

ADMINISTRATION OF DAMAN & DIU (U.T)
OFFICE OF THE CHILD DEVELOPMENT PROJECT OFFICER
MOTI DAMAN

ADVERTISEMENT

The Secretary, Women and Child Development, UT of Daman and Diu invites application for the following posts under Poshan Abhiyaan for District and Block Help Desk at Daman Purely on short term contract basis at Daman.

Details	No.of Post	Pay per Month	Qualification and Criteria
District Coordinator	1	30,000	<ul style="list-style-type: none">• Graduate or Certification / Diploma in Computer Science or IT, with at least 2 years experience in application maintenance & Support.
Block Coordinator	1	20,000	<ul style="list-style-type: none">• Any Graduate, with at least 2 year experience of working with technology and software application support.
Peon	1	8,000	<ul style="list-style-type: none">• 10th Pass

Candidates must apply with detailed bio data in the prescribed format with recent passport size photograph duly self attested by themselves and photocopies of testimonials in support of qualifications, experience and age and should be sent by RPAD/Courier or by hand on or before **30.10.2019** in sealed cover subscribing in bold letter Application for the post of _____ addressed to the O/o The Child Development Project Officer (CDPO), District Panchayat Campus, Dholar, Moti Daman – 396220. Detail Term of Reference & prescribed format of bio data are available on website of UT Administration of Daman and Diu www.daman.nic.in

The list of shortlisted/eligible candidates along with venue details for further selection process will be uploaded on website on **01.11.2019** at 16:00 hrs.



(Ankita Mishra)
Dy. Secretary
Social Welfare Dept.
Daman.

Term of Reference for various post under Poshan Abhiyaan.

Sr. No	Position	Consolidated Remuneration	Essential Qualification & Experience	Desirable	Scope or Work
1	District Coordinator	<ul style="list-style-type: none"> • INR 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 year 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 Year experience in application maintenance and support. • Formal training on IT/ computer. • Experience working with technology and software application support 	<ol style="list-style-type: none"> 1. Supporting training of Block helpdesk in ICT-RTM. 2. Supervise Block helpdesk. 3. Support District level ICDS officials on usage of CAS system. 4. Logging and managing issues in the Issue Tracker application (CAS application) 5. Provided general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting. 6. Extend help for lost/stolen phones. 7. Monitor worker activity reports. 8. Follow up on actions from activity reports. 9. Any other tasks that

					may be assigned by the Director.
2	Block Coordinator	<ul style="list-style-type: none"> • INR 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 • Attention to detail and problem solving skills 	<ol style="list-style-type: none"> 1. Supporting training of AWWs and Supervisors in Information and Communication Technology enabled Real Time Monitoring (ICT-RTM). 2. Monitoring usage of ICT-RTM by AWWs by using CAS Reports and follow-up on low usage. 3. Providing in-person and over-phone troubleshooting support to users facing hardware or software problems with mobiles, tablets and basic issues with CAS application. 4. Logging issues in the Issue Tracker application, which is part of CAS. 5. Training reinforcement to AWWs identified as low performers using CAS Reports. 6. Providing performance

					<p>feedback to AWWs.</p> <p>7. Submitting phones to Original Equipment Manufacturer (OEM) for hardware replacement and repair.</p> <p>8. Escalation of issues to Block/District Coordinator via the Issue Tracker application. Criteria for escalation will be defined in CAS Guidelines.</p> <p>9. Supporting Block level ICDS officials on usage of CAS system.</p> <p>10. Any other task as indicated by CDPO.</p>
9	Office Messenger / Peon	<ul style="list-style-type: none"> • INR 8,000/- per month . 	<ul style="list-style-type: none"> • As per UT norms 	<ul style="list-style-type: none"> • 10th Pass. 	

Bio-Data for the Post of District Coordinator

(Application should be neatly typed)

1. Name of Full :
2. Father's Name :
3. Present Postal Address :
4. E-mail :
5. Mobile No. :
6. Nationality :
7. Date of Birth (DD/MM/YYYY) :
8. Domicile of Daman/Diu : Yes/No

Paste recent
Self Attested
Passport Size
Photo graph

Education Qualification:

I. Graduate

OR

II. Certification / Diploma in Computer Science or IT

III. at least 2 year experience in application maintenance & Support.

Please
tick one
of the
relevant

Year	Degree /Diploma/ Course	University/Board	Percentage*	Subjects
10 th (SCC)				
12 th (HSC)				
Graduation				
PG				

Experience : -

From (Date)	To (Date)	Name of the Organization	Total Experience in Year / Months YY/MM	Responsibility / Project Handled
Total Relevant Experience			_____ Years and _____ Months	

Declaration:

I, declare that I fulfill all the condition of eligibility of Education Qualification, Experience etc. for the post of District Coordinator.

I, declare that all statements made in this application form are true, complete and correct to 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 interview, my candidature / appointment is liable to be cancelled.

Date:**(Signature of Candidate)**

The following Certificates / Documents (Self Certified Copied) as application shall be attached with application:

1. SSC Mark Sheet.
2. HSC Mark Sheet.
3. Degree Certificate along with all make sheet (Semester / Years Wise).
4. Master / Post Graduate Degree Certificate along with all mark sheets. (Semester /Year Wise)
5. Domicile Certificate issued by the Mamlatdar, Daman / Diu.
6. SC/ST/OBC Certificate issued by the Mamlatdar, Daman/ Diu
7. Computer Certificate Course.
8. Experience Certificate.
9. Any other relevant documents.

Bio-Data for the Post of Block Coordinator

(Application should be neatly typed)

1. Name of Full :
2. Father's Name :
3. Present Postal Address :
4. E-mail :
5. Mobile No. :
6. Nationality :
7. Date of Birth (DD/MM/YYYY) :
8. Domicile of Daman/Diu : Yes/No

Paste recent
Self Attested
Passport Size
Photo graph

Education Qualification:

- I. Graduate
- II. at least 2 year experience of working with Technology and software application support.

Please tick
one of the
options

Year	Degree /Diploma/ Course	University/Board	Percentage*	Subjects
10 th (SCC)				
12 th (HSC)				
Graduation				
PG				

Experience : -

From (Date)	To (Date)	Name of the Organization	Total Experience in Year / Months YY/MM	Responsibility / Project Handled
Total Relevant Experience			_____ Years and _____ Months	

Declaration:

I, declare that I fulfill all the condition of eligibility of Education Qualification, Experience etc. for the post of District Co-ordinator.

I, declare that all statements made in this application form are true, complete and correct to 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 interview, my candidature / appointment is liable to be cancelled.

Date:**(Signature of Candidate)**

The following Certificates / Documents (Self Certified Copied) as application shall be attached with application:

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5. Domicile Certificate issued by the Mamlatdar, Daman / Diu.
6. SC/ST/OBC Certificate issued by the Mamlatdar, Daman/ Diu
7. Computer Certificate Course.
8. Experience Certificate.
9. Any other relevant documents.

Bio-Data for the Post of Peon

(Application should be neatly typed)

1. Name of Full : _____
2. Father's Name : _____
3. Present Postal Address : _____
4. E-mail : _____
5. Mobile No. : _____
6. Nationality : _____
7. Date of Birth (DD/MM/YYYY) : _____
8. Domicile of Daman/Diu : Yes/No

Paste recent
Self Attested
Passport Size
Photo graph

Education Qualification:

I. 10th Pass

Year	Degree /Diploma/ Course	University/Board	Percentage*	Subjects
10 th (SCC)				

Experience : -

From (Date)	To (Date)	Name of the Organization	Total Experience in Year / Months YY/MM	Responsibility / Project Handled
Total Relevant Experience			_____ Years and _____ Months	

Declaration:

I, declare that I fulfill all the condition of eligibility of Education Qualification, Experience etc. for the post of Women Welfare Officer.

I, declare that all statements made in this application form are true, complete and correct to 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 interview, my candidature / appointment is liable to be cancelled.

Date:**(Signature of Candidate)**

The following Certificates / Documents (Self Certified Copied) as application shall be attached with application:

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4. Master / Post Graduate Degree Certificate along with all mark sheets . (Semester /Year Wise)
5. Domicile Certificate issued by the Mamlatdar, Daman / Diu.
6. SC/ST/OBC Certificate issued by the Mamlatdar, Daman/ Diu
7. Computer Certificate Course.
8. Experience Certificate.
9. Any other relevant documents.