



**SAMPUSHTA KERALAM – POSHAN ABHIYAAN
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT**

(Government of Kerala)

No. CMD/WCD/001/2022

12/01/2022

NOTIFICATION

The Centre for Management Development, Thiruvananthapuram on behalf of Department of Women and Child Development, invites application from qualified and competent candidates for appointment to the following posts in Sampushta Kerala – Poshan Abhiyaan, **on contract basis for a period of one year, subject to decision by Government of India regarding the continuity of the scheme.** Interested candidates may apply via **ONLINE mode only** by filling the prescribed application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram (www.cmdkerala.net). The online application submission link will open on **12/01/2022 (09.00 A.M.)**. The last date for submitting the online application will be **25/01/2022 (05.00 P.M.)**.

Note: Candidates will have to upload their passport size photograph (taken within six months), signature and copies of certificates proving qualification and experience while submitting the application. The photograph and signature must be in JPEG format. The size of the photograph must be less than 200 kB and the size of the signature should be less than 50 kB. The copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 3 MB size.

DETAILS OF POSTS

The details regarding the qualification and experience required, number of vacancies, age limit, remuneration, etc., are given in the table below.

Table 1

Code No.	Position	Qualification	Experience*	Age limit (as on 01/01/2022)	Remuneration (in Rs. per month)
001	Consultant (Planning, Monitoring & Evaluation) Vacancy: 01	<p>Essential</p> <ol style="list-style-type: none"> 1. PG Degree/Diploma in Management/Computer Applications/Computer Science or B.Tech./B.E. in IT/Computer Engineering or PG in Science with formal training on IT/Computer with at least 55 % marks. 2. Excellent oral and written communication skills in English and conversant in the local language. 3. Good computer skills. <p>Desirable</p> <ol style="list-style-type: none"> 1. Knowledge of statistical software packages (e.g., SPSS, STATA, etc.). 2. Knowledge of Project Management techniques 	<p>Essential</p> <ol style="list-style-type: none"> 1. At least 3 years' experience in IT/ICT systems implementation and analysis. 2. Project management experience. 3. Extensive experience in development and implementation of web-based applications and mobile applications and demonstrated knowledge and proficiency in M&E methodologies. 4. Experience of working with Government/Government organizations/Government Projects. <p>Desirable</p> <ol style="list-style-type: none"> 1. 5 years of experience in IT system implementation and analysis. 2. Experience in managing large scale technology implementation in Government. 3. Experience of working with Government/Government organizations. 4. Experience in implementation of mobile technology for community health or nutrition (m-health) programmes. 	40 years	Rs. 60,000/- Annual increase @ 3% of remuneration, subject to performance of the Consultant

Code No.	Position	Qualification	Experience*	Age limit (as on 01/01/2022)	Remuneration (in Rs. per month)
002	Consultant (Capacity Building and BCC) Vacancy: 01	<p>Essential</p> <ol style="list-style-type: none"> 1. PG Degree in Social Sciences/Health Communication/Mass Communication/Rural Development that includes courses on training/capacity building management in nutrition/public health with at least 55% marks 2. Expertise in MS Office including Word, Excel and PowerPoint. 3. Excellent oral and written communication skills in English and ability to converse in local language. <p>Desirable</p> <ol style="list-style-type: none"> 1. Good Knowledge and understanding of public health/nutrition. 2. Knowledge of project management techniques. 	<p>Essential</p> <ol style="list-style-type: none"> 1. At least 3 years' experience in planning and implementing behaviour change communication and capacity building interventions in public health/nutrition programmes. 2. Professional Experience in palnning, implementation and monitoring of training programs and state and district levels. <p>Desirable</p> <ol style="list-style-type: none"> 1. 5 years' experience of working in nutrition/public health/social development programmes. 2. Experience of working with Government/Government organizations/international agencies. 	40 years	Rs. 60,000/- Annual increase @ 3% of remuneration, subject to performance of the Consultant
003	Accountant Vacancy: 01	<p>Essential</p> <ol style="list-style-type: none"> 1. PG Degree in Commerce/Accounting/CWA-Inter/CA Inter with at least 50% marks. 2. Expertise in MS office including Word, Excel and PowerPoint. <p style="text-align: center;">Or</p> <p>For Retired Hands</p> <ol style="list-style-type: none"> 1. Government employees retired as Accountant /Accounts Officer/Audit Officer. 	<p>Essential</p> <ol style="list-style-type: none"> 1. At least 3 years' experience in accounting with exposure in budgeting & audit out of which 1 year should be in Government/PSU. <p style="text-align: center;">Or</p> <p>For Retired Hands</p> <ol style="list-style-type: none"> 1. At least 5 years' experience as Accountant or at least 3 years' experience as Accounts Officer/Audit Officer. 	40 years For Retired Hands 60 years	Rs. 30,000/- Annual increase @ 3% of remuneration, subject to performance of the Accountant

