

No. PA/23/2018-CPMU
Government of India
Ministry of Women and Child Development
(National Nutrition Resource Centre-Central Project Management Unit)

3rd Floor, Jeevan Vihar Building,
Sansad Marg, New Delhi
Dated the 30th December, 2019

Vacancy Circular

Hiring of Project Managers for the National Nutrition Resource Centre-Central Project Management Unit (NNRC-CPMU), POSHAN Abhiyaan.

Ministry of Women and Child Development has set up POSHAN ABHIYAAN (NNM) with the goals to achieve improvement in nutritional status of Children from 0-6 years, Adolescent Girls, Pregnant Women and Lactating Mothers in a time bound manner. There is no dearth of schemes but lack of creating synergy and linking the schemes with each other to achieve common goal. The Abhiyaan through robust convergence mechanism and other components would strive to create the synergy, ensure better monitoring, issue alerts for timely action, and encourage States/UTs to perform, guide and supervise the line Ministries and States/UTs to achieve the targeted goals.

2. Malnutrition is multi-dimensional and inter-generational in nature. There are complex factors that affect the nutritional status of people and in particular children. Being multi-factorial in nature, well-coordinated efforts are necessary for making an impact on nutrition outcomes. In order to ensure regular monitoring and review of all the sectoral programmes, especially those directly affecting malnutrition and to provide knowledge management on nutrition actions, a single unified technical set-up, namely a National Nutrition Resource Centre – Central Project Management Unit (NNRC-CPMU) has been set up at national level within the Ministry of Women and Child Development led by Joint Secretary and Mission Director.

3. For the above purpose, the Ministry seeks to hire a team of Project Managers with expertise in the specific technical areas to provide technical and management support in the implementation of the project. Details of the positions are as follows:

Sl. No.	Name of the Positions	No. of Positions	Consolidated remuneration per month	Terms of Reference
I	Project Manager (Planning & Policy)	01	From ₹ 1.00 lakh to 1.40 lakh depending on qualification & experience.	See in Annexure-I
II	Project Manager (Monitoring & Evaluation)	01	From ₹ 1.00 lakh to 1.40 lakh depending on qualification & experience.	
III	Project Manager (IEC/BCC)	01	From ₹ 1.00 lakh to 1.40 lakh depending on qualification & experience.	

IV	Project Manager (Administration & HR)	01	From ₹ 1.00 lakh to 1.40 lakh depending on qualification & experience.
V	Project Manager (Community Processes)	01	From ₹ 1.00 lakh to 1.40 lakh depending on qualification & experience.
VI	Project Manager (Capacity Building/Training)	01	From ₹ 1.00 lakh to 1.40 lakh depending on qualification & experience.

4. Application from eligible candidates for the aforesaid positions is invited in the enclosed Pro-forma (**Annexure-II**) along with self-attested copies of the certificates/mark sheet of essential qualification and experience. The application may be addressed to **Shri Sanjiv Gajraj, Executive Director, Ministry of Women and Child Development, National Nutrition Resource Centre-Central Project Management Unit, POSHAN Abhiyaan, 3rd Floor, Jeevan Vihar Building, Sansad Marg, New Delhi 110001**. Duly filled up application form along with relevant documents would be submitted **within 21 days from the date of its publication in the News Papers**.

5. 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.



(Sanjiv Gajraj)
Executive Director
Tel: 2336 2376/8202

POSHAN Abhiyaan

Terms of References for contractual engagement of Project Managers in NNRC-CPMU:

Sl. No.	Name of Post	Essential Qualification and Experience
1	Project Manager (Community Processes)	<ul style="list-style-type: none">• Post graduate degree in Social Work/Public Health from a recognized institute.• At least 5 years' post qualification work experience in implementation of health/nutrition programmes• Experience in one or all of the following: documentation, data analysis, and training.• Excellent communication, Writing and presentation skills, analytical and interpersonal abilities.• Excellent oral and written communication skills in English.• Age should be below 55 years. <p>Desirable:</p> <ul style="list-style-type: none">• Working knowledge of Hindi/other major regional language• Demonstrated ability to work in a multi-disciplinary team environment. <p>Remuneration & Payment Terms: From ₹ 1.00 lakh to 1.40 lakh per month depending on experience & qualification. Annual increase of upto Rs. 5000/- in remuneration may be granted, subject to performance. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.</p> <p>Duration and type of contract: The position is purely on contractual basis coterminous with the project period. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.</p> <p>Reporting arrangement: The Project Manager (S) will report to the Executive Director/Director & Mission Director.</p> <p>Reimbursement of TA/DA on outstation official duty: Reimbursement of TA/DA when deputed outstation on official duty may be regulated at par with the government employees with Pay Level-11.</p> <p>Leave entitlement: Upto a maximum of 12 days' absence in a year with remuneration will be permitted.</p>

