

## ADVERTISEMENT FOR TEMPORARY/ CONTRACTUAL POSTS UNDER THE DIRECTORATE OF SOCIAL WELFARE, ASSAM

The Directorate of Social Welfare, Assam, invites applications from eligible candidates who are citizen of India as defined under Article 5 to 9 of the Constitution of India and fulfil the eligibility norms of educational qualification, age etc. as mentioned below against each category of purely temporary contractual posts. The posts have been created under the scheme POSHON Abhiyaan. The Application Form and details of terms of reference can be obtained from the notice board of Directorate and in the website- [www.socialwelfare.assam.gov.in](http://www.socialwelfare.assam.gov.in)/[www.womenandchildren.assam.gov.in](http://www.womenandchildren.assam.gov.in). The interested candidates having requisite educational qualification and experience may submit duly filled up Application (Appendix) to "The Director, Social Welfare, Assam, Directorate of Social Welfare, Assam, Uzanbazar, Guwahati-1". The short listed candidates will be intimated regarding date & venue of the interview through Email as mentioned in the Application Form. The undersigned reserves the right to make decision regarding the process of interview to be taken in due course of time which will be published in leading newspapers and will be uploaded in website. No separate call letters will be issued to concerned candidates. Application must reach the Office of the undersigned on or before 19th November, 2018 by 5 p.m. during office hours. No application will be accepted which are received after the specific date. The undersigned will not be responsible for non-receipt/ late receipt of any application form due to postal delay or any other delay as well as loss, damage of application.

- Candidates will have to submit duly filled up application (Appendix) alongwith self attested copies of certificates in support of educational qualifications, age and experience. Candidates will have to produce the original certificates as and when required.
- Incomplete application shall not be entertained.

**Sd/- Director,  
Social Welfare, Assam  
Uzanbazar, Guwahati-1**

### STATEMENT SHOWING THE CATEGORYWISE POST FOR REQUIREMENT FOR STATE PROJECT MANAGEMENT UNIT, ASSAM UNDER POSHAN ABHIYAAN

Sl. No.	Name of the Post	Nos. of Post	Remarks
1	2	3	4
1	Consultant	5 nos.	Contractual
2	Accountant	2 nos.	Contractual
3	Project Associate	2 nos.	Contractual
4	Secretarial Assistant/ DEO	2 nos.	Contractual
5	Office Messenger/ Peon	2 nos.	Contractual

