

No.17/6/2017-PMMVY
Government of India
Ministry of Women & Child Development
PMMVY Section

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3rd Floor, Jeevan Vihar Building,
New Delhi - 110001
Dated: 3rd January, 2018

Vacancy Circular

Subject: Hiring of National Programme Coordinator for the Pradhan Mantri Matru Vandana Yojana (PMMVY) Cell, Ministry of Women and Child Development.

The Ministry of Women and Child Development is implementing Pradhan Mantri Matru Vandana Yojana (PMMVY), a Conditional Maternity Benefit Programme for Pregnant Women and Lactating Mothers (PW&LM) in all the districts of the country under which maternity benefit of Rs.5,000/- is paid to the eligible PW&LM in three instalments subject to fulfilment of certain health and nutrition conditionalities.

2. To support and manage smooth implementation of PMMVY, a PMMVY Cell has been set up within the Ministry of Women and Child Development (MWCD), led by Joint Secretary (PMMVY) and staffed by other key Government officers/officials.

3. In this context, the Ministry seeks to hire a National Programme Coordinator with expertise in the specific technical areas to provide technical and management support for smooth implementation of the Scheme. Details of which is as follows:

Sl. No.	Name of the Post	Consolidated remuneration	Terms of Reference
1.	National Programme Coordinator	Upto Rs.80,000/-	Annexure-1

4. Applications from eligible candidates for the aforesaid position are invited in the enclosed Proforma (Annexure-2) along with copies of the certificates of essential qualifications and experiences. The applications may be addressed to the Under Secretary (PMMVY), Ministry of Women and Child Development, 3rd Floor, Jeevan Vihar Building, Sansad Marg, New Delhi 110001 (Tel: 23348513). Applications received incomplete or after the due date will not be considered. Only shortlisted candidates will be intimated and called for an interview. The MWCD reserves the right to reject any or all applications without assigning any reason. Duly filled up application form along with relevant documents may be submitted on or before three weeks from the date of publication of advertisement in the Employment News.



(V. C. Choudhary)

Under Secretary to the Government of India

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**Terms of Reference (ToR) for hiring National Programme Coordinator (NPC), PMMVY Cell,
Ministry of Women and Child Development**

Position: National Programme Coordinator (NPC), PMMVY Cell

Qualifications, Experience and Skills

Essential:

- Post Graduate degree in Social Sciences/Life sciences/Nutrition/Medicine/ Health management/ Social work/Rural management with at least 60% marks.
- At least 5 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.

Desirable:

- 8 years of experience of working in nutrition/ public health/ social development programmes.
- Experience of working with Government/ Government organizations/ international organizations.
- In-depth knowledge of key nutrition issues and nutrition programmes.
- Knowledge of project management techniques.

Scope of Work:

1. Provide techno-managerial support for roll-out of the scheme.
2. Issue need-based guidelines for effective implementation of the scheme.
3. Facilitating capacity building of stake holders under the scheme.

4. Facilitate implementation of nutrition related activities in the project, including multi-sectoral nutrition actions.
5. Set up a monitoring, review and evaluation system to monitor and evaluate the scheme.
6. Visit to States/UTs, Districts for monitoring the implementation of the scheme.
7. Converge, coordinate and facilitate advocacy and awareness generation on health and nutrition issues of pregnant women and lactating mothers.
8. Document progress, State initiatives and lessons learned.
9. Monitor of availability of funds in Escrow accounts of States/UTs.
10. Any other activity, identified by senior officers of MWCD, as relevant to the Scheme.

Duration and Type of Contract:

The position of NPC is purely on contractual basis initially for a period of one year. A performance appraisal at the end of six months will determine extension of the contract. An annual performance appraisal mechanism will also be in place, which will determine continuation of the NPC till Scheme period end (31st March, 2020).

Reporting arrangements:

The NPC will report to the Joint Secretary (PMMVY) and also to the Director (PMMVY).

Remuneration and Payment terms:

The consolidated remuneration of the NPC will be upto Rs.80,000/- per month. Travel expenditure, per diem and other cost incidental to the travel undertaken by the NPC in connection with performance of duty, will be reimbursed as per the norms of the Scheme and TDS will be deducted as per the Income Tax law. No other allowances would be reimbursed/paid.

Templates for Curriculum Vitae (CV)

1. **Name of the Position:** National Programme Coordinator, PMMVY

2. **Name of the Applicant:**

3. **Father's Name:**

4. **Address:**

(a) **Permanent:**

(b) **Present:**

(c) **Telephone/Mobile/E-mail:**

5. **Date of Birth and Nationality:**

6. **Educations** *[from graduation to professional qualification]:*

Sl. No.	Level of Exam	Board/ Institution/ University	Year of Passing	Percentage of Marks	Remarks

7. **Other Training:**

8. **Work experience/Employment Record** *[Starting from present position, list in reverse order every employment held since graduation, giving for each employment (see template below): dates of employment, name of the employing organisation, positions held]:*

From [Year]	To [Year]	Employer	Position(s) held	Responsibility Held

9. **Languages** *[For each language indicate proficiency: good, fair or poor in speaking, reading and writing]:*

10. Work undertaken that Best illustrates Capability to Handle the Tasks Assigned:

[Among the assignments in which the incumbent has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under scope of work for the position]

Name of the Assignment or Project:

Year:

Location:

Client:

Main Project Features:

Position Held:

Activities:

Performed:

11. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature]