Terms of Recruitment

I) State Project Management Unit situated at Chennai (SNRC -SPMU)

SI. No.	Position	No. of posts	Mode of Recruitment
1.	Specialists (i) Financial Management	1	**Contractual**
2.	Accountant	2	**Contractual**
3.	Project Associate	2	**Contractual**

I) Manpower at District Level Help Desk

SI. No.	Position	No. in each district	Mode of Recruitment
1.	District Coordinators	1 per District	Contractual
2.	Project Assistants	1 per District	Contractual

II) Manpower at Block Level Help Desk

SI. No.	Position	No. in each district	Mode of Recruitment
1.	Block Coordinators	1 per Block	Contractual
2.	Project Assistants	1 per Block	Contractual

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Terms of References (ToR) for hiring Technical Consultants in State Level Help Desk (SLHD) SNRC-SPMU

S. No.	Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
1	Consultant (Financial Management)	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	• CA/ CS/ CMA (CWA) or MBA (Finance) from reputed institute with at least 55% marks. • At least 3 years qualification experience out of which 1 year should be in Government/ PSU/ international agencies. • Exposure to budgeting, audit and treasury functions. • Knowledge of state budgetary, treasury and finance rules. • Expertise in MS Office including Word, Excel and Power Point. • Age should be below 35 years **Or** Government employees retired as Under Secretary(Pay Level-11) or equivalent with at least 5 years' experience of financial management /budget/Government treasury accounting. • Age should be below 65 Years as on last date of receipt of Application	• 5 years of experience in finance management. • In-depth knowledge and expertise in financial management, internal controls/ systems development & implementation, government treasury accounting, auditing & reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgment.	1. Ensure proper financial control and management of Mission in implementation in the State. 2. Provide support to timely preparation of annual budget estimate keeping in view of the approved allocations and past expenditure under the Mission. 3. Facilitate allocation of budget to districts and blocks and maintain budget allocation register. 4. Keeping track and maintain database of funds released by MWCD and utilized in the State. Process the revalidation of unspent balances, if any. 5. Prepare the Financial Management Reports (FMR) under Eligible Expenditure Program (EEP) of NNM and arrange to send the duly approved one to MWCD on time. 6. Collection of monthly financial reports from districts and blocks and ensuring reconciliation with Treasury and Accountant General (A&E) on a monthly quarterly basis. 7. Liaison with the State Finance Department, Treasury and MWCD on financial matters under the directions of Director for budget allocation, re-allocation and other approvals. 8. Keep track and maintain ledger book of all expenditures incurred and ensure reconciliation with the Finance Department/ Treasury.

					9. Liaison with the Accountant General Office at the State level for annual audit of the project financial statements for expenditures at the State level. This will involve preparation of annual financial statements based on reconciled expenditures, schedules of pending AC Bills and UCs and facilitate in completion of audit by the AG as per standard Terms of Reference by July 31 of each year and submit it to MWCD by September 30 of each year. 10. Coordinate with Accountant General Office to address the audit objections / internal control weaknesses, issues of disallowances, if any, in consultation with Director. 11. Provide financial and commercial advices and assistance in various procurement proposals for goods and services. 12. Provide orientation training as required to the District Mission teams on the financial issues. 13. Any other finance related activities of the Mission that may be assigned by the Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.

| 2 | Accountant | Rs. 30,000/- per month.

Annual increase @ 3% of remuneration may be granted, subject to performance of the Accountant. | • PG degree in Commerce/ Accounting/ CWA-Inter/CA-Inter with at least 50% marks
• At least 3 years experience in accounting with exposure in budgeting & audit out of which 1 year should be in Government/ PSU.
• Expertise in MS Office including Word, Excel and PowerPoint.
• Age should be below 28 years

Or

• Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience.
• Age should be below 65 years as on the last date of receipt of application. | • 5 years experience in accounting with exposure in budgeting & auditing.
• Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage.
• Strong computer skills, especially in the use of MS Word and Excel. | 1. Provide support to preparation of project budget estimates keeping in view of the approved allocations and past expenditure under the Mission, revised estimates, if any, and ensure its submission to the MWCD.
2. Keep track and maintain database of funds released by MWCD and the yearly utilization certificates to be submitted by the State; process timely re-validation of unspent balances, if any.
3. Ensure timely submission of the financial reports (FMRs) to MWCD.
4. Process bills for timely payment/re-imbursement of all expenditures incurred in the SNRC-SPMU including monthly remuneration of the Consultants and other Mission staff, ensuring adequate internal controls to support the payments.
5. Liaison with the IFD/Budget Section/Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time.
6. Keep track and maintain ledger book of all expenditures incurred in the SNRC-SPMU and ensure reconciliation with the Pay & Accounts Office on quarterly basis.
7. Liaison with the AG Civil Audit for annual audit of the Mission and financial statements of the SNRC-SPMU;
8. Any other financial related activities of the project that may be assigned by the Director. |

3	Project Associate	Rs. 25,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	Graduate in Computer Science or IT • At least 2 years work experience in the relevant field • Formal training in IT/mobile applications. • Experience in working with technology and software application support. • Previous experience in working with front line workers of Government Department and training on IT/ Mobiles/ Computer • Good oral and written communication skills in local language. • Computer literacy must. • Age should be below 28 years	• PG Degree in Computer Science or IT with 3 years experience in application maintenance and support. • Proven ability to successfully handle multiple tasks within a team environment and great attention to detail. • Problem solving skills must.	1. User account management, including updating roles and permissions. 2. Master data management and updating. 3. System administration. 4. Provision of support to State level officials in using CAS web application. 5. Coordination with OEMs, telecom companies, etc. on issue resolution. 6. Training of District helpdesk. 7. Supervision District helpdesk. 8. Escalation of issues to Software Development Agency as needed. 9. Provision of general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting. 10. Management of web application i.e. extend user management support, set and update new roles and permissions and release new apps for auto-update. 11. Management of addition and removal of users from system 12. Data analysis and knowledge extraction. 13. Any other tasks that may be assigned by the Director.

