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**DIRECTORATE OF SOCIAL WELFARE
ANDAMAN & NICOBAR ADMINISTRATION**

Port Blair dated: 16 December, 2021

**APPLICATIONS INVITED FOR VARIOUS POSTS UNDER POSHAN
ABHIYAAN**

Applications are invited from eligible candidates for filling up of various posts under POSHAN Abhiyaan (Full time) on contract basis under the Directorate of Social Welfare, Port Blair. The posts are as under:

Sl. No	Name of the Posts	No. of Post	Qualification	Desirable	Monthly emolument
1	Consultant (Health & Nutrition) at Port Blair	01	<ul style="list-style-type: none"> PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development Community Medicine with at least 55% marks At least 3 years experience in planning, implementation and monitoring of child and women nutrition programmes. For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience. Expertise in MS Office including Word, Excel and PowerPoint. Good understanding of decentralized planning and supportive supervision. Excellent oral and written communication skills in English and ability to converse in local language. 	<ul style="list-style-type: none"> 5 years of experience of working in nutrition/ public Health/social development programmes. Experience of working with Government/ Government organizations/ inter-organizations. In-depth knowledge of key nutrition issues and nutrition programmes. Knowledge of project management techniques. 	<p>Rs. 60,000/- per month.</p> <p>Annual increase@ 3% of remuneration may be granted, subject to</p> <p>Performance of the Consultant.</p>

2	Consultant (Planning, Monitoring & Evaluation) at Port Blair	01	<p>PG degree/diploma Management/Computer Applications/ Computer Science</p> <p>OR</p> <p>B. Tech/BE in IT/Computer Engineering or PG in Science with formal training on IT/computer with at least 55% marks.</p> <ul style="list-style-type: none"> At least 3 years experience in IT/ICT Systems implementation and analysis. Project management experience. Extensive experience in development and implementation of web-based applications and mobile applications and demonstrated knowledge and proficiency in M&E methodologies Excellent oral and written communication skills in English and conversant in local language. Good computer skills. 	<ul style="list-style-type: none"> 5 years of experience in IT system implementation and analysis. Experience in managing large scale technology implementation in Government. Experience of working with Government/Govern- ment organizations. Experience in implementation of mobile technology for community health or nutrition (m-Health) programs. Knowledge of statistical software packages (e.g. SPSS, STATA, etc.) Knowledge of project management techniques. 	<p>Rs. 60,000/- per month</p> <p>Annual increase @ 3% of remuneration may be granted subject to performance of the Consultant</p>
3	Consultant (Financial Management) at Port Blair	01	<ul style="list-style-type: none"> CA/ CS/ CMA (CWA) or MBA (Finance) from reputed institute with at least 55% marks. At least 3 years qualification experience out of which 1 year should be in Government/PSU/ international agencies. Exposure to budgeting, audit and treasury functions. Knowledge of state budgetary, treasury and finance rules. Expertise in MS Office including Word, Excel and Power Point. <p>OR</p> <p>Government employees retired as Under Secretary (Pay Level 11) or equivalent with at least 5 years' experience of financial management/ budget/ Government treasury accounting.</p>	<ul style="list-style-type: none"> 5 years of experience in finance management. In-depth knowledge and expertise in financial management, internal controls/ systems development & implementation, government treasury accounting, auditing & reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgment. 	<p>Rs. 60,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.</p>

Consultant (Capacity Building & BCC) at Port Blair	01	<ul style="list-style-type: none"> PG degree in Social Sciences/ Health Communication/ Mass Communication/Rural Development that includes courses on training/capacity building management in nutrition/public health with at least 55% marks At least 3 years experience in planning and implementing behavior change communication & capacity building interventions in public health/ nutrition programmes. Expertise in MS Office including Word, Excel and PowerPoint. Professional experience in planning, implementation and monitoring of training programs and state and district levels. Excellent oral and written communication skills in English and ability to converse in local language. 	<ul style="list-style-type: none"> 5 years of experience of working in nutrition/ public health/ social development programmes. Good knowledge and understanding of public health/ nutrition programmes. Experience of working with Government/ Government organizations/ international agencies Knowledge of project management techniques 	<p>Rs. 60,000/- per month.</p> <p>Annual increase@ 3% of remuneration may be granted, subject to performance of the Consultant</p>
Consultant (Procurement) at Port Blair	01	<p>PG degree in Supply Chain Management/ MBA with specialization in Operations/Supply Chain Management</p> <ul style="list-style-type: none"> At least 3 years experience in application maintenance / 4 years experience in supply chain management and procurement planning. Experience of working with front line workers of Government Department and training on IT / Mobiles/Computer Problem solving skills. Good oral and written communication skills in local language. Computer literacy a must. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Government employee retired as Under Secretary (Pay Level-11) or equivalent with at least five years' experience in procurement. 	<ul style="list-style-type: none"> 5 years experience in working on technology and software application support. Proven ability to successfully handle multiple tasks specially IT and Supply Chain Management, within a team with attention to detail. 	<p>Rs. 60,000/- per month.</p> <p>Annual increase@ 3% of remuneration may be granted, subject to performance of the consultant</p>

