

 <p><i>Moving towards a new dawn</i></p>	<p>MINISTRY OF WOMEN AND CHILD DEVELOPMENT</p>																												
<p>Ministry of Women & Child Development urgently requires persons for the following posts to be filled on contract basis, up to 31.03.2017, for the Central Project Support Unit (CPSU) at New Delhi under Integrated Child Protection Scheme (ICPS):</p>																													
<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Name of the Post</th> <th>Remuneration [per month]</th> <th>No. of Posts</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Deputy Mission Director</td> <td>Rs. 70,000/- (consolidated)</td> <td>01</td> </tr> <tr> <td>2.</td> <td>Project Implementation Officer</td> <td>Rs. 55,000/- (consolidated)</td> <td>03</td> </tr> <tr> <td>3.</td> <td>Administrative Officer</td> <td>Rs. 35,000/- (consolidated)</td> <td>01</td> </tr> <tr> <td>4.</td> <td>Accountant</td> <td>Rs. 19,000/- (consolidated)</td> <td>01</td> </tr> <tr> <td>5.</td> <td>Assistant cum Computer Operator</td> <td>Rs. 19,000/- (consolidated)</td> <td>02</td> </tr> <tr> <td>6.</td> <td>Stenographer</td> <td>Rs. 19,000/- (consolidated)</td> <td>01</td> </tr> </tbody> </table>		Sl. No.	Name of the Post	Remuneration [per month]	No. of Posts	1.	Deputy Mission Director	Rs. 70,000/- (consolidated)	01	2.	Project Implementation Officer	Rs. 55,000/- (consolidated)	03	3.	Administrative Officer	Rs. 35,000/- (consolidated)	01	4.	Accountant	Rs. 19,000/- (consolidated)	01	5.	Assistant cum Computer Operator	Rs. 19,000/- (consolidated)	02	6.	Stenographer	Rs. 19,000/- (consolidated)	01
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<p>The above-mentioned posts are purely contractual for a period up to 31.03.2017 or until further orders, whichever is earlier. The contract of selected candidates will be for one year which can be extended based on their performance. The remuneration indicated is, all inclusive & consolidated and no additional benefits like Pension, Accommodation, CGHS benefits etc. are payable. The details of ICPS, the Terms of References [TORs], essential qualifications and experience and job details are available on the Ministry's website - www.wcd.nic.in. Eligible candidates may apply online on the prescribed form along with a note, (not more than the 500 words) on "why do you think you are suitable candidate for this post" and send the email to cpsu.icps-wcd@nic.in within 21 days of the publication of this advertisement. Please mention name of the post applied for in the subject line of the e-mail. Applications received in any other format/incomplete or after due date will not be entertained. Only shortlisted candidates will be intimated and called for interview/skill test. The Ministry of Women & Child Development, reserves the right to reject any or all applications without assigning any reason.</p>																													

MINISTRY OF WOMEN AND CHILD DEVELOPMENT
Terms of Reference for Deputy Mission Director [2 Posts]

