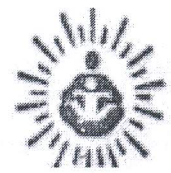




Government of Bihar
Integrated Child Development Services (ICDS) Directorate
(Social Welfare Department)



2nd Floor, Indira Bhawan, R.C.Singh Road, Patna-800001, Bihar
Phone : +91-612-2520960, Fax : +91-612-2535900 website : www.icdsbih.gov.in

Detailed Guideline Regarding Contractual Position Advertised through Letter No.:
ICDS/80010/05-2014-1529; Dated: 28/02/2014

Hiring of Consultant for SPMU and DPMU under the IDA Assisted ICDS System Strengthening & Nutrition Improvement Project (ISSNIP) (Credit No.: 5150N)

1-The Govt. of India has received a credit from the International Development Association (World Bank) for implementation of the "ICDS Systems Strengthening and Nutrition Improvement Project (ISSNIP)" in 8 (Eight) States including Bihar. As per Resolution No.: 5704; Dated: 23/10/2013 of Department of Social Welfare, Govt. of Bihar, applications are invited for the Consultant Positions for the State Project Management Unit (SPMU), District Coordinator and District Project Assistant for 19 Districts of Bihar (i.e.: Vaishali, Buxar, Jehanabad, Samastipur, Darbhanga, Madhubani, Saharsa, Supaul, Madhepura, Muzaffarpur, East Champaran, West Champaran, Gopalganj, Sitamarhi, Bhagalpur, Purnia, Munger, Lakhisarai and Jamui) under the World Bank (IDA) assisted ICDS System Strengthening & Nutrition Improvement Project (ISSNIP) for effective implementation of the project.

2- The position of 'Consultant' is purely on contract basis for the specific period of Phase 1 of the Project. The position will be offered for a period up to 31st December 2015 with an initial probation period of 6 (Six) months. A performance appraisal at the end of 6 (Six) months will determine extension of the contract.

3- Contract will be awarded only for the project period. No claim for regular employment at any point of time during the engagement or after end of the contract /termination of services, for any reason whatsoever.

4- Selection of the candidate on the basis of required qualification, relevant experience and performance in interview.

5- Preference may be given to those candidates having prior working experience with ICDS and other related department/organization.

6- Selection will be strictly done on the basis of merit list. Merit list will be prepared on the basis of marks/division/grade obtained in examination passed, relevant working experience and performance in interview.

7- Followings are the details of consultancy / non-consultancy position, required minimum educational qualification, experiences and proposed honorarium:

S.N	Name of Position	Total no. of Position	Educational qualification	Experiences /Capacity	Honorarium (In Rs.) /Month	Detail (ToR)
For State Project Management Unit (SPMU)						
A-Consultant Positions:						
1	Consultant (Nutrition & Child Development)	01	Post Graduate Degree/Post Graduate Diploma in Nutrition/Public Health or related field that includes courses on community nutrition/public health.	At least 5 years of progressively responsible professional work experience in planning, implementation and monitoring of child development and nutrition programmes at state and district levels, especially those that have demonstrated/piloted innovations to improve nutrition or programme delivery is mandatory.	60,000	Annexure-I
2	Consultant (BCC & Capacity Building)	01	Post Graduate Degree/ Post Graduate Diploma in Health Communication or Social Sciences or Rural Development either with formal courses on communication and participatory training.	At least 5 years of experience in planning and implementing public health/nutrition programmes focused on behavior change communication and capacity building interventions.	60,000	Annexure-II

(Handwritten signatures)

