

“ OFFICE OF THE CHIEF MEDICAL OFFICER, DISTRICT CHITRAKOOT “

Pradhan MantriMatruVandanaYojna(PMMVY) is being implemented by Govt. of india in all the States to provide Financial support to Pregnant Women to resolve their health and nutrition problem SIFSPA has been designated as the Nodal agency to implement PMMVY scheme Funded by Govt. of india in the state of UP.

Hence under PMMVY District Magistrate invite application form experienced personal having outstanding professional competence to effectively implement the same through the following positions as District Level. on contractual basis.

District Program Coordinator-01:(Consolidated Salary Rs 35000/- pm Age Below 45 years) Post Graduate Degree in Social Sciences/Life Sciences / Nutrition/Medicine/Health Management/Social worker/Rural Management form a reputed educational institution having at least 03 year experience in planning, implementation and monitoring of child and women NutritionProgrammes. high Level of proficiency in verbal and written Hindi and English Having Good computer skills(Ms word, excel and power point is essential. Candidates having experience of working with Govt/Non-Govt organizations knowledge of project management techniques and key nutrition issue and nutrition programme would be given preference.

District Program Assistant-01:(Consolidated Salary Rs 20000/- pm Age Below 40years) Graduate Degree in Social Sciences/ Social worker/Rural Management/statistics form a reputed educational institution having at least 02 year experience in planning, implementation and monitoring of child and women NutritionProgrammes. high Level of proficiency in verbal and written Hindi and English Having Good computer skills(Ms word, excel and power point is essential. Candidates having experience of working with Govt/Non-Govt organizations knowledge of project management techniques and andhindi English typing would be given preference.

For detail of prescribed format, educational qualification experience, job description, preferred age etc. to above posts please visit **website-<http://chitrakoot.nic.in>** all applications should be sent through e-mail only on the e-mail id. **cmopmmvychitrakoot@gmail.com** on or before **Date 29.09.2018** the subject line of mail should be clearly mentioned“Application for the post of **District Programme Coordinator (DPC) PMMVY and District Programme Assistant (DPA) PMMVY**” application not received in prescribed format after the last date shall not be considered.

Minimum cut off marks (point) would be 30 out of 50(60%) for shortlisting of candidates maximum in 1 of 1:10 as per the merit rank would be called for interview and computer Test minimum cut off mark(point) 50% for both computer test and interview.

Candidate who have passed Graduation through regular course only from reputed institution considered however any Specialization/certificate course done through correspondence/on-line would considered.

District Magistrate/Chairman has the full right to cancel any post without giving any reason.


Chief Medical Officer
Chitrakoot

Terms of Reference (TOR) for hiring personnel for PMMVY
State of Uttar Pradesh

Position: District Programme Coordinator (DPC), PMMVY

Qualification, experience and skills required

Essential:

- Post Graduate degree in Social sciences/Life sciences/Nutrition/Medicine/Health Management/Social work/Rural management
- At least 01 years experience in planning, implementation and monitoring of child and women nutrition programmes.
- High level of proficiency in verbal and written Hindi & English.
- Good level of computer skills (MS Word, MS Excel and PowerPoint).

Desirable:

- Experience of working with Government/Non-Government organizations.
- Knowledge of project management techniques.
- Knowledge of key nutrition issues and nutrition programmes.
- Knowledge of Hindi and English typing.

Scope of work:

- Overall programmatic responsibility of PMMVY scheme implementation in district.
- Set up monitoring, review and evaluation system to monitor and evaluate the scheme.
- Keep close vigilance in utilization of district PMMVY budget.
- Prepare and ensure availability of monthly/annually statement of expenditure at State HQ.
- Plan monthly visit at blocks and urban units.
- Ensure timely meeting of District Level Cell and Steering and Monitoring Committee.
- Coordination, discussion, meeting with the concerned for the effective implementation of the scheme.
- Perform any other relevant task assigned by the DNO and CMO.

Duration and type of contract:

- Contract will initially be for a period of one year.
- Renewal of contract will be based on performance appraisal by reviewing committee.

Reporting arrangements:

- The DPC will report to the District Nodal Officer, PMMVY/Chief Medical Officer (CMO).

