

U. T. Administration of Daman and Diu
Child Development Project Office, Diu

No. 3-5/Poshan.A/CDPO/DIU/2019-20/163

Date: 27/12/2019

Walk-in-Interview

The Child Development Project Office, Diu going to conduct a Walk-in-Interview on 23rd January 2020 for the following post under POSHAN Abhiyaan, State Nutrition Resource Centre – State Project Management Unit (SNRC-SPMU), Diu purely on contractual basis.

Sr.	Name of Post	Essential Qualification and Experience
01.	District Project Assistant Vacancy – 1 Remuneration – Rs. 18,000/- pm	<ul style="list-style-type: none">• Graduate Degree / Post Graduate Diploma in Management / Social Science / Nutrition• Minimum 2 years work experience of Capacity Building with Supervisory Skills• Good oral and written communication skills in local language and fair skill in English• Good computer skills / knowledge of internet / email• Ability to work in a team and willingness to travel extensively• Mandatorily local candidate should be engaged

Terms & Conditions:

- Eligible and desirous candidate may come for Walk-in-Interview on 23rd January 2020 sharp at 09:00 am in the office of the Collector, Collectorate, Diu, with a copy of bio-data and original certificates of their Education Qualification and Experience with photocopy of the certificate duly attested.
- Registration and Document verification will be carried out at venue from 09:00 am to 10:00 am
- No TA/DA will be paid for attending the Interview.


(G. R. JAT)

Child Development
Project Officer, Diu

Sl. No.	Position	Consolidated Remuneration	Essential Qualification & Experience	Desirable	Scope of Work
11	District Project Assistant	<ul style="list-style-type: none"> • INR 18,000/- per month. • Annual increase @ 3% of remuneration may be granted, subject to performance. 	<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 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 	<ol style="list-style-type: none"> 1. Support and supervise timely implementation of all Mission (POSHAN Abhiyaan) 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 Anganwadis for activities under the Mission (POSHAN Abhiyaan) 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.

Application for the post of District Project Assistant
Administration of Daman and Diu
POSHAN ABHIYAAN
Child Development Project Office, ICDS, Diu

Affix
Passport
Size Photo

1. Applicant Name (In Block Letter): _____
2. Father Name (In Block Letter): _____
3. Residential Address: _____

4. Mobile No.: _____
5. Date of Birth: _____ Age: _____
6. Gender: _____
7. Education Qualification:

Sr.	Board / University	Year of Passing	Percentage

8. Experience (minimum 2 years):

Sr.	Name of Organization	Designation	Period of Service	
			From	To

9. Language Known: _____

10. Computer Skills:

Sr.	Board / University / Institute	Year of Passing	Percentage / Rank

11. Experience in Team Work / Travel: _____

12. Domicile: Compulsory: (Diu) _____

Declaration:

I, declare that, I fulfill all the conditions of eligibility regarding education, domicile, qualification, language known and traveling preference etc., for the post of District Project Assistant under Poshan Abhiyaan, Diu. I, declare that all statement made in this application form are true, complete and correct top the best of my knowledge and belief. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the examination my candidature / appointment is liable to be cancelled.

Dated: / /2020

Candidate Signature