1.	Purpose of assignment: Provide technical support to the Ministry of Women and Child Development [MWCD] as well as the State Governments/ UT Administrations in implementation of Integrated Child Protection Scheme [ICPS].
2.	Programme Area: Child Protection
3.	Duty station: New Delhi
4.	Supervisor: The Deputy Mission Director will be supervised by the Joint Secretary of the Child Welfare Bureau, MWCD and will take direct instructions from Director of the Child Welfare Bureau II, MWCD.
5.	Major tasks to be accomplished, within the framework of the Central Project Support Unit [CPSU] visualized under ICPS:
A.	Provide technical support related to the implementation of ICPS, such as: <ul style="list-style-type: none">• Ensure that a Plan of Action for the implementation of ICPS as well as facilitating development of the State Plan of Action in each State/UT is developed and functioning;• Facilitate setting up of required structures and child protection mechanisms visualized under ICPS, viz., SCPSs, and SARAs in all States/UTs;• Liaison with the State/UTs Nodal Department dealing with ICPS and Juvenile Justice System;• Ensure training and sensitization of the concerned officials of the line departments of the States/UTs;• Ensure technical capacity building at Centre and States for implementation of ICPS;• Provide support to the State Governments and Union Territories in making required institutional and policy level changes for effective implementation of ICPS;• Ensure collection, compilation and regularly updation of the national level information on the status of child protection institutions and key elements of their functioning in States/UTs is being done on regular basis;• Set up and manage a national child tracking system and a missing children website with the help of SPSU, SCPS and SARA;• Ensure timely disbursement of funds to the SPSUs/State Governments/UT Administrations;• Encourage development and dissemination of awareness raising materials on the ICPS;• Monitor and evaluate implementation of ICPS throughout the country;• Managing and motivating team building initiatives within CPSU;• Adopting Systematized process of appraisal and approval of State Financial Proposals;• Promoting Convergence with other Ministries in relation with the ICPS;• Updating the Ministry with the Budgetary Requirements & status of funds allocation in relation to ICPS;
B.	Support the MWCD in the coordination of meetings and consultations on implementation of ICPS.
C.	Any other tasks related to child protection assigned.
6.	End product: <ul style="list-style-type: none">• Central and State Plans of Action for implementation of ICPS• State Child Protection structures and mechanisms set up viz., SCPSs, and SARAs in all States/UTs• Training, technical, awareness and sensitization manuals, modules, material on ICPS and Child Rights• Concept notes etc. related to Institutional and policy changes at State level• Analysis of Monitoring formats and state based monitoring indicators• National level information database on status of Child Protection Institutions and key elements of functioning in States/UTs• National Child Tracking system and a Missing Children Website set up and functioning.• Regular meetings of Project Approval Board.
7.	Estimated duration of contract: Initially upto 31.03.2015 and likely to be extended further upto 31.03.2017.
8.	Official travel involved (itinerary and duration): Office-based (in MWCD), and travel to States.
9.	Remuneration: Rs. 70,000/- per month
10.	Qualifications and Experience required: <ul style="list-style-type: none">• Master Degree in Social Work/ Sociology/ Psychology/ Child Development/ Management/ Economics/ Commerce/ Community Resource Management/ Public Administration or equivalent in a related field from a recognized University.• 8-10 years of supervisory experience in the fields of Child Development/ Social Welfare and having worked in project formulation/implementation, monitoring & evaluation, appraisal, management information system, financial & accounts management in Government/Autonomous bodies/PSUs/Private Organisations/NGOs.• Experience in Advocacy, Research & Documentation, Training & Capacity Building, Designing & Production of IEC materials, Information Technology, Media & Mass Communication is desirable.• Proficiency in working on computers (MS-Office) & excellent communication and writing skills (English and Hindi).• Should be able to travel extensively.
11.	Age limit: 50 years

MINISTRY OF WOMEN AND CHILD DEVELOPMENT
Terms of Reference for Project Implementation Officer [4 Posts]

1. Purpose of assignment:
Provide technical support to the Ministry of Women and Child Development [MWCD] in implementation of Integrated Child Protection Scheme [ICPS].
2. Programme Area:
Child Protection
3. Duty station:
New Delhi
4. Supervisor:
The Programme Implementation Officer will be supervised by the Joint Secretary of the Child Welfare Bureau, MWCD and will take direct instructions from the Director of the Child Welfare Bureau II, MWCD/ Deputy Mission Director, CPSU.
5. Major tasks to be accomplished, within the framework of the Central Project Support Unit [CPSU] visualized under ICPS:
 - A. Provide technical support related to the implementation of ICPS such as:
 - Monitoring & Evaluation**
 - Assist Deputy Mission Director in facilitating setting up of required structures and child protection mechanisms visualized under ICPS, viz., SCPSs, and SARAs in all States/UTs;
 - Collect, compile and regularly update the national level information on the status of child protection institutions and key elements of their functioning in States/UTs;
 - Assist Deputy Mission Director in developing a Plan of Action for the implementation of ICPS as well as facilitate development of the State Plan of Action in each State/UT;
 - Assist Deputy Mission Director in monitoring and evaluating implementation of ICPS throughout the country;
 - Disbursement of Funds**
 - Ensure timely disbursement of funds to the SPSUs/State Governments/UT Administrations;
 - Development of Web Portal for submission of online financial proposals;
 - Training & Development**
 - Ensure training and sensitization of the concerned officials of the line departments of the States/UTs;
 - Ensure technical capacity building at Centre and States for initial implementation of ICPS;
 - Develop and disseminate awareness raising materials on the ICPS;
 - Provide support to the State Governments and Union Territories in making required institutional and policy level changes for effective implementation of ICPS;
 - Web Portal**
 - Assist Deputy Mission Director in setting up and managing a national child tracking system and a missing children website with the help of SPSU, SCPS and SARA;
 - Assist Deputy Mission Director in developing a Plan of Action for the implementation of ICPS as well as facilitate development of the State Plan of Action in each State/UT;
 - B. Support the MWCD in the coordination of meetings and consultations on implementation of ICPS.
 - C. Any other tasks related to child protection assigned.
6. End product:
 - Central [Roll Out Plan] and State Plans of Action for implementation of ICPS
 - State Child Protection structures and mechanisms set up viz., SCPSs, and SARAs in all States/UTs
 - Training, technical, awareness and sensitization manuals, modules, material on ICPS and Child Rights
 - Concept notes etc. related to Institutional and policy changes at State level
 - National level information database on status of Child Protection Institutions and key elements of functioning in States/UTs
 - National Child Tracking system and a Missing Children Website set up.
 - Regular meetings of Project Approval Board
7. Estimated duration of contract:
Initially upto 31.03.2015 and likely to be extended further upto 31.03.2017.
8. Official travel involved (itinerary and duration):
Office-based (in MWCD), and travel to the States/UTs.
9. Remuneration:
Rs. 55,000/- per month
10. Qualifications and Experience required:
 - Master Degree in Social Work/ Sociology/ Psychology/ Child Development/ Management/ Economics/ Commerce/ Community Resource Management/ Public Administration or equivalent in a related field from a recognized University.
 - 5-7 years of experience in project formulation/implementation/monitoring & evaluation/ appraisal/management information system/financial and accounts management in Government/Autonomous bodies/PSUs/Private Organisation/NGOs.
 - Experience in policy related matters of Government of India/State Govt. /NGOs and in the field of child rights/child protection/child welfare/child development.
 - Proficiency in working on computers (MS-Office) & excellent communication and writing skills (English and Hindi).
 - Should be able to travel extensively.
11. Age limit:
45 years.