Code No.	Position	Qualification	Experience*	Age limit (as on 01/01/2022)	Remuneration (in Rs. per month)
		<p>Desirable</p> <ol style="list-style-type: none"> 1. Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage. 2. Strong computer skills, especially in the use of MS Word and Excel. 	<p>Desirable</p> <ol style="list-style-type: none"> 1. 5 years' experience in accounting with exposure in budgeting & auditing. 		
004	Project Associate Vacancy: 01	<p>Essential</p> <ol style="list-style-type: none"> 1. Graduate in Computer Science or IT. 2. Formal training in IT/mobile applications. 3. Good oral and written communication skills in local language. 4. Computer literacy must. <p>Desirable</p> <ol style="list-style-type: none"> 1. PG Degree in Computer Science or IT with 3 years' experience in application maintenance and support. Problem solving skills. 	<p>Essential</p> <ol style="list-style-type: none"> 1. At least 2 years' work experience in the relevant field. 2. Experience in working with technology and software application support. 3. Previous experience in working with front line workers of Government Department and training on IT/Mobiles/Computer. <p>Desirable</p> <p>Proven ability to successfully handle multiple tasks within a team environment and great attention to detail.</p>	35 years	Rs. 25,000/- Annual increase @ 3% of remuneration may be granted, subject to performance.
005	Secretarial Assistant/DEO Vacancy: 01	<p>Essential</p> <ol style="list-style-type: none"> 1. Any Graduation 2. DCA from an institution recognized by central/state government 3. Typing knowledge in English and Malayalam 	<p>Essential</p> <ol style="list-style-type: none"> 1. Experience in Data Entry Operation. 	35 years	Rs. 15,000/- Annual increase @ 3% of remuneration subject to performance.

*- Only post qualification work experience of the candidate until **01/01/2022** will be considered.

General Instructions

1. **Candidates should apply through Online mode only.**
2. Department of Women and child Development reserves the right to cancel the notification at any stage.
3. Please note that no change of application data will be permitted at any stage after completion of registration process of the online application. Merely applying for the post and being shortlisted in the subsequent processes does not imply that a candidate will necessarily be offered employment. No request for considering the candidature under any category / post other than the one in which applied will be entertained.
4. Educational qualifications should be from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies.
5. The candidate must possess valid Degree/PG Certificate/Provisional Certificate of the necessary qualification at the time of submission of application.
6. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail id of the candidate.
7. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after the submission.
8. The Name of the candidate should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
9. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, qualification, experience etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. CMD will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.
10. If the applicant possesses an equivalent qualification, he/she should also upload the equivalency certificate along with the qualification certificate or else the application will not be considered.
11. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

12. Applicants need to upload a valid certificate for every experience he/she mentioned. In the case of the latest/current experience an affidavit bearing all details (name of organization, designation, period, task and duties) shall be uploaded. The copy of appointment letters, salary certificates, pay slips etc. will not be accepted in lieu of work experience certificate.
13. Decision of the concerned authority in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this regard.
14. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process in the future. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective affect.
15. While applying online for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
16. Department of Women and Child Development/CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experiences/other notified eligibility requirements.
17. Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form. CMD shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of CMD and candidates are advised to check their registered e-mail account from time to time during the recruitment process.
18. Canvassing in any form will be a disqualification.