

VACANCY ANNOUNCEMENT

Integrated Child Development Services Society (ICDS Society) intends to recruit District Coordinators for below posts. Eligible Professionals are requested to submit their applications through registered posts within 20 days of publication of this advertisement at below mentioned address.

Post: 1- District Monitoring & Evaluation and MIS Coordinator.

Post: 2- District Finance Coordinator

I. Address

Eligible candidates are requested to send their applications at below mentioned address.

To,
The Member Secretary, ICDS Society
Block no.16/1, old Sachivalaya- Dr.Jivraj Mehta Bhavan
Gandhinagar, Gujarat.- 382011

II. Guideline for sending applications:

Following copy of documents are required along with the application as per prescribed format mentioned in annexure III.

- a. Cover letter with contact details and email ID.
- b. Latest C.V. with minimum three references.
- c. Degree certificate/Marksheet of required qualification as per TOR.
- d. Any Government ID Proof.
- e. Experience Certificates.

Note: All documents along with application form duly filled should be send in a proper envelope mentioning Post name clearly on the envelope and name of the candidate.

III. Annexures:

1. TOR- District Monitoring & Evaluation and MIS Coordinator.
2. TOR- District Finance Coordinator.
3. Format of application.
4. Copy of Advertisement.

Annexure I

TERMS OF REFERENCES**POST- 1: DISTRICT MONITORING & EVALUATION & MISCOORDINATOR**

Name of Post	DISTRICT COORDINATOR – MONITORING & EVALUATION & MIS
Purpose of Assignment	To Support the WCD Department & State ICDS Society in managing the database and data analysis to taking timely corrective actions for improving the implementation and schemes under ICDS.
Supervisor	District Program Coordinator ,ICDS
Reporting Officer	PO ICDS
Reviewing Officer	DDO
Duty Station	District Panchayat
Qualification	B.Sc. or M.Sc. in Statistics / Bio-statistics / Masters in Population Studies or Operation Research / M.Com
Maximum Consolidate Honorarium	@ Rs. 35,000/- per month, based on qualification and experience
Age limit	35 yrs.
Experience & Competencies	<ul style="list-style-type: none"> • About 2 years of Experience in Monitoring and Evaluation preferably in Nutrition / Health Program at National/State level in either Government or NGO Setting OR, • Proven records of handling Softwares, large database, monitoring and supervision • Knowledge of field surveys, statistics packages, data analysis, interpretation, presentation preferable • Computer Literacy and Conversant with MS Office and its application, internet, e-mail and other qualitative and quantitative Software (Knowledge of Epi Info, SPSS, SAS desirable) • Excellent inter-personal and organizational skills, writing and communication skills. • Strong analytical ability and computer skills • Ability to work effectively in a team as well as independently. • Strong commitment to Nutrition and health. Programs for the benefit of children and women. • Fluent in English and Gujarati.
Specific duties and responsibilities will include:	<ol style="list-style-type: none"> 1. Support District Programme Coordinator, (Nutrition) in all activities. 2. Provide expert technical inputs in monitoring and evaluation of various programs 3. Compile reports, data etc. received from district / blocks and prepare monthly/quarterly/ annual report as per GoI/ GoG requirement 4. Supportive supervisor for field monitoring 5. Conducting regular review meetings 6. Devise and implement various recording and reporting formats related to ICDS 7. Monitoring of recordings / reporting systems through field visits

