

**DIRECTOR SOCIAL WELFARE, WOMEN & CHILD DEVELOPMENT ,
CHANDIGARH ADMINISTRATION
Town Hall Extension Building, 3rd Floor, Sector-17-C, Chandigarh
Telephone No 0172-2700069**

Closing Date for receipt of applications: before 13.11.2018 upto 5.00 p.m.

Applications are invited for filling up the following posts purely on contract basis for setting up of State Project Management Unit (SPMU) under POSHAN Abhiyaan.

Name of the Post	No. of Posts	Salary p.m.
1. Consultant - Financial Management	01	Rs 60,000/- p.m.
2. Consultant- Procurement	01	Rs 60,000/- p.m.

1. For details of essential qualification/desirable qualification/ Scope of work/consolidated remuneration and experience required for above posts, please visit the website of Chandigarh administration chandigarh.gov.in/
2. Complete Bio-data in all respects along with stamp size- photograph and attested photocopy of essential qualification and experience, duly signed by the applicant should be submitted to the office of Director Social Welfare, Women & Child Dev.(ICDS) before 13.11.2018 at 5.00 p.m.
3. No TA/DA shall be paid to the candidate for attending interview/Test.
- 4.If there is any corrigendum, it will be uploaded on **the website of Chandigarh administration chandigarh.gov.in/**
- 5.The competent authority reserves the right to cancel the selection process at any time , at any stage without assigning reason thereof.

For any query contact at 0172-2700069

Sd/-

**Director Social Welfare,
Women and Child Development,
Chandigarh Administration**

INSTRUCTIONS

1. For appointment of Consultant (Financial Management) and Consultant (procurement) , Govt. employees retired as under Secretary (Pay Level-11) or equivalent , who fulfills the eligibility criteria can also apply.
2. Complete Bio-data in all respect along with stamp sized photograph and attested photocopies of essential qualification and experience duly signed by the applicant should be submitted to the office of Director Social Welfare, Women & Child Dev.(ICDS) before 13.11.2018 at 5.00 p.m.
3. No TA/DA shall be paid to the candidate for attending interview/Test.
4. If there is any corrigendum, it will be uploaded on **the website of Chandigarh administration chandigarh.gov.in/**
5. An application will be summarily rejected if (i) a candidate makes more than one application for the particular category/post, (ii) applicant does not mention the name of the post applied for (iii) the application is unsigned/ incomplete, (iv) the application is submitted/or received after closing date (v) candidate does not possess the requisite academic qualification or experience on the cut off date.
6. Selection criteria will be decided upon the number of application received/eligible candidates under one category . Only eligible candidate will be called for the Interview/Test and the information will be uploaded on the website of Chandigarh Administration only.The candidate shall bring their original certificates/documents at the time of interview/Test.
7. The competent authority reserves the right to cancel the selection process at any time , at any stage without assigning reason thereof.

For any query contact at 0172-2700069

Sd/-

**Director Social Welfare,
Women and Child Development,
Chandigarh Administration**

Terms of References (ToR) for hiring Technical Consultants in SNRC-SPMU, POSHAN Abhiyaan

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. <ul style="list-style-type: none"> • 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. 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.	5 years of experience in finance management. <ul style="list-style-type: none"> • 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 judgement. 	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, reallocation 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.	Consultant (Procurement)	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	PG degree in Supply Chain Management/ MBA with specialization in Operations / Supply Chain Management <ul style="list-style-type: none"> • At least 3 years experience in application maintenance / 4 years experience in supply chain management and procurement planning. • Experience of working with front line workers of Government Department and training on IT / Mobiles/Computer • Problem solving skills. • Good oral and written communication skills in local language. • Computer literacy a must. Or Government employee retired as Under Secretary (Pay Level-11) or equivalent with at least five years' experience in procurement.	<ul style="list-style-type: none"> • 5 years experience in working on technology and software application support. • Proven ability to successfully handle multiple tasks specially IT and Supply Chain Management, within a team with attention to detail. 	1. Review quality of goods procured and disseminated through the project and recommend remedial actions where quality of goods are compromised. 2. Responsible for overall management of the help desk and ensuring that the incidents are being registered and later resolved by the team. 3. Lead the L2 Support team and provide directions to the team member Responsible for ensuring technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged 4. Support in resolving complex problems 5. Interface with Central help desk team on bugs 6. Help the State help desks / Ministry Users in troubleshooting issues with CAS software 7. Flag critical software errors 8. Train the District Help desk 9. Any other related activities of the project that may be assigned by the Director.