For the Posts in District Level Help Desk (DLHD)

1	District Coordinator	Rs. 30,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	Graduate in Computer Science or IT • At least 2 years experience in application maintenance & support. • Good oral and written communication skills in local language. • Computer literacy must. • Willingness to travel a must. • Mandatorily local candidates should be engaged. • Age should be below 35 years	• 4 years experience in application maintenance and support. • Formal training on IT/ computer • Experience working with technology and software application support • Proven ability to successfully handle multiple tasks within a team environment • Great attention to detail and problem solving skills	1. Supporting training of Block helpdesk in ICT-RTM. 2. Supervise Block helpdesk. 3. Support District level ICDS officials on usage of CAS system. 4. Escalate issues as needed. 5. Logging and managing issues in the Issue Tracker application (CAS Application). 6. Provide general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting. 7. Extend help for lost/stolen phones. 8. Monitor worker activity reports. 9. Follow upon actions from activity reports. 10. Any other tasks that may be assigned by the Director.
2	District Project Assistant	Rs. 18,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance	Graduate in Food & Nutrition / Social Work / Sociology / Home Science / Dietetics / Child Development / Extension Education / Rural Development / DPH / PG Diploma in Management. • Minimum 2 years work experience of capacity building, with supervisory skills • Good oral and written communication skills in local language and fair skills in English • Good computer skills/knowledge of internet/email	• 3 years experience of working in social program. • Experience of working on Government Programs in the social sector -Health, Nutrition, Education, Water and Sanitation	1. Support and supervise timely implementation of all Mission activities in the district. 2. Facilitate and participate in all capacity building initiatives undertaken within the project at district and block levels. 3. Periodically assess capacity building needs of district and block level ICDS staff and functionaries and organize and facilitate relevant trainings as per the guidance of the DPO and Commissioner/Director, ICDS. 4. Ensure timely completion and monitoring of planned Community Mobilization activities within the district to strengthen the demand for ICDS services.

| | | | • Ability to work in a team and willingness to travel extensively.
• Mandatorily local candidates should be engaged.
Age should be below 35 years | | 5. Make regular monitoring and supportive supervision visits within the district to provide on-site support to CDPOs and the ICDS Supervisors to ensure all project activities are completed as per schedule.
6. During monitoring and supervision visits review and ensure maintenance of reporting formats for all Mission Activities.
7. Ensure effective coordination between the existing ICDS programme activities and project activities, wherever required, in collaboration with the DPO.
8. Ensure collation of Utilization Certificates from Anganwadis for activities under the Mission and their correct aggregation at the CDPO and DPO levels.
9. Prepare monthly progress/monitoring reports in the prescribed formats for project activities and submit the same to the DPO and Commissioner/Director, ICDS.
10. Coordinate with the related line departments at the district level for facilitating convergent/ multi-sectoral activities under the Mission.
11. Facilitate engagement with potential civil society organizations, NGOs, etc. for partnership and support for project implementation.
12. Any other task assigned by DPO. |

For the Posts in Block Level Help Desk (BLHD)

1.	Block Coordinator	Rs. 20,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	Graduate in Computer Science / IT • At least 2 years experience of working with technology and software application support • Good oral and written communication in local language. • Mandatorily local candidates should be engaged. • Age should be below 35 years	• Formal training on IT/ Computer. • Worked with front line workers in any Social Development Program of Government. • Proven ability to successfully handle multiple tasks within a team environment • Attention to detail and problem solving skills	1. Supporting training of AWWs and Supervisors in Information and Communication Technology enabled Real Time Monitoring (ICT-RTM). 2. Monitoring usage of ICT-RTM by AWWs by using CAS Reports and follow-up on low usage. 3. Providing in-person and over-phone troubleshooting support to users facing hardware or software problems with mobiles, tablets and basic issues with CAS application. 4. Logging issues in the Issue Tracker application, which is part of CAS. 5. Training reinforcement to AWWs identified as low performers using CAS Reports. 6. Providing performance feedback to AWWs. 7. Submitting phones to Original Equipment Manufacturer (OEM) for hardware replacement and repair. 8. Escalation of issues to Block/District Coordinator via the Issue Tracker application. Criteria for escalation will be defined in CAS Guidelines. 9. Supporting Block level ICDS officials on usage of CAS system. 10. Any other task as indicated by CDPO.

| 2. | Block Project Assistant | Rs. 15,000/- per month.

Annual increase @ 3% of remuneration may be granted, subject to performance. | Graduate in Food and Nutrition / Dietetics / Home Science / Child Development / Extension Education / Rural Development / Social Work / Sociology.

• At least 1 year experience of working with Community/Local Government
• Good oral and written communication in local language
• Mandatorily local candidates should be engaged.
• Age should be below 35 years | . Worked with front line workers in any Social Development Program of Government.
• Proven ability to successfully handle Multiple task with a team environment
• Attention to detail and problem solving skills. | 1. Supervising overall implementation of the Mission activities in the block.
2. Organization/facilitation of the trainings of the ICDS Supervisors and AWWs in coordination with the District Team.
3. Making regular supportive supervision visits to AWCs, provide on-site support to AWWs and monitor implementation.
4. Preparing monthly progress/monitoring reports in the prescribed format and submit the same to the District Coordinator; etc.
5. Any other task as indicated by CDPO. |

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Note : For the Posts in SPMU, residents from all over the state are eligible to apply. For the posts in DLHD, residents from all over the District concerned can apply. For the posts in BLHD, residents from all over the block can apply.