2	Project Manager (Capacity Building/Training)	<ul style="list-style-type: none"> • PhD/PG degree in Social Work/Development Studies/ Mass Communication/Rural Development from a recognized institute. • At least 5 years' post qualification work experience in planning and implementing behaviour change communication and capacity building interventions in public health/ nutrition programmes. • Expertise in MS Office including word, Excel and Power Point. • Excellent communication, writing & presentation skills, analytical and interpersonal abilities, fluency in English and Hindi. • Demonstrated ability to work in a multi-disciplinary team environment • Age should be below 55 years. <p>Desirable:</p> <ul style="list-style-type: none"> • Proven track record to lead Schemes/Programmes in the capacity building, and training AT National or State Level • A minimum of three (3) years' experience in conducting individual and organisational capacity needs assessments. <p>Remuneration & Payment Terms: From ₹ 1.00 lakh to 1.40 lakh per month depending on experience & qualification. Annual increase of upto Rs. 5000/- in remuneration may be granted, subject to performance. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.</p> <p>Duration and type of contract: The position is purely on contractual basis coterminous with the project period. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.</p> <p>Reporting arrangement: The Project Manager (S) will report to the Executive Director/Director & Mission Director.</p> <p>Reimbursement of TA/DA on outstation official duty: Reimbursement of TA/DA when deputed outstation on official duty may be regulated at par with the government employees with Pay Level-11.</p> <p>Leave entitlement: Upto a maximum of 12 days' absence in a year with remuneration will be permitted.</p>
3	Project Manager (Monitoring & Evaluation)	<ul style="list-style-type: none"> • Masters degree in Mathematics/Statics/Operations research/Informatics/ Public Health/Data Analysis from a recognized institute. • At least 5 years' post qualification work experience in the relevant field. • Familiarity with M&E indicators in Health/Nutrition sector. • Proficient in M&E techniques and methodologies. • Expertise in MS Office including word, and PowerPoint. • Knowledge of data dissemination techniques, generation of reports/documents.

		<ul style="list-style-type: none"> Analytical, Organizational, observational, benchmarking, M&E plans and programmes development, Social Statistic's related knowledge, application of computer-based M&E tools, report writing and presentation, and IT skills. Age should be below 55 years. <p>Desirable:</p> <ul style="list-style-type: none"> Working in national level MIS System Experience of Software like SAS, SQL, Python, JAVA, SPSS, STATA. <p>Remuneration & Payment Terms: From ₹ 1.00 lakh to 1.40 lakh per month depending on experience & qualification. Annual increase of upto Rs. 5000/- in remuneration may be granted, subject to performance. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.</p> <p>Duration and type of contract: The position is purely on contractual basis coterminous with the project period. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.</p> <p>Reporting arrangement: The Project Manager (S) will report to the Executive Director/Director & Mission Director.</p> <p>Reimbursement of TA/DA on outstation official duty: Reimbursement of TA/DA when deputed outstation on official duty may be regulated at par with the government employees with Pay Level-11.</p> <p>Leave entitlement: Upto a maximum of 12 days' absence in a year with remuneration will be permitted.</p>
4	Project Manager (IEC/BCC)	<ul style="list-style-type: none"> PG degree in Mass Communication/Journalism/ Communication Design from a recognized Institution. At least 5 years' post qualification work experience in relevant field. Expertise in MS Office including word, Excel and Power Point. Age should be below 55 years. <p>Desirable:</p> <ul style="list-style-type: none"> At least 2 years of work experience in IEC/BCC at national level in thematic areas of health, nutrition, WASH. <p>Remuneration & Payment Terms: From ₹ 1.00 lakh to 1.40 lakh per month depending on qualification & experience. Annual increase of upto Rs. 5000/- in remuneration may be granted, subject to performance. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.</p>

