National Institute of Public Cooperation and Child Development

5, Siri Institutional Area, Hauz Khas, New Delhi 110016

Applications are invited from Indian Citizens for appointment to the following posts in the **National Mission Directorate** in Ministry of Women & Child Development on purely contract basis upto 31.03.2017 or until further orders whichever is earlier. The contract of selected candidates will be for one year which can be extended on the basis of their performance on year to year basis. The contract can be terminated with one month notice on either side. Separate application for different posts may be submitted on the prescribed format.

	Name of the post and Remuneration	**No. of posts**	**Eligibility conditions**	**Job responsibilities**	**Age limit**
1	Programme Manager @ Rs. 1,00,000/- p.m. consolidated • **Management and Administration** • **Programme Manager-cum-Coordinator** • **Multi Task Manager from social sector**	05	**Essential**: (i) Post graduate in Public Health/ Nutrition/ Early Child Care Education/ Management/ Administration with at least 05 years working experience in the Social Sector/ Government flagship programmes/ International Agencies/ Research Institute, etc. (ii) Age and Educational Qualifications can be suitably relaxed in case of deserving candidates with the approval of Mission Director	**Programme Manager (Management & Administration) / Programme Manager cum Coordinator / Multi-Tasking Manager from social sector** • Coordinate and establish liaison with the line departments for smooth functioning of National ICDS Mission • Review the budgetary provisions contained in ICDS mission and suggest necessary changes as per the financial norms of the MWCD. • Coordinate with States to	50-65 years

				submit financial Progress Report and help in releasing funds as per the SOE • To oversee the progress of the interventions planned under ICDS Mission and identify any gaps for further improvement. • Provide support to NMSG and National ICDS Mission as and when required. • Plan, direct, or coordinate supportive services such as record-keeping, mail distribution, telephone interaction, and other office support services of National ICDS Mission. • Maintain administrative staff by orienting, and training. • Advice states to improve programmes and service quality by devising new applications; updating procedures; evaluating system results with users. • Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs	

				and analyzing variances. • Plan and coordinate programmes meetings, internal meetings and conferences involving programme's network of stakeholders & prepare background materials, agendas & provide general support to enhance the effectiveness of the meetings. • Assist with programmes evaluation & give updates to programme & policies.	
2	Programme Associate @ Rs. 50,000/- p.m. consolidated • **Monitoring and Evaluation** • **Nutrition**	05	(i) Post graduate in Health/ Nutrition/ ECCE and Child Development/ Monitoring and Evaluation/ Administration and Management/ with at least 03 years working experience in the Social Sector/ Government flagship programmes/ International Agencies/ Research Institute, etc. (ii) Age and Educational Qualifications can be suitably relaxed in case of deserving candidates with the approval of Mission Director	**<u>Programme Associate (Nutrition):</u>** **Job Responsibilities** • Assist Programme Manager in providing technical support to National ICDS mission on matters relating to malnutrition and management of Underweight children. • Assist the Programme Manager in overseeing activities of Restructuring and strengthening of ICDS, roll out plan for SnehaShivir and other related interventions designed for nutritional well being of women and children.	40-62 years

				• Facilitate review, design, and monitor interventions related to nutritional issues and report the same to Programme Manager. • Assist the Programme Manager in the development of Innovative Model for better Supplementary Nutrition Delivery in States and prepare a status report on delivery of SN. • Reviewing of cost Indexation of Supplementary Nutrition as per Consumer Price Index. • Evaluate and regularly report on programme utilization, impact data, and progress against key targets designed for Nutrition. • Support preparation of Annual Action Plan specially focusing on Nutrition components (RDA, ADI and Fortification) under restructured ICDS and issues relating to convergence. • Assist the Programme Manager in monitoring programme implementation and provide handholding support to ICDS functionaries in relevant areas and convergence in ICDS • Preparation of manual, guidelines, reports relating to core issues on nutrition. • Assist the Programme Manager	

