

TOR-1
Terms of Reference (TOR) for hiring personnel for PMMVY
state of Uttar Pradesh

Position: District Programme Assistant (DPA), PMMVY

Qualification, experience and skill required

Essential-

1. Graduate degree in Social Sciences/ /Social work/Rural Management/Statistics.
2. At least 01 Years' experience in planning, implementation and monitoring in health sector.
3. High level of proficiency in verbal and written Hindi & English
4. Proficiency in using MS Word, Excel & Powerpoint.

Desirable-

1. Experience of working with Government/Non-Government organization.
2. Knowledge of project management techniques.
3. Knowledge of Hindi and English typing.

Scope of Work:

DPA will assist the district programme coordinator (DPC) in performing the following activities of PMMVY:-

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

Duration and type of contract:

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

Reporting arrangements:

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

Remuneration and Payment terms:

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

Leave

1. Annually 14 days casual leave.

Working days

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