MINISTRY OF WOMEN AND CHILD DEVELOPMENT
Terms of Reference for Administrative Officer [1 Post]

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1. Purpose of assignment:
- Provide technical support to the Ministry of Women and Child Development [MWCD] in implementation of Integrated Child Protection Scheme [ICPS].
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2. Programme Area:
- Child Protection
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3. Duty station:
- New Delhi
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4. Supervisor:
- The Administrative Officer will be supervised by the Joint Secretary of the Child Welfare Bureau, MWCD and will take direct instructions from the Director of the Child Welfare Bureau II, MWCD/ Deputy Mission Director, CPSU.
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5. Major tasks to be accomplished, within the framework of the Central Project Support Unit [CPSU] visualized under ICPS:
- A. Provide technical support related to the implementation of ICPS such as:
- All matters related to Establishment and Administration of CPSU
- B. Support the MWCD in the coordination of meetings and consultations on implementation of ICPS.
- C. Any other tasks related to child protection assigned.
-
6. End product:
- Smooth functioning of CPSU
 - All Posts of CPSU occupied by suitable persons
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7. Estimated duration of contract:
- Initially upto 31.03.2015 and likely to be extended further upto 31.03.2017.
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8. Official travel involved (itinerary and duration):
- Office-based (in MWCD), and travel to States.
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9. Remuneration:
- Rs. 35,000/- per month
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10. Qualifications and Experience required:
- Graduate degree from a recognized University with minimum 5 years of experience in Administrative Matters/Establishment.
OR
Graduate with Post Graduate Diploma/Degree in Administration or Management with 3 years experience in Administrative Matters/Establishment.
 - Experience in handling large project with skills in strategic planning, organizing, capacity building, monitoring & evaluation etc. in Government/Autonomous bodies/ PSUs/ Private Organisation/ NGOs is desirable.
 - Proficiency in working on computers (MS-Office) & excellent communication and writing skills (English and Hindi).
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11. Age limit:
- 50 years & 62 years in the case of a retired Government Official.
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MINISTRY OF WOMEN AND CHILD DEVELOPMENT
Terms of Reference for Accountant [1 Post]

1. Purpose of assignment:

Provide technical support to the Ministry of Women and Child Development [MWCD] in implementation of Integrated Child Protection Scheme [ICPS].

2. Programme Area:

Child Protection

3. Duty station:

New Delhi

4. Supervisor:

The Accountant will be supervised by the Joint Secretary of the Child Welfare Bureau, MWCD and will take direct instructions from the Director of the Child Welfare Bureau II, MWCD/ Deputy Mission Director, CPSU.

5. Major tasks to be accomplished, within the framework of the Central Project Support Unit [CPSU] visualized under ICPS:

A. Provide technical support related to the implementation of ICPS such as:
 - Assist Account Officer in all work related to transfer of funds to all States and UTs;
 - Examination of financial proposals received from States and UTs;
 - Assist Accounts Officer in disbursement of remuneration to all staff of CPSU;
 - Assist Accounts Officer in other miscellaneous expenditure of the CPSU;

B. Support the MWCD in the coordination of meetings and consultations on implementation of ICPS.

C. Any other tasks related to child protection assigned.

6. End product:

 - Timely disbursement of funds to States and UTs
 - Timely disbursement of remuneration to the staff of CPSU
 - Timely payment to other agencies, whenever required

7. Estimated duration of contract:

Initially upto 31.03.2015 and likely to be extended further upto 31.03.2017.

8. Official travel involved (itinerary and duration):

Office-based (in MWCD), and travel to States.