				to review of nutrition components of ICDS programmes from time to time and suggest necessary feedback to improve the same. • Assisting the Programme Manger in providing technical guidance for pilots/innovations to improve nutrition standards and effectiveness of services especially in high burden blocks. • Mapping out of capacity building plan and technical support on areas of nutrition such as management of underweight, IYCF, Maternal counseling, improved home based care, Food safety & standards, Hygiene, Reduction on Low Birth Weight Babies etc., as per the result indicators mentioned under ICDS Mission. • Liaison with Nutrition Rehabilitation Centre & Malnutrition Treatment Centre for facility based Management of Malnutrition. • Documentation of best practices, maintain reports and records relating to underweight children.	

				• Conduct impact assessment studies on Management of Underweight Children. • Documentation of State Specific intervention on management of severely & moderately underweight children. **Programme Associate (Monitoring and Evaluation)** • Review and prepare a status report of rolling out of Revised Management Information System and submit it to National ICDS Mission • Create a database of existing monitoring mechanisms of ICDS and establish linkages with Mother & Child Tracking System • Implementation of Information Communication & Technology (ICT) in ICDS • Facilitate the process for preparation of State APIP based on the report generated through monitoring & supervisions of ICDS • Formulate strategies to promote community ownership in ICDS through strengthening of	

				VHSNC, VHND etc • Facilitate the processes of ensuring convergence –ICDS and Other line departments • Implementation of Monitoring & Supervision visits by officials from State & Central Govt., and reviewing status of five tier Monitoring and Supervision Committees • Strategic implementation of Community based Monitoring to strengthen services of ICDS and Health at grass root level • Regular review and monitor the progress of ICDS scheme at State and prepare a status report • Rolling out of Community Based Monitoring, Internal Monitoring and External Monitoring of ICDS from time to time and suggest mid course corrections • Facilitate processes of Common Review Mission, Jan Sunvai, Community Owned Accreditated system • Carry out programme evaluation studies on ICDS • Issue circular and guidelines on monitoring & evaluation in ICDS	

				• Prepare guidelines, manuals on monitoring and evaluation in ICDS	
3	Data Entry Operator @ Rs. 20,000/- p.m. consolidated	05	**Essential**: (i) Graduate in any discipline with diploma in Computers and at least 3 years relevant experience. (ii) Age and Educational Qualification can be suitably relaxed in case of deserving candidates.	-	Not exceeding 62 years

Further Note/Instructions:-

1. Applications for the posts to be filled up on contract basis should be sent along with the required testimonials and an application fee of Rs. 250/- (Rupees two hundred fifty only) in the form of a Demand Draft in favour of the **"National Institute of Public Cooperation and Child Development"** payable at New Delhi. SC/ST/Physically Handicapped Candidates are exempted from the payment of Application Fee.

2. Separate applications may be submitted by the candidate for applying to different posts. The envelope may be superscripted "Application for the post of "_____ ".

3. The Institute reserves the right to call only limited number of persons for written test/computer skill test/interview, as the case may be. Applicants short-listed for test/computer skill/interview will be informed at appropriate time. No further correspondence/query will be entertained.

4. Applications lacking all the supporting evidential documents or certificates etc or applications lacking any of the information mentioned herein, or applications received late shall be similarly rejected.

5. The Institute reserves the right to cancel the requirement for any of the posts at any stage/time.

6. Canvassing in any form will be a disqualification.

7. The candidate must apply in the following prescribed format alongwith two recent passport size colour photographs with self attested photocopy of certificates/testimonials/experience certificates and caste certificate, if any.

8. The application should reach to the Assistant Administrative Officer (Pers.), National Institute of Public Cooperation and Child Development (NIPCCD), 5, Siri Institutional Area, Hauz Khas, New Delhi 110016 within 21 days of the publication of this advertisement in the Employment News.

NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT
5,SIRI INSTITUTIONAL AREA, HAUZ KHAS, NEW DELHI - 110016

Application form

Recent Passport size Photograph

1	NAME OF THE POST APPLIED FOR	:	
2.	Full Name (in Capital letters)	:	
3.	Father's Name	:	
4	Mother's Name	:	
5.	Husband's Name (In case of female married candidates)	:	
6.	Nationality	:	
7.	(a) Address for communication	:	

	(b) Permanent Address © e-mail ID (d) Mobile phone No. (e) Telephone No.	: : : :	
	Date of Birth (DD/MM/YYYY)	:	
8.	Age as on the last date of receipt of application	:	
9.	Category (SC/ST/OBC/GEN/PH) (Certificate obtained from Revenue Official not below the rank of Deputy Tahsildar / Competent Medical Authority in case of PH should be attached as evidence)	:	
10.	Details of Educational Qualifications	:	

Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks

11.	Details of Professional / Technical Educational Qualifications Additional Sheet may be added, if required.	:

Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks

12.	Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection) Additional sheet may be added, if required.

Name of Organization	Post held	Pay Scale	Duration of Service		Nature of appointment whether regular/ adhoc/full time/part time	Remarks
			From	To		

13.	Have you ever been imposed any penality. if yes please give details		
14	If any departmental inquiry pending or contemplated against you. If yes please give details		
15	Application Fee: a) Amount of Demand Draft b) DD Number & Date c) Drawn on (Drawer Bank) & Place		
16.	Any other relevant information which you would like to enclose in support of your suitability for the post applied for in addition to a separate note in 500 words **"why do you think you are suitable candidate for this position"**:		

17.	DECLARATION: (i) I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature / appointment is liable to be cancelled / terminated. (ii) I have enclosed the required attested copies of the certificates.

Place :

Date :

Signature of the Applicant

National Institute of Public Cooperation and Child Development
5, Siri Institutional Area, Hauz Khas, New Delhi 110 016
(An autonomous Body under the aegis of the
Ministry of Women and Child Development, Govt. of India)

Applications are invited from Indian Citizens for appointment to the following posts in the **Training Resource Centre (TRC)** at NIPCCD Headquarters & Regional Centres purely on contract basis upto 31.03.2017 or until further orders whichever is earlier. The contract of selected candidates will be for one year which can be extended on the basis of their performance on year to year basis. The contract can be terminated with one month notice on either side. Separate application for different posts may be submitted on the prescribed format.

Sl. No.	**Name of the post and Remuneration**	**Number of posts**	**Eligibility conditions**	**Job Responsibilities**	**Age limit**
1	Training Officer Rs. 65,000/- p.m. consolidated	05	**Essential**: (i) Post graduate in any concerned field with at least 10 years experience. (ii) Age and Educational Qualifications can be suitably relaxed in case of deserving candidates.	• Create & maintain data base to assess the training status of all ICDS functionaries. • Carry out periodic Training Needs Assessment of all ICDS functionaries in the States/ UTs. • Coordinate with the State Training Cell, National/ State ICDS Mission to plan, coordinate and monitor training of ICDS functionaries	Not exceeding 62 years

				• Coordinate with different line departments of Central/ State Government to assess, plan and monitor capacity building of different stakeholders and International Agencies. • Establish liaison with different Training Institutions at National and State Levels to establish partnership and collaboration for theme based as well as functional training. • Coordinating the task of strengthening and accreditation of AWTCs/ MLTCs. • Preparation of Annual Training Action Plan of all ICDS functionaries in consultation and coordination with the State Training ICDS Cells. • Evaluation of Training Programmes • Create a resource pool of Master Trainers on different thematic areas of ICDS throughout the country • Any other duties as assigned by the Competent Authority.	