**Sd/- Director,  
Social Welfare, Assam  
Uzanbazar, Guwahati-1**

### Terms of Reference (TOR) or Hiring Technical Consultants in SNRC-SPMU, POSHAN Abhiyaan (National Nutrition Mission)

Sl No.	Position	No.(s) of Posts	Consolidated Remuneration	Age	Essential Qualification and Experience
1)	Consultant (Planning Monitoring & Evaluation)	1	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	21 - 38 years as on 01-01-2018	PG degree/ diploma in Management/ Computer Applications/ Computer Science or B. Tech/ BE in IT/ Computer Engineering or PG in Science with formal training on IT/ computer with at least 55% marks <ul style="list-style-type: none"> <li>• At least 3 years experience in IT/ ICT Systems implementation and analysis.</li> <li>• Project management experience.</li> <li>• Extensive experience in development and implementation of web- based applications and mobile applications and demonstrated knowledge and proficiency in M&amp;E methodologies</li> <li>• Excellent oral and written communication skills in English and conversant in local language-</li> <li>• Good computer skills.</li> </ul>
2)	Consultant (Health & Nutrition)	1	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	21 - 38 years as on 01-01-2018	PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development Community Medicine with at least 55% marks <ul style="list-style-type: none"> <li>• At least 3 years experience in planning, implementation and monitoring of child and women nutrition programmes.</li> <li>• For applicants with Ph D (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience.</li> <li>• Expertise in MS Office including Word, Excel and PowerPoint.</li> <li>• Good understanding of decentralized planning and supportive supervision.</li> <li>• Excellent oral and written communication skills in English and ability to converse in local language.</li> </ul>
3)	Consultant (Financial Management)	1	Rs 60,000/- per month Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	21 - 38 years as on 01-01-2018	<ul style="list-style-type: none"> <li>• CA/CS/CMA (CWA) or MBA (Finance) from reputed institute with at least 55% marks.</li> <li>• At least 3 years qualification experience out of which 1 year should be in Government / PSU/ international agencies.</li> <li>• Exposure to budgeting, audit and treasury functions</li> <li>• Knowledge of state budgetary, treasury and finance rules.</li> <li>• Expertise in MS Office including Word, Excel and Power Point.</li> </ul> <p style="text-align: center;">Or</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
4)	Consultant (Capacity Building & BCC)	1	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	21 - 38 years as on 01-01-2018	<ul style="list-style-type: none"> <li>• PG degree in Social Sciences/ Health Communication/ Mass Communication/ Rural Development that includes courses on training/capacity building management in nutrition / public</li> </ul>
5)	Consultant (Procurement)	1	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	21 - 38 years as on 01-01-2018	<ul style="list-style-type: none"> <li>• PG degree in Supply Chain Management/ MBA with specialization in Operations / Supply Chain Management</li> <li>• At least 3 years experience in application maintenance / 4 years experience in supply chain management and procurement planning,</li> <li>• Experience of working with front line workers of Government Department and training on IT / Mobiles/ Computer</li> <li>• Problem solving skills</li> <li>• Good oral and written communication skills in local language</li> <li>• Computer Literacy a must</li> </ul> <p style="text-align: center;">Or</p> Government employee retired as Under Secretary (Pay Level - 11) or equivalent with at least five year's experience in procurement
6)	Accountant	2	Rs. 30,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Accountant.	18 - 44 years as on 01-01-2018	<ul style="list-style-type: none"> <li>• PG Degree in Commerce/ Accounting/ CWA-Inter/CA-Inter with atleast 50% marks</li> <li>• At least 3 year's 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 style="text-align: center;">Or</p> Government employees retired as Accountant with at least five years experience/ Accounts Officer/Audit Officer with at least 3 years experience.
7)	Project Associate	2	Rs. 25,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	18 - 44 years as on 01-01-2018	Graduate in Computer Science or IT <ul style="list-style-type: none"> <li>• At least 2 years work experience in the relevant field</li> <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>
8)	Secretarial Assistant/ DEO	2	Rs. 15,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	18 - 44 years as on 01-01-2018	<ul style="list-style-type: none"> <li>• Graduate Degree in any discipline</li> <li>• Minimum 1 year work experience in relevant field, preferably in Government Program</li> <li>• Computer Literacy is a must</li> <li>• Expertise is in MS Office, Excel, PowerPoint</li> <li>• Expertise in English and Assamese typing, documentation skills etc</li> <li>• Good command over English and Assamese language.</li> </ul>
9)	Office Messenger/ Peon	2	Rs. 8,000/- Per month or as per respective State's extant Wage Act.	18 - 44 years as on 01-01-2018	<ul style="list-style-type: none"> <li>• Minimum HSLC pass</li> </ul>

**Engagement of Retired Government employee:** For the post at Sl No. 3, 5 and 6 for retired Govt. employees, below the age of 65 years may also apply. In case of retired Government employees engaged as Consultant, the remuneration of such Consultant may be fixed in manner so as to ensure that the pension being drawn by such officers/employees and the remuneration payable, taken together, shall not exceed the quantum of last pay drawn.

**TA/DA entitlement:** Consultants getting consolidated remuneration of INR 60,000/- and above per month will be entitled to travel by Air (Economy Class only) and would be eligible to claim TA/DA at par with the Government employees in the Grade Pay of INR 5400/INR 6600/- (pre-revised).

Consultant getting consolidated remuneration less than INR 60,000/- per month will be entitled to travel by 2nd AC/Chair Car (Train) and would be eligible to claim TA/DA at par with the Government employees in the Grade Pay of INR 4200/INR 4600/- (Pre-revised).

**Sd/- Director,  
Social Welfare, Assam**