लिए आमंत्रित किया जाएगा, कोई साक्षात्कार पत्र नहीं भेजा जाएगा। उम्मीदवारों को यह भी सूचित किया जाता है कि वे इस संबंध में साक्षात्कार की तारीखों और किसी अन्य अपडेट के लिए विभाग के नोटिस बोर्ड / वेबसाइट यानी <http://cams.wcddel.in> को देखें।

नोट- ऑनलाइन को छोड़कर आवेदन का कोई अन्य माध्यम विभाग द्वारा स्वीकार नहीं किया जाएगा। चयन प्रक्रिया के किसी भी चरण/ बिंदु पर उपर्युक्त पदों की संख्या में कमी या वृद्धि करने कर अधिकार विभाग के पास है।

निदेशक, विभाग महिला एवं बाल विकास



GOVERNMENT OF N.C.T OF DELHI (GNCTD)  
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT  
Sewa Kutir Complex, Kingsway Camp, G.T.B Nagar, Delhi-  
110009

Advertisement

Department of Women & Child Development, GNCT of Delhi seeks to temporarily hire on temporary basis Accountant, Project Associates, Secretarial Assistant/DEO, Office Messenger/Peon, District Coordinators & Project Assistant with expertise in the specific technical areas purely on contractual terms & conditions for specific time period to provide technical & management support in the implementation of the Government of India, scheme- POSHAN ABHIYAAN. Details of the positions are as follows:-

Sl. No.	Name of the Positions	No. of Positions	Consolidated remuneration Per month
1	Accountant	01	Rs. 30,000/-
2	Project Associates	01	Rs. 25,000/-
3	Secretarial Assistant/ DEO	02	Rs. 16,858/- (as per minimum wages)
4	Office Messenger/Peon	02	Rs. 15,296/- (as per minimum wages)
5	District Coordinators	11	Rs. 30,000/-
6	Project Assistant	11	Rs. 16,858/-

The terms of references (TORs), essential qualification, experience required, job details and scrutiny criteria are available on the Department Website: [www.wcddel.in](http://www.wcddel.in) OR <http://cams.wcddel.in> (for Online Apply). The eligible candidate as per age criteria on the closing date of application i.e. 13.11.2019 may apply online from 06.11.2019 through the website of the department. The recruitment is on contract and for limited period only. Therefore candidates must note that this is not a permanent job. The eligibility criteria shall be minimum of 75% marks in class X and 70 % marks in XII, in addition to other qualifications for eligibility.

The last date of closing of online application is 13.11.2019 till 06.00 pm.

After scrutiny of applications the list of eligible candidates will be displayed on the website. The interview for selection is likely to start from 15.11.2019. For updates on this, website of the Department may be visited.

The eligible candidate will be invited for interview through E- mail only, no interview letters will be sent. Candidates are also advised to refer to department's notice board/ website of the department i.e. <http://cams.wcddel.in> for dates of interview and any other update in this regard.

Note- No other mode of application except online shall be entertained by the Department. The department also reserves the right to decrease or increase no. of each post as mentioned in the table at any stage/point of selection procedure.

Director, Deptt. of Women & Child Development

## Terms of References (ToR)

S. No.	Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
6.	Accountant	Rs. 30,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Accountant.	<ul style="list-style-type: none"> <li>• PG degree in Commerce/ Accounting/ CWA-Inter/CAInter with at least 50% marks</li> <li>• At least 3 years experience in accounting with exposure in budgeting &amp; audit out of which 1 year should be in Government/ PSU.</li> <li>• Expertise in MS Office including Word, Excel and PowerPoint.</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>• Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience.</li> </ul> <p><b>Age should be below 28 Years</b></p>	<ul style="list-style-type: none"> <li>• 5 years experience in accounting with exposure in budgeting &amp; auditing.</li> <li>• Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage.</li> <li>• Strong computer skills, especially in the use of MS Word and Excel.</li> </ul>	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> <li>3. Ensure timely submission of the financial reports (FMRs) to MWCD.</li> <li>4. 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.</li> <li>5. 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.</li> <li>6. Keep track and maintain ledger book of all expenditures incurred in the SNRCSPMU and ensure reconciliation with the Pay &amp; Accounts Office on a quarterly basis.</li> <li>7. Liaison with the AG Civil Audit for annual audit of the Mission and financial statements of the SNRCSPMU;</li> <li>8. Any other financial related activities of the project that may be assigned by the Director.</li> </ol>
7.	Project Associate	Rs. 25,000/- per month. Annual increase @	Graduate in Computer Science or IT <ul style="list-style-type: none"> <li>• At least 2 years work</li> </ul>	<ul style="list-style-type: none"> <li>• PG Degree in Computer Science or IT with 3 years experience in application</li> </ul>	<ol style="list-style-type: none"> <li>1. User account management, including updating roles and permissions.</li> <li>2. Master data management and</li> </ol>