Remuneration and Payment terms:

- The consolidated remuneration of the DPC will be Rs.35,000/- per month. TDS will be deducted as per the Income Tax law.
- Travel Allowance (TA) and Dearness Allowance (DA) as per as per the norms of the PMMVY Scheme.
- No other allowances would be reimbursed/paid.

Leave

- Annually 14 days casual leave.

Working days

- As per existing norms of CMO office (06 days in a week)


(Rajesh Bangia)
District Nodal Officer
PMMVY-U.P.

Terms of Reference (TOR) for hiring personnel for PMMVY
State of Uttar Pradesh

Position: District Programme Assistant (DPA), PMMVY

Qualification, experience and skills required

Essential:

- Graduate degree in Social sciences/Social work/Rural management/Statistics.
- At least 01 years experience in planning, implementation and monitoring of child and women programmes.
- High level of proficiency in verbal and written Hindi & English.
- Good level of computer skills (MS Word, MS Excel and PowerPoint).

Desirable:

- Experience of working with Government/Non-Government organizations.
- Knowledge of project management techniques.
- Knowledge of Hindi and English typing.

Scope of work:

DPA will assist the District Programme Coordinator (DPC) in performing the following activities of PMMVY:-

- Set up monitoring, review and evaluation system to monitor and evaluate the scheme.
- Keep close vigilance in utilization of district PMMVY budget.
- Prepare and ensure availability of monthly/annually statement of expenditure at State HQ.
- Plan monthly visit at blocks and urban units.
- Ensure timely meeting of District Level Cell and Steering and Monitoring Committee.
- Coordination, discussion, meeting with the concerned for the effective implementation of the scheme.
- Perform any other relevant task assigned by the DPC/DNO/CMO.

Duration and type of contract:

- Contract will initially be for a period of one year.
- Renewal of contract will be based on performance appraisal by reviewing committee.

Reporting arrangements:

- The DPA will report to the District Nodal Officer, PMMVY/Chief Medical Officer (CMO) through DPC.

Remuneration and Payment terms:

- The consolidated remuneration of the DPA will be Rs.20,000/- per month. TDS will be deducted as per the Income Tax law.
- Travel Allowance (TA) and Dearness Allowance (DA) as per as per the norms of the PMMVY Scheme.
- No other allowances would be reimbursed/paid.

Leave

- Annually 14 days casual leave.

Working days

- As per existing norms of CMO office (06 days in a week)

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District Nodal Officer
PMMVY-U.P.

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APPLICATION FOR EMPLOYMENT

Recent passport size
photograph

1.	Name of the Position	
2.	Name of the Applicant	
3.	Father's Name	
4.	Sex	
5.	Marital Status	
6.	Address:	
a.	Permanent Address	
b.	Present/Communication Address (If different):	
7.	Telephone/Mobile No.	
8.	E-mail Address	
9.	Date of Birth and Nationality	

10. Educations (from graduation to professional qualification)

Sl. No.	Level of Exam	Board/Institution/ University	Year of Passing	Subject	Percentage of Marks Obtained (mandatory)	Div./Grade	Remark if any

11. Other Training/Workshops attended:

12. 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 organization, positions held. Current Employment Detail (In case currently unemployed, please mention last employment details):

Current employment:

From (in date format) [Day/Month/Year]	To (in date format) [Day/Month/Year)	Employer (Name, Address & Telephone No.)	Position(s) Heald	Job/Responsibilities

Previous employment:

From (in date format) [Day/Month/Year]	To (in date format) [Day/Month/Year)	Employer (Name, Address & Telephone No.)	Position(s) Heald	Job/Responsibilities

13. Languages (for each language indicate proficiency: good, fair or poor in speaking, reading and writing):

14. 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 illustrates staff capability to handle the task listed under scope of work for the position)

Name of the Assignment or Project:

Year :

Location:

Client :

Main Project Features:

Position Held	Activities	Performed

15. Knowledge of Computer Applications :

16. Other Details:

Joining time required, if selected	
Name & address of two references (not relatives) with telephone/mobile/fax number & e-mail address	
Any other information, you want to furnish	

17. Certification:

The undersigned certifies that this CV correctly describes myself, my qualifications and experience, to the best of my knowledge and belief. I understand that anything willfully hidden herein may lead to my disqualification or dismissal, if engaged.

Date :

(Name with signature)

Place :