Accountant at Port Blair	01	<ul style="list-style-type: none"> PG degree in Commerce/ Accounting/ CWA-Inter/CA- Inter with at least 50%marks At least 3 years experience in accounting with exposure in budgeting & audit out of which 1 year should be in Government/ PSU. Expertise in MS Office including Word, Excel and PowerPoint. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience. 	<ul style="list-style-type: none"> 5 years experience in accounting with exposure in Budgeting & auditing. Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage. Strong computer skills, especially in the use of MS Word and Excel. 	<p>Rs. 30,000/- per month.</p> <p>Annual increase@ 3% of remuneration may be granted, subject to performance of the Consultant</p>
Secretarial Assistant/ DEO at Port Blair	02	<p>XIIth Pass with 1 year Diploma certificate in Computer</p> <p>Good oral and written communication skills</p> <p>1 year experience in online data entry</p>	<ul style="list-style-type: none"> Previous experience in working with Government Department and training on IT/Computer 	<p>Rs. 15,000/- per month.</p> <p>Annual increase@ 3% of remuneration may be granted, subject to performance of the Consultant</p>
Office Messenger/ Peon) at Port Blair	02	<ul style="list-style-type: none"> Xth Pass 	<ul style="list-style-type: none"> Ability to deliver office correspondence 	<p>Rs. 8,000/- per month/ As per State's extant Wages Act.</p>
District Coordinator at Rangat	01	<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. 	<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 	<p>Rs. 30,000/- per month.</p> <p>Annual increase@ 3% of remuneration may be granted, subject to performance of the Consultant</p>

10	District Coordinator at Port Blair	01	<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. 	<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 	<p>Rs. 30,000/- per month.</p> <p>Annual increase@ 3% of remuneration may be granted, subject to performance of the Consultant</p>
11	District Coordinator at Nicobar	01	<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. 	<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 	<p>Rs. 30,000/- per month.</p> <p>Annual increase@ 3% of remuneration may be granted, subject to performance of the Consultant</p>
12	District Project Assistant at Rangat	01	<p>Graduate Degree/Post Graduate Diploma in Management/ Social Sciences/ Nutrition,</p> <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. 	<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 	<p>Rs. 18,000/- per month.</p> <p>Annual increase@ 3% of remuneration may be granted, subject to performance of the Consultant</p>

13	District Project Assistant at Port Blair	01	<p>Graduate Degree/Post Graduate Diploma in Management/ Social Sciences/ Nutrition,</p> <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. 	<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 	<p>Rs. 18,000/- per month.</p> <p>Annual increase@ 3% of remuneration may be granted, subject to performance of the Consultant</p>
14	District Project Assistant at Nicobar	01	<p>Graduate Degree/Post Graduate Diploma in Management/ Social Sciences/ Nutrition,</p> <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. 	<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 	<p>Rs. 18,000/- per month.</p> <p>Annual increase@ 3% of remuneration may be granted, subject to performance of the Consultant</p>
15	Project Associate at Port Blair	01	<p>Graduate in Computer Science or IT</p> <ul style="list-style-type: none"> • At least 2 years work experience in the relevant field • Formal training in IT/mobile applications. • Experience in working with technology and software application support. • Previous experience in working with front line workers of Government 	<ul style="list-style-type: none"> • PG Degree in Computer Science or IT with 3 years experience in application maintenance and support. • Proven ability to successfully handle multiple tasks within a team environment and great attention to detail. • Problem solving skills must. 	<p>Rs. 25,000/- per month.</p> <p>Annual increase@ 3% of remuneration may be granted, subject to performance of</p>
16	Block Coordinator at Nicobar	01	<p>Graduate.</p> <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. 	<ul style="list-style-type: none"> • Formal training on IT/ computer • Worked with front line workers in any Social Development Program of Government 	<p>Rs. 20,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to performance</p>