9. Remuneration:

Rs. 19,000/- per month

10. Qualifications and Experience required:

 - B.Com from a recognized University/Institution with at least 55% marks.
 - OR
 - Graduate with CA (Inter)
 - 2 years experience in day to day accounts work, finalization of accounts and preparation of annual accounts, scrutinizing financial proposals, Settlement of advance for various meetings, preparation of salary and issue of Form-16A, in Government/Autonomous bodies/ PSUs/ Private Organisation/ NGOs.
 - Proficiency in working on computers (MS-Office) & excellent communication and writing skills (English and Hindi).

11. Age limit:

40 years

MINISTRY OF WOMEN AND CHILD DEVELOPMENT
Terms of Reference for Assistant-cum-Computer Operator [2 Posts]

1. Purpose of assignment:
Provide technical support and strengthen capacities of the Ministry of Women and Child Development [MWCD] in implementation of Integrated Child Protection Scheme [ICPS].
2. Programme Area:
Child Protection
3. What is the basic project objective to which the position is related?
Implementation of Integrated Child Protection Scheme [ICPS] – Provide technical support to MWCD, States and UTs.
4. Duty station:
New Delhi
5. Supervisor:
The Assistant cum Data Entry Operators will be supervised by the Joint Secretary of the Child Welfare Bureau, MWCD and will take direct instructions from the Director of the Child Welfare Bureau II, MWCD/Deputy Mission Director, Central Project Support Unit [CPSU].
6. Major tasks to be accomplished, within the framework of the Central Project Support Unit [CPSU] visualized under ICPS:
 - A. Provide technical support related to the implementation of ICPS such as:
 - Provide typing assistance to the officers/officials of the CPSU;
 - Assist in examination of financial proposals received from States and UTs;
 - Maintain and keep records of all files related to ICPS;
 - Assist Administrative Officer in other miscellaneous work of the CPSU.
 - B. Support the MWCD in the coordination of meetings and consultations on implementation of ICPS.
 - C. Any other tasks related to child protection as assigned by the Director (Child Welfare II), MWCD/Deputy Mission Director [CPSU].
7. End product:
 - Data base of services, status of implementation, beneficiaries under the scheme
 - Smooth functioning of CPSU
8. Estimated duration of contract:
Initially upto 31.03.2015 and likely to be extended further upto 31.03.2017.
9. Official travel involved (itinerary and duration):
Office-based (in MWCD), and travel to States.
10. Remuneration:
Rs. 19,000/- per month
11. Qualifications and Experience required:
 - Graduate from a recognized University.
 - 2 years experience of processing/putting up of files independently in Government/Autonomous bodies/ PSUs/ Private Organisation/ NGOs.
 - A typing speed of 40 w.p.m. in English
 - Proficiency in working on computers (MS-Office) & excellent communication and writing skills (English and Hindi).
12. Age limit:
30 Yrs.

MINISTRY OF WOMEN AND CHILD DEVELOPMENT
Terms of Reference for Stenographer [1 Post]

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1. Purpose of assignment:
- Provide technical support and strengthen capacities of the Ministry of Women and Child Development [MWCD] in implementation of Integrated Child Protection Scheme [ICPS].
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2. Programme Area:
- Child Protection
-
3. What is the basic project objective to which the position is related?
- Implementation of Integrated Child Protection Scheme [ICPS] – Provide technical support to MWCD, States and UTs.
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4. Duty station:
- New Delhi
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5. Supervisor:
- The Stenographer will be supervised by the Joint Secretary of the Child Welfare Bureau, MWCD and will take direct instructions from the Director of the Child Welfare Bureau II, MWCD/Deputy Mission Director, Central Project Support Unit [CPSU].
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6. Major tasks to be accomplished, within the framework of the Central Project Support Unit [CPSU] visualized under ICPS:
- A. Provide technical support related to the implementation of ICPS such as:
- Provide stenographic assistance to the Deputy Mission Directors of the CPSU;
 - The usual office work of the personal assistant for the office of the Deputy Mission Directors;
- B. Support the MWCD in the coordination of meetings and consultations on implementation of ICPS.
- C. Any other tasks related to child protection as assigned by the Director (Child Welfare II), MWCD/Deputy Mission Director [CPSU].
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7. End product:
- Work as personal assistant for the office of the Deputy Mission Directors.
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8. Estimated duration of contract:
- Initially upto 31.03.2015 and likely to be extended further upto 31.03.2017.
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9. Official travel involved (itinerary and duration):
- Office-based (in MWCD), and travel to States.
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10. Remuneration:
- Rs. 19,000/- per month
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11. Qualifications and Experience required:
- Graduate from a recognized University.
 - 2 years experience of functioning in Government/Autonomous bodies/ PSUs/ Private Organisation/ NGOs.
 - A speed of 80 w.p.m. in Stenography in English and Typing speed of 30 w.p.m. in English
 - Proficiency in working on computers (MS-Office) & excellent communication and writing skills (English and Hindi).
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12. Age limit:
- 30 Yrs.
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