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5	Project Manager (Administration & HR)	<ul style="list-style-type: none"> • Masters in Business Administration with specialization in Human Resource Management/masters in social science/Economics from a recognized institute. • At least 5 years' post qualification work experience in Administration, Human Resource Management, Finance. • Expertise in MS Office including Word, Excel and Power Point. • Age should be below 55 years. <p>Desirable:</p> <ul style="list-style-type: none"> • 2 years of experience (preferably in field of health and nutrition) in organization dealing with health and nutrition issues. <p>Remuneration & Payment Terms:</p> <p>From ₹ 1.00 lakh to 1.40 lakh per month depending on experience & qualification. Annual increase of upto Rs. 5000/- in remuneration may be granted, subject to performance. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.</p> <p>Duration and type of contract:</p> <p>The position is purely on contractual basis coterminous with the project period. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.</p> <p>Reporting arrangement:</p> <p>The Project Manager (S) will report to the Executive Director/Director & Mission Director.</p>

		<p>Reimbursement of TA/DA on outstation official duty: Reimbursement of TA/DA when deputed outstation on official duty may be regulated at par with the government employees with Pay Level-11.</p> <p>Leave entitlement: Upto a maximum of 12 days' absence in a year with remuneration will be permitted.</p>
6	Project Manager (Policy & Planning)	<ul style="list-style-type: none"> • Post graduation in Public Health /Nutrition /Public Policy /Development Studies from a recognized institute. • Track record in policy writing and providing policy oversight. • At least 5 years' post qualification work experience in relevant field. • Age should be below 55 years. <p>Desirable:</p> <ul style="list-style-type: none"> • 2 years of Experience of mainstreaming nutrition in policy formulation at National or State/UT Level in Government or international agencies. • Good computer skills (knowledge of excel, power point etc.) <p>Remuneration & Payment Terms: From ₹ 1.00 lakh to 1.40 lakh per month depending on experience & qualification. Annual increase of upto Rs. 5000/- in remuneration may be granted, subject to performance. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.</p> <p>Duration and type of contract: The position is purely on contractual basis coterminous with the project period. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.</p> <p>Reporting arrangement: The Project Manager (S) will report to the Executive Director/Director & Mission Director.</p> <p>Reimbursement of TA/DA on outstation official duty: Reimbursement of TA/DA when deputed outstation on official duty may be regulated at par with the government employees with Pay Level-11.</p> <p>Leave entitlement: Upto a maximum of 12 days' absence in a year with remuneration will be permitted.</p>

Annexure-II

Application Form for the position of Project Manager

Recent Photograph

Recent Photograph

1. Name of Position applying for:
2. Name of the candidate:
3. Father's Name:
4. Address:
 - a) Permanent:
 - b) Present:
 - c) (i) Telephone/Mobile:
(ii) Email:
5. Date of Birth and Nationality:
6. Educational Qualifications: (from graduation to professional qualification)

Sl. No.	Name of Degree	Board/ University	Institution/	Year of Passing	% of marks obtained
(1)	(2)	(3)	(4)	(4)	(5)

7. One relevant Degree that needs to be considered as qualifying educational qualification in reference to the position applied for:

Name of Degree	Board/ University	Institution/	Year of Passing	% of marks obtained
(1)	(2)	(3)	(3)	(4)

(Note: 1. Candidate is required to mention one of the degrees from amongst mentioned under Educational Qualifications, that he/she wants to be considered as qualifying degree in reference to the position being applied for in the application. Information mentioned here will be considered for short listing purpose as far as qualifying educational qualification is concerned.

2. Marks must be provided in % form in column 4. If marks obtained are in the form of CGPA/GPA etc. then either proper conversion formula of the concerned university/institution must be given, or marks must be mentioned as converted into percentage form. Marks given in CGPA/GPA form in application will be rejected).

8. Other Training [Indicate significant training since degrees under Sl. No. 6– Education]

9. Work experience/Employment Record [Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:

S. No	From (Date)	To (Date)	Duration (Years. Months)	Employer / Organisation	Designation	Description of Duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note: 1. Exact dates of employment has to be filled in clearly in Columns 2 & 3.

2. Duration in a particular employment has to be given in Years. Months e.g. If a candidate has worked for 2 years and 6 months in an organisation it has to be filled as 2.6 in column 4 and if it is 2 years and 11 months, then it has to be filled as 2.11 in column 4.

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

11. 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]

1.

1.

- Name of assignment or project:
- Year: Location:
- Client
- Main project features: Positions held:
- Activities Performed:

12. Certification: *

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

Date:

[Signature of applicant]

*Application with certification as above not duly signed by the candidate will be rejected at the outset.

Note:

1. Candidates must attach: -

- a. Self-Attested Certificates/Mark Sheets in support of the educational qualifications.
- b. Self-Attested Experience Certificate from respective Employer clearly indicating the date of joining and date of relieving. For the current employment, a copy of employment indicating the date of joining.

2. Applications with insufficient information/without copies of certificates are liable to be rejected.