3	Consultant (Social Development & Community Mobilization)	01	Post Graduate Degree/Post Graduate Diploma in Social Work, Sociology or Anthropology.	At least 5 years of progressive experience in planning and implementing public health/nutrition programmes focused on community mobilization, civil society engagement and social accountability interventions.	60,000	Annexure-III
4	Consultant (Monitoring & Evaluation)	01	Post Graduate Degree in Statistics/Economics/Demography/Anthropology/Development Planning/Social Work.	At least 5 years of progressive experience of monitoring and evaluation in public health/nutrition or any large social sector programmes.	60,000	Annexure-IV
5	Consultant (Financial Management)	01	Retired Officer from the State Finance/Treasury/Audit Services/AG.	Experience in budgeting, audit and treasury functions; Knowledge of State budgetary, treasury and finance rules; Familiar with the use of MS Office especially Excel, Word etc.	60,000	Annexure-V
6	Consultant (Procurement)	01	Post graduate degree in Engineering/Science/Accounting with training in Procurement and Supply Chain Management.	At least 3 years experience in procurement planning and management in State/Private Sector/International Organization.	60,000	Annexure-VI
7	Consultant (Accounts)	01	Post Graduate degree in Commerce/Accounting or C.A/ICWA (Intermediate level) pass.	At least 3 years experience in accounting in State/Private Sector/International Organization with exposure to budgeting, audit and treasury controls.	40,000	Annexure-VII
8	Project Associate	02	Post Graduate Degree/Post Graduate Diploma in Management/Social Sciences.	At least 2 years of work experience in the relevant areas. In case of Graduate Degree, a minimum work experience of 4 years will be required.	25,000	Annexure-VIII
B-Non-Consultancy Positions:						
9	Secretarial Assistant	01	Passed 10+2 or passed old higher secondary. Good computer skills. Hindi typing speed of 5000 impression per hour.	At least 2 years experience in the similar position in the government & Non government organization.	15,000/-	Annexure-XI
10	Data Entry Operator (DEO)	01	Passed 10+2 from recognized board or passed old higher secondary. One year certificate or diploma in computer programming from a recognized institute. The Hindi and English typing speed of 8000 impression per hour.	At least 2 years experience in the similar position in the government & Non government organization.	15,000/-	Annexure-XII
11	Office Messenger/Peon	02	Higher secondary (10 th) from recognized Board/institution	At least 2 years experience in the similar position in the government & Non government organization.	8000/-	Recruitment canceled due to unavoidable reason
For District Project Management Unit (DPMU)						
C- Consultant Positions:						
12	District Coordinator	19	Post Graduate Degree/Post Graduate Diploma in Management/Social Sciences/ /Public Health/ Nutrition	At least 3 years of work experience in the relevant areas	30,000/-	Annexure- IX

13	District Project Assistant	19	Post Graduate Degree/Post Graduate Diploma in Management/Social Sciences/ Nutrition	At least two years of work experience, preferably in the development sector. In case of Graduate Degree, a minimum work experience of 4 years will be required.	15,000/-	Annexure-X
----	----------------------------	----	---	---	----------	------------

8- Qualified candidates may send their applications online through the link available on website of ICDS Directorate, Department of Social Welfare, Govt. of Bihar during the period 07/03/2014 to 21/03/2014 (5:00 PM).

9- If the candidate wants to apply for more than one post; he/she is advised to apply separate online form for each post.

10- Candidate must upload his/her scan copy of recent 'Passport Size Colour' photograph and 'Full Signature' at the place indicated in application form.

11- Candidate must provide valid Mobile Number and E-mail address in application form. All information related to vacancy will be provided on given Mobile Number. and E-mail address only.

12- At the time of interview candidate is expected to provide original educational/professional certificate along with experience details and all other information mentioned in application form, If candidate is failing to provide the proof or any wrong information is found, in this case, his/her candidature will be cancelled.

13- Application other than prescribed format or incomplete application will not be accepted.

14- Only eligible qualified shortlisted candidate will be called for interview.

15- There is no provision of TA/DA for the candidate called for the interview.

16- Hard copy of the online application along with photocopies of certificates of educational qualifications, experiences etc. duly attested by a Gazetted Officer are to be submitted through Registered/Speed Post to: **State Project Director (ISSNIP), ICDS Directorate, 2nd Floor, Indira Bhawan, R. C. Singh Road, Patna-1 on or before 31/03/2014 (5:00 PM)**. Applications received after 31/03/2014 or incomplete will not be considered. Only short-listed candidates will be called for the personal interview.

17- Candidate must write the name of Post Applied for and ID No. on the top of the envelop submitted.

18- Post of office messenger/peon that is mentioned in Serial no. 11 (point 7 in guideline) has been cancelled due to unavoidable reasons.

19-The position of secretarial assistant and data entry operator that is mentioned in serial no 9 & 10 (Point 7 in guideline) will be selected as per the guideline of state Govt. for the project period only.

20- Position of consultant (serial no.1-8 & 12-13 of Point 7 in guideline) will be selected as per the guideline of GoI and World Bank for the project period only.

21-The undersigned can cancel or terminate the advertised position any time without any prior notice or reason.

22- Regarding selection-decision of selection committee will be final.

23- Any grievances related to the contractual position may be brought into the notice to redressal committee of ICDS and further may be appealed to complain and redressal committee of Social Welfare Department, Govt. of Bihar.

Handwritten signature and date: 5/3/14

Handwritten signature

State Project Director
(ISSNIP)