Annexure II

POST: 2 - DISTRICT FINANCE COORDINATOR

Name of Post	DISTRICT COORDINATOR – FINANCE
Purpose of Assignment	To provide technical and financial and administrative support to the Programme officer/ District ICDS Society.
Reporting Officer	PO ICDS
Reviewing Officer	DDO
Duty Station	District Panchayat
Qualification	Two Year full time MBA with specialization in Financial Management / M.Com with Finance or Business Administration / Company Secretary or Cost Accountant or member of Central / State Accounts Service, C.A or CA Intermediate Knowledge of accounting and other software like M.S. Office/ Tally etc.
Maximum Consolidate Honorarium	@ Rs. 35,000/- per month, based on qualification and experience.
Age limit	35 yrs.
Experience & Competencies	<ul style="list-style-type: none"> • About 2 years' work experience in government or NGO,
Specific duties and responsibilities will include:	<ul style="list-style-type: none"> • Candidates in government services can also apply. Their posting will be considered as on deputation. • To establish accounting systems, procedures and internal controls on regular basis for programme funding. • To implement records and reporting formats, to ensure that all financial transactions and information are accurately recorded and adequately monitored for decision making and projections. • To ensure that all expenses are in conformity with established rules and regulation. • Prepare monthly and quarterly financial reports and variance analyses, assess the financial impact of variances from the budget and suggest appropriate corrective action. • To develop yearly financial plans and budgets, and timely disbursement of funds to all the stakeholders and health facilities within the state for the effective implementation of various programme implemented by state. • To meet all financial reporting requirements under the project agreement with GoG/GoI • To carry our regular internal checks and coordinate with external auditors and AG/CAG for meeting audit requirements and submit audit reports as required annually. • To manage all the petty cash accounts and recommend other payments for approval as per rules and regulations. • To maintain proper dead stock registers and records, and ensure that all purchases/Procurement are in accordance with the set norms. • To review insurable risks, fulfill the statutory requirements and safeguard the legal documents and records. • To compile and monitor financial information of the various programme and other agencies as required and implemented by ICDS Scheme. • To ensure that the state financial management is in accordance with the set rules and regulation.

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| | <ul style="list-style-type: none">• To attend to any other duties/responsibilities assigned by the authorities• Periodic checking of accounts maintained by District ICDS Unit /stakeholders within the district and take remedial measures for proper maintenance of accounting systems.• To maintain all financial records in computer by using accounting software [at least in 'Tally' and also keep hard copy.• Identify the cause of any unreasonable delay in the achievement of milestones; and propose corrective action.• Provide regular report/feedback on Programme/activities/projects.• Undertake any other duties assigned to him by reporting Officer or Director(ICDS)/Commissioner, Women and child development. |
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Annexure III

ICDS SOCIETY

Dr. Jivraj Mehta Bhavan, Old Sachivalaya, Block No.16/1

Gandhinagar Gujarat-382011

Phone No. 07923257730; Fax No. 07923253308



સંકલિત બાળ વિકાસ સેવા યોજના
મહિલા અને બાળ વિકાસ વિભાગ
ગુજરાત સરકાર

Form No: for
office use

File No. SISMU/2013/43/recruitment

Date:/..... /.....

(Kindly fill in English only)

Application for the post of _____

PERSONAL INFORMATION: (in Block Letter only)

First Name: _____

Middle Name: _____

Last Name: _____

Date of Birth _____

Sex Male () Female ()

Marital Status Single () Married ()

Mailing Address (In Block Letters) with PIN Code Number

Tele Phone No: ® _____ (M) _____

E-Mail _____

Languages known: Hindi () English () Gujarati () Other Language ()

Educational qualifications:

Sr. No.	Educational Qualification	College/ University	Name of the degree	%age
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1	Master Degree			
2	Graduation Degree			
3	12 th std			
4	Computer certificate/Knowledge of computer			

Experience:

Sr. No.	Name of the Organization	Designation	Period		Exp in year	Documents Checked
			From	To		
						For office use
Total no. of Experience						

Please add extra sheet if require.

Signature: _____ Date: _____ Place: _____

Annexure IV

**VACANCY ANNOUNCEMENT
ICDS SOCIETY**

Commissionerate of Women & Child Development
Dr. Jivraj Mehta Bhavan, Old Sachivalaya, Block No.16/1
Gandhinagar Gujarat-382011
Phone No. 07923257730; Fax No. 07923253308

Applications are invited from professionals for below mentioned posts in ICDS Society, Gujarat under ICDS Mission, office of the Commissioner, Women & Child Development at Dr. Jivraj Mehta Bhavan, Old Sachivalaya, Block No.16/1, Gandhinagar, Gujarat-382011.

Code No	Posts(Contractual)	Qualification
District Positions		
Post 1	District Monitoring & Evaluation and MIS Coordinator	Full Time B.Sc. /M.Sc. in Statistics/Bio –Statistics /Masters in Population studies or Operation Research/M.Com with about 2 years of experience in relevant field. Very good knowledge of MS Office and computers. Max. Remuneration will be 35,000 per monthon the basis of qualification and experience. Max age limit: 35 yrs.
Post 2	District Finance Coordinator	Two years full time MBA with specialization in Financial Management/M.Com with Accounting or Finance/Company Secretary or Cost Accountant or member of Central/State accounts Service, C.A. or C.A. Intermediate, with about 2 years of experience in relevant field Max. Remuneration will be 35,000 per monthon the basis of qualification and experience. Max age limit: 35 yrs.