		3% of remuneration may be granted, subject to performance.	<p>experience in the relevant field</p> <ul style="list-style-type: none"> <li>• Formal training in IT/mobile applications.</li> <li>• Experience in working with technology and software application support.</li> <li>• Previous experience in working with front line workers of Government Department and training on IT/Mobiles/Computer</li> <li>• Good oral and written communication skills in local language.</li> <li>• Computer literacy must.</li> </ul> <p><b>Age should be below 35 Years</b></p>	<p>maintenance and support.</p> <ul style="list-style-type: none"> <li>• Proven ability to successfully handle multiple tasks within a team environment and great attention to detail.</li> <li>• Problem solving skills must.</li> </ul>	<p>updating.</p> <ol style="list-style-type: none"> <li>3. System administration.</li> <li>4. Provision of support to State level officials in using CAS web application.</li> <li>5. Coordination with OEMs, telecom companies, etc. on issue resolution.</li> <li>6. Training of District helpdesk.</li> <li>7. Supervision District helpdesk.</li> <li>8. Escalation of issues to Software Development Agency as needed.</li> <li>9. Provision of general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting.</li> <li>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.</li> <li>11. Management of addition and removal of users from system</li> <li>12. Data analysis and knowledge extraction.</li> <li>13. Any other tasks that may be assigned by the Director.</li> </ol>
8.	Secretarial Assistant/DEO	<p>Rs. 16,858/- Per Month.</p> <p><b>* Remuneration is subject to the upward revision by the Competent Authority under minimum wages as per the Labour Rate from time to time.</b></p>	<p>(i) Graduation from a recognized board/University.</p> <p>(ii) Preference should be given to those having Diploma or Certificate course in Computer Applications.</p> <p>(iii) Should possess a speed of typing 35 W.P.M. (English) in computer, corresponding to 10500 key/depressions per hour, for data entry work.</p> <p>(iv) Should be resident of Delhi for last 03 years.</p> <p><b>Age should be below 28 years.</b></p>		<p>One year work experience as a DEO. One year work experience as a DEO.</p>
9.	Office Messengers/Peon	<p>Rs. 15,296/- Per Month.</p>	<p>Matriculation or equivalents pass from a recognized</p>		<p>No marks criteria for this post.</p>

		<p>* Remuneration is subject to the upward revision by the Competent Authority under minimum wages as per the Labour Rate from time to time.</p>	<p>Board/University.</p> <p>Age limit 18-27 years.</p>		
10.	District Coordinator	<p>Rs. 30,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.</p>	<p>Graduate or Certification/ Diploma in Computer Science or IT</p> <ul style="list-style-type: none"> <li>• At least 2 years experience in application maintenance &amp; support.</li> <li>• Good oral and written communication skills in local language.</li> <li>• Computer literacy must.</li> <li>• Willingness to travel a must.</li> <li>• Mandatorily local candidates should be engaged.</li> </ul> <p>Age should be below 35 years.</p>	<ul style="list-style-type: none"> <li>• 4 years experience in application maintenance and support.</li> <li>• Formal training on IT/ computer</li> <li>• Experience working with technology and software application support</li> <li>• Proven ability to successfully handle multiple tasks within a team environment</li> <li>• Great attention to detail and problem solving skills</li> </ul>	<ol style="list-style-type: none"> <li>1. Supporting training of Block helpdesk in ICT-RTM.</li> <li>2. Supervise Block helpdesk.</li> <li>3. Support District level ICDS officials on usage of CAS system.</li> <li>4. Escalate issues as needed.</li> <li>5. Logging and managing issues in the Issue Tracker application (CAS application).</li> <li>6. Provide general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting.</li> <li>7. Extend help for lost/stolen phones.</li> <li>8. Monitor worker activity reports.</li> <li>9. Follow up on actions from activity reports.</li> <li>10. Any other tasks that may be assigned by the Director.</li> </ol>
11	District Project Assistant	<p>Rs. 16,858/- per month.</p> <p>* Remuneration is subject to the upward revision by the Competent Authority under minimum wages as per the Labour Rate from</p>	<p>Graduate Degree/Post Graduate Diploma in Management/ Social Sciences/ Nutrition,</p> <ul style="list-style-type: none"> <li>• Minimum 2 years work experience of capacity building, with supervisory skills</li> <li>• Good oral and written communication skills in local language and fair skills in English</li> <li>• Good computer</li> </ul>	<ul style="list-style-type: none"> <li>• 3 years experience of working in social program.</li> <li>• Experience of working on Government Programs in the social sector -Health, Nutrition, Education, Water and Sanitation</li> </ul>	<ol style="list-style-type: none"> <li>1. Support and supervise timely implementation of all Mission activities in the district.</li> <li>2. Facilitate and participate in all capacity building initiatives undertaken within the project at district and block levels.</li> <li>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.</li> </ol>

		<p><b>time to time.</b></p> <p>skills/knowledge of internet/email</p> <ul style="list-style-type: none"> <li>• Ability to work in a team and willingness to travel extensively.</li> <li>• Mandatorily local candidates should be engaged.</li> </ul> <p><b>Age should be below 35 years.</b></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 on-site 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 Mission activities.</p> <p>7. Ensure effective coordination between the existing ICDS programme activities and project activities, wherever required, in collaboration with the DPO.</p> <p>8. Ensure collation of Utilization Certificates from Aanganwadis for activities under the Mission and their correct aggregation at the CDPO and DPO levels.</p> <p>9. Prepare monthly progress/monitoring reports in the prescribed formats for project activities and submit the same to the DPO and Commissioner/Director, ICDS.</p> <p>10. Coordinate with the related line departments at the district level for facilitating convergent/ multi-sectoral activities under the Mission.</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.</p>