

**Advertisement notice for uploading on the website
Women & Child Development Department Haryana
Bays No. 15-20, Sector- 4, Panchkula**

Applications are invited for filling up 11 posts at State level, 42 posts at District Level and 296 posts at block level under POSHAN Abhiyaan by Women and Child Development Department, Haryana

Note:

- Age criteria for all contractual posts: Age should be between 25 to 45 year and for retired Personnel, age should not exceed 62 years.
- 5 years relaxation in upper age limit shall be admissible to the candidates belonging to scheduled caste category as per Haryana Government Instructions.
- All Districts/block level position to be filled from candidates having Haryana Domiciles Certificate and having knowledge of Hindi Upto matric.
- Age relaxation for backward class and Physically disabled candidate shall be as per Haryana Government Instructions
- In below-mentioned posts, State level are open for all category; at District/Block level, 20% reservation to Schedules caste category, 27% reservation to Backward class (A and B), 10% for Special Backward classes, 10% for Economically backward persons in the General castes category and 3% reservation for person with disability shall be admissible to all posts at District/Block level as per reservation policy.
- The Applicants are requested to submit their applications online at <http://www.oscarsecurity.co.in/index.php/registration-form>
- Applications are to be submitted before 24.02.2019

S. No.	Position	No. of Positions	Consolidated Remuneration	Essential Qualification and Experience	Desirable
1	Consultant (Planning, Monitoring & Evaluation)	One	<p>Rs. 60,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.</p>	<ul style="list-style-type: none"> • 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"> • 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/Government 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.

S. No.	Position	No. of Positions	Consolidated Remuneration	Essential Qualification and Experience	Desirable
2	Consultant (Health & Nutrition)	One	<p>Rs. 60,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.</p>	<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.

S. N o.	Position	No. of Positions	Consolidated Remuneration	Essential Qualification and Experience	Desirable
3	Consultant (Financial Management)	One	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	<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 PowerPoint. <p>Or 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.

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4	Consultant (Capacity Building & BCC)	One	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	<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 and 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

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5	Consultant (Procurement)	One	<p>Rs. 60,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.</p>	<ul style="list-style-type: none"> • PG degree in Supply Chain Management/ MBA with specialization in Operations / Supply Chain Management • 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>Or</p> <p>Government employee retired as Under Secretary (Pay Level- 11) or equivalent with at least five years' experience in procurement.</p>	<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.

S. No.	Position	No. of Positions	Consolidated Remuneration	Essential Qualification and Experience	Desirable
6	Accountant	Two (2)	<p>Rs. 30,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to performance of the Accountant.</p>	<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>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.

S. No.	Position	No. of Positions	Consolidated Remuneration	Essential Qualification and Experience	Desirable
7	Project Associate	Two (2)	<p>Rs. 25,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to Performance.</p>	<ul style="list-style-type: none"> • Graduate in Computer Science or IT • 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 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"> • 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.

DISTRICT LEVEL VACANCIES

8	District Coordinator	Twenty one (21)	Rs. 30,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	<ul style="list-style-type: none">• 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.• 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• Great attention to detail and problem solving skills
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S. No.	Position	No. of Positions	Consolidated Remuneration	Essential Qualification and Experience	Desirable
9	District Project Assistant	Twenty one (21)	<p>Rs. 18,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to performance.</p>	<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

BLOCK LEVEL VACANCIES

S. No.	Position	No. of Positions	Consolidated Remuneration	Essential Qualification and Experience	Desirable
10	Block Coordinator	148	Rs. 20,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	<ul style="list-style-type: none">• Graduate.• 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• Proven ability to successfully handle multiple tasks within a team environment• Attention to detail and problem solving skills

S. No.	Position	No. of Positions	Consolidated Remuneration	Essential Qualification and Experience	Desirable
11	Block Project Assistant	148	<p>Rs. 15,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to performance.</p>	<ul style="list-style-type: none"> • Graduate. • 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 • Attention to detail and problem solving skills