Note:(1) Fluency in verbal & written English is mandatory & computer skill is required.

Complete application as per prescribed format and details mentioned in wcd.gujarat.gov.in should be submitted to below mentioned address within 20 days from the date of advertisement through registered post.

Member Secretary, ICDS Society
Block no.16/1, old Sachivalaya- Dr.Jivraj Mehta Bhavan
Gandhinagar, Gujarat.- 382011

For other terms & conditions visit wcd.gujarat.gov.in.

(Member secretary)
ICDS Society



ખાલી જગ્યાઓ ભરવા બાબત
આઇસીડીએસ સોસાયટી



ડૉ.જીવરાજ મહેતા ભવન,જુના સચિવાલયબ્લોક નં -૧૬/૧
ગાંધીનગર ગુજરાત -૩૮૨૦૧૧
ફોન નં. ૦૭૯૨૩ ૨૫૭૭૩૦; ફેક્સ નં.૦૭૯૨૩ ૨૫૩૩૦૮

આઇસીડીએસ સોસાયટી અંતર્ગત નીચે પ્રમાણેની જિલ્લા કક્ષાની ખાલી જગ્યાઓની કરાર આધારિત ભરતી માટે જરૂરી લાયકાત ધરાવતા ઉમેદવારો પાસેથી અરજી મંગાવવામાં આવે છે.

કોડ	જગ્યાનું નામ (કરારઆધારિત)	શૈક્ષણિક લાયકાત
પોસ્ટ-૧	ડીસ્ટ્રીક્ટ મોનીટરીંગ & ઇવેલ્યુશન અને MIS કો-ઓર્ડિનેટર	આંકડાશાસ્ત્રમાં પુર્ણકાલીન બી.એસ.સી અથવા એમ.એસ.સી/ બાયોસ્ટેટિસ્ટિક્સ/ વસ્તી અભ્યાસમાં અનુસ્નાતક અથવા ઓપરેશન સંશોધન/એમ.કોમ સંબંધિત ક્ષેત્રનો અભ્યાસ, કોમ્પ્યુટરનું જ્ઞાન ધરાવતા હોવા જોઇએ.મહેનતાણુંવધુમાં વધુ માસિક રૂ.૩૫,૦૦૦/- રહેશે.વયમર્યાદા- ૩૫ વર્ષ થી વધુ નહિ.લગભગ બે વર્ષનો અનુભવ.
પોસ્ટ-૨	જિલ્લા ફાયનાન્સ કો-ઓર્ડિનેટર	ઉમેદવાર બે વર્ષનો પુર્ણકાલીનએમ.બી.એ (ફાયનાન્સીયલ મેનેજમેન્ટ)અથવાએમ.કોમ(એકાઉન્ટીંગ કે ફાયનાન્સ) અથવાકંપની સેક્રેટરી અથવા કોસ્ટ એકાઉન્ટન્ટ અથવા કેન્દ્રીય કે રાજ્ય એકાઉન્ટ સેવાના સભ્ય,સી.એઅથવાસી.એઇન્ટરમીડીએટ ની લાયકાત ધરાવતા હોવા જોઇએ.મહેનતાણુંવધુમાં વધુ માસિક રૂ.૩૫,૦૦૦/- રહેશે.વયમર્યાદા- ૩૫ વર્ષ થી વધુ નહિ.લગભગ બે વર્ષનો અનુભવ.

નોંધ: અંગ્રેજી અને કોમ્પ્યુટરનું જ્ઞાન જરૂરી છે.

નિયત કરેલ નમુનામાં સંપૂર્ણ અરજી પત્રક www.wcd.gujarat.gov.in પર મુકેલ છે.નિયત અરજી પત્રક નીચે જણાવેલ સરનામા ઉપર જાહેરાત પ્રસિદ્ધ થયાના દિવસ ૨૦(વીસ) માં રજીસ્ટર્ડ પોસ્ટથી મોકલી આપવાનું રહેશે.

મેમ્બર સેક્રેટરી,આઇસીડીએસ સોસાયટી ડૉ.જીવરાજ મહેતા ભવન,જુના સચિવાલયબ્લોક નં -૧૬/૧
ગાંધીનગર ગુજરાત -૩૮૨૦૧૧.

મેમ્બર સેક્રેટરી
આઇસીડીએસ સોસાયટી - ગુજરાત