17	Block Coordinator at Ferrargunj	01	<p>Graduate.</p> <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. 	<ul style="list-style-type: none"> • Formal training on IT/ computer • Worked with front line workers in any Social Development Program of Government 	<p>Rs. 20,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance</p>
18	Block Coordinator at Port Blair	01	<p>Graduate.</p> <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. 	<ul style="list-style-type: none"> • Formal training on IT/ computer • Worked with front line workers in any Social Development Program of Government 	<p>Rs. 20,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance</p>
19	Block Coordinator at Rangat	01	<p>Graduate.</p> <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. 	<ul style="list-style-type: none"> • Formal training on IT/ computer • Worked with front line workers in any Social Development Program of Government 	<p>Rs. 20,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance</p>
20	Block Coordinator at Diglipur	01	<p>Graduate.</p> <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. • Department and training on IT/Mobiles/Computer • Good oral and written communication skills in local language. Computer literacy must. 	<ul style="list-style-type: none"> • Formal training on IT/ computer • Worked with front line workers in any Social Development Program of Government 	<p>Rs. 20,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to Performance of the Consultant</p>

21	Block Project Assistant at Rangat	01	Graduate. <ul style="list-style-type: none"> 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. 	<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 	Rs. 15,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant
22	Block Project Assistant At Diglipur	01	Graduate. <ul style="list-style-type: none"> 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. 	<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 	Rs. 15,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant
23	Block Project Assistant At Port Blair	01	Graduate. <ul style="list-style-type: none"> 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. 	<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 	Rs. 15,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant
24	Block Project Assistant at Ferrargunj	01	Graduate. <ul style="list-style-type: none"> 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. 	<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 	Rs. 15,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant
25	Block Project Assistant at Nicobar	01	Graduate. <ul style="list-style-type: none"> 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. 	<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 	Rs. 15,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant

Candidates who fulfill the requisite qualification may apply in the format given below and the applications should reach Directorate of Social Welfare, Goalghar, any day before 27th December, 2021 by 5.00 pm. The Candidates must apply for any one prescribed post as above. The eligible candidates will be informed about the date and time of interview through phone or email mentioned in the application. The list of eligible candidates will also be displayed in the notice board of Directorate of Social Welfare, Goalghar. They should attend the interview along with certificates and other documents. No other mode of communication will be entertained in this regard.

The candidates are advised to carry with them a detailed Resume in the format given below along with copies of certificates of educational qualification, date of birth, working experience and affix a passport size photograph. Candidates are also required to bring their original certificates for verification.

- Application received after due date will not be accepted.
- Application should be sent either by post or email to directorsw4@gmail.com
- The applicants from Nicobar district may attend the interview online due to transportation issues.
- The candidates who do not fulfill any criteria mentioned in column 4 shall not be invited for interview.

The format of application is given below:

Format of Application

To

The Director,
Directorate of Social Welfare & N Administration
Port Blair.

Recent
passport
size
photograph

Application for various posts of under POSHAN Abhiyaan.				
1	Name of candidate (in block letters)			
2	Father's/Husband's Name			
3	Male/Female			
4	a) Date of birth	Date	Month	Year
	(proof to be enclosed)			
	b) Age as on the last date of application	Years	Months	
	(i.e.)			
5	Nationality			
6	Educational qualification	1.		
	(Proof to be enclosed)	2.		
		3.		
7	Employment Registration No. (if applicable)			
8	Experience (in months in relevant field only)			
	(Proof to be enclosed)			

9	Present postal address	
10	Permanent residential address	
11	Contact No.	
12	Any other relevant information	

Declaration

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if any of the information being found false or incorrect before or after the selection, my candidature is liable for cancellation.

Place:

Date:

Signature of the
candidate
(Name)

Terms and Conditions:

1. The engagement will be purely on contract basis initially for a period of eleven months which can be extended for further period based on the performance and instructions issued by Ministry.
2. No TA, DA will be paid for attending the interview.
3. The selected candidates shall be responsible for implementation of POSHAN Abhiyaan functioning under Directorate of Social Welfare.


Director (SW)

Copy to:

1. The News Correspondent, Directorate of IP&T for necessary action.
2. The Chief Editor, The Daily Telegrams with the request to publish the newsitem.
3. The News Editor, Doordarshan with the request to telecast the news item in the news bulletin.
4. The News Correspondent, All India Radio with the request to broadcast the news item in the Pradeshik Samachar.
5. Incharge, NIC, A & N Administration.


Director (SW)