2	Training Associate Rs. 50,000/- p.m. consolidated	05	**Essential**: (i) Post graduate in any concerned field with 5 year's experience (ii) Age and Educational Qualification can be suitably relaxed in case of deserving candidates.	To deal with the following tasks individually and with the training Officer. • Create & maintain data base to assess the training status of all ICDS functionaries • Carry out periodic Training Needs Assessment of all ICDS functionaries in the States/ UTs • Coordinate with the State Training Cell, National / State ICDS Mission to plan, coordinate and monitor training of ICDS functionaries. • Coordinate with different line departments of Central/ State Government to assess, plan and monitor capacity building of different stakeholders and International Agencies. • Establish liaison with different Training Institutions at National and State Levels to establish partnership and collaboration for them based as well as functional training.	Not exceeding 62 years

				• Coordinating the task of strengthening and accreditation of AWTCs/ MLTCs • Preparation of Annual Training Action Plan of all ICDS functionaries in consultation and coordination with the State Training ICDS Cells and also provide feedback for implementation of the same. • Evaluation of Training Programmes • Create a resource pool of Master Trainers on different thematic areas of ICDS throughout the country, • Any other duties as assigned by the Competent Authority.	
3	Training Methodology Specialist Rs. 50,000/- p.m. consolidated	05	**Essential**: (i) Post Graduate in relevant field, knowledge of training methodologies, and diploma in computers with 10 years experience in the relevant field. (ii) Age and Educational Qualification can be suitably relaxed in case of deserving candidates.	• Developing different training strategies for ICDS functionaries and other Stakeholders of line departments. • Development and Designing of ICT based training and capacity building programmes. • Development of Short term and Long term Certificate	Not exceeding 62 years

				and Diploma Courses in Distance Learning Mode using different Training Learning Method as well as ICT based. • Development and Designing of training materials for different thematic areas. • Evaluation of training methodology of different training and capacity building programmes • Organising skill based training of Master Trainers and Instructors of MLTCs/AWTCs on training methodology • Liaison with SIRDs/SIHFW/ Extension Education Centers for Strengthening ICDS Training. • Identifying partners such as CIET/NCERT, NIOS, IGNOU, college of Home Science etc. and linking with Gyanvani, E-Vidya etc. • Researching new technologies and methodologies in learning of different ICDS functionaries • Performing any other duties as desired by the Competent Authority.	

4	Curriculum Development Specialist Rs. 50,000/- p.m. consolidated	05	**Essential**: (i) Master in Social Science with at least 5-7 years of experience in training module/ curriculum development (ii) Age and Educational Qualification can be suitably relaxed in case of deserving candidate.	• Planning, designing, and development of curriculum and revision thereof at regular intervals for various training programmes of ICDS functionaries and other Stakeholder. • Standardize and validate contents of different curriculum though formal assessments that meet requirements of different State. • Carry out research & evaluation on new and innovative curriculum of different training programmes. • Conduct workshops on curriculum development and competency based instruction for Master Trainer and Trainers of MLTCS/ AWTCs	Not exceeding 62 years

Further Note/Instructions:-

9. Applications for the posts to be filled up on contract basis should be sent along with the required testimonials and an application fee of Rs. 250/- (Rupees two hundred fifty only) in the form of a Demand Draft in favour of the **"National Institute of Public Cooperation and Child Development"** payable at New Delhi. SC/ST/Physically Handicapped Candidates are exempted from the payment of Application Fee.

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NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT
5,SIRI INSTITUTIONAL AREA, HAUZ KHAS, NEW DELHI - 110016

Application form

Recent Passport size Photograph

1	NAME OF THE POST APPLIED FOR	:	
2.	Full Name (in Capital letters)	:	
3.	Father's Name	:	
4	Mother's Name	:	
5.	Husband's Name (In case of female married candidates)	:	
6.	Nationality	:	
7.	(a) Address for communication	:	

	(b) Permanent Address © e-mail ID (d) Mobile phone No. (e) Telephone No.	: : : :	
	Date of Birth (DD/MM/YYYY)	:	
8.	Age as on the last date of receipt of application	:	
9.	Category (SC/ST/OBC/GEN/PH) (Certificate obtained from Revenue Official not below the rank of Deputy Tahsildar / Competent Medical Authority in case of PH should be attached as evidence)	:	
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Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks

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17.	DECLARATION: (i) I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature / appointment is liable to be cancelled / terminated. (ii) I have enclosed the required attested copies of the certificates.

Place :

Date :

Signature of the Applicant