

GOVERNMENT OF MANIPUR
DIRECTORATE OF SOCIAL WELFARE
(Near 2nd MR Gate, AT Line, Imphal)

NOTIFICATION

Imphal, the 20th November, 2021

No. 8/30/2017-18(SNP)SW: Pursuant to the approval of the Government issued vide letter No. 4/6/2017-S(SW)Pt-A dated 20/11/2021, the Department of Social Welfare, Manipur invites applications for contractual engagement against 129 (one hundred twenty nine) different categories of posts/positions under POSHAN Abhiyaan, details of which are as follows:

1. Candidature:

- 1.1 Willing and eligible candidates.
- 1.2 For petitioners of WP (C) No. 158, 97, 122, 133, 134, 209, 238, 239, 260, 353, 728, 327, 27 & 46 of 2019, 45 & 46 of 2020, a Special DPC will be conducted as directed by the Hon'ble High Court of Manipur, Imphal.

2. Details of Post:

- 2.1 **No. of posts:** 129 (one hundred twenty nine) which may be increased or decreased.
- 2.2 **Details of Remuneration per month**, educational qualification and experience with desirability are at **Annexure-I**.
- 2.3 **Reservation of post:** Existing state reservation policy and relevant roster will be applied.
 - (a) District Coordinator-local candidates to be engaged mandatorily.
 - (b) District Project Assistant - local candidates to be engaged mandatorily.
 - (c) Block Coordinator - local candidates to be engaged mandatorily.
 - (d) Block Project Assistant - local candidates to be engaged mandatorily.
 - (e) Category wise details for the above posts as per relevant roster is at **Annexure II & III**.

3. Term/Period of Engagement: 1(one) year, which may be extended from time to time, depending on terms & conditions.

4. Mode of recruitment/examination: Details at Annexure IV.

5. Age of Candidates: A minimum of 18 years, and not more than 38 (thirty eight) years as on 01/11/2021. Upper age limit is relaxable by 5 years for ST/SC, 3 years for OBC and 10 years for Divyangjan-Persons with Disability. Those candidates who were eligible for the DPC held pursuant to Notification No. 8/30/2017-18(SNP)SW dated 11/01/2019 and the Special DPC held pursuant to Notification No. 8/30/2017-18(SNP)SW dated 30/01/2020 will also be eligible to take part in the current recruitment.

6. Issue & Submission of Application Forms: Interested persons having the requisite qualifications may download the prescribed application forms from www.socialwelfare.mn.gov.in from **23/11/2021 to 08/12/2021** The completed application forms along with requisite self-attested certificates/documents should be submitted to the Directorate Head Quarter, Department of Social Welfare, Near 2nd MR Gate, AT Line, Imphal on or before **11/12/2021** on working days between 10:30 a.m to 04:00 p.m. on cash payment of requisite fees. For those candidates who had appeared in the DPC/Special DPC mentioned at para 5 above, copy of the relevant admit cards should be submitted along with application form.

7. Fee: Rs.500/- for Unreserved categories and Rs.300/- for SC/ST/OBC. No fee is payable for PWDs. Further, no fee is payable for candidates who had appeared in the Interview/Viva-Voce held pursuant to notifications mentioned at para 5 above, subject to production of Admit Cards/relevant fee payment receipts issued by this office.

8. Documents to be submitted: Self attested age proof certificate (Matriculation Certificate), category (ST/SC/OBC/PWD) certificates, certificates in support of educational qualifications and experience should be submitted with the application form. Original certificates/documents should be brought at the time of Interview.

9. Details of Interview/Viva-Voce will be notified separately.


(Ngangom Uttam Singh)
Director (Social Welfare),
Manipur

Copy to:

1. PPS to the Hon'ble Chief Minister (Social Welfare), Manipur.
2. Secretary (Social Welfare), Govt. of Manipur.
3. IT Section, Directorate of Social Welfare for uploading the same with the prescribed application form
4. The Editor-in-Chief, AIR, Imphal with a request for kind announcement as news items at News Bulletin on
5. The Editors, Poknapham (Manipuri), Sangai Express (English) & Huiyen Lanpao (Manipuri) for kind publication of the Advertisement for 2 days in their esteemed dailies and submit bills in triplicate for early payment.
6. Guard File.

Sl. No.	Name of Post	No. of Post	Remuneration plus PBH per month fixed by FD(PIC)	Reservation	Essential Qualification and Experience	Desirable
1	2	3	4	5	7	8
State Nutrition Resource Centre (SNRC)						
1.	Consultant (Planning, Monitoring Evaluation)	1	14700+45300 =60000	UR-1	<p>PG degree/diploma in Management/ Computer Applications/ Computer Science or B. Tech/BE in IT/ Computer Engineering or PG in Science with formal training on IT/computer with at least 55% marks.</p> <ul style="list-style-type: none"> • At least 3 years' experience in IT/ICT Systems implementation and analysis. • Project management experience. • Extensive experience in development and implementation of web-based applications and mobile applications and demonstrated knowledge and proficiency in M&E methodologies • Excellent oral and written communication skills in English and conversant in local language. • Good computer skills. 	<ul style="list-style-type: none"> • 5 years of experience in IT system implementation and analysis. • Experience in managing large scale technology implementation in Government. • Experience of working with Government/ Government organizations. • Experience in implementation of mobile technology for community health or nutrition (m-Health) programs. • Knowledge of statistical software packages (e.g. SPSS, STATA, etc.) • Knowledge of project management techniques.
2.	Consultant (Health & Nutrition)	1	14700+45300 =60000	UR-1	<p>PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development Community Medicine with at least 55% marks</p> <ul style="list-style-type: none"> • At least 3 years experience in planning, implementation and monitoring of child and women nutrition programmes. • For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience. • Expertise in MS Office including Word, Excel and PowerPoint. • Good understanding of decentralized planning and supportive supervision. • Excellent oral and written communication skills in English and ability to converse in local language. 	<ul style="list-style-type: none"> • 5 years of experience of working in nutrition/ public health/ social development programmes. • Experience of working with Government/ Government organizations/ interorganizations. • In-depth knowledge of key nutrition issues and nutrition programmes. • Knowledge of project management techniques.
3.	Consultant (Financial Management)	1	14700+45300 =60000	UR-1	<p>CA/ CS/ CMA (CWA) or MBA (Finance) from reputed institute with at least 55% marks.</p> <ul style="list-style-type: none"> • At least 3 years qualification experience out of which 1 year should be in Government/ PSU/ international agencies. 	<ul style="list-style-type: none"> • 5 years of experience in finance management. • In-depth knowledge and expertise in financial management, internal controls/

					<ul style="list-style-type: none"> • 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. 	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.
4.	Consultant (Capacity Building & BCC)	1	14700+45300 =60000	UR-1	<p>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</p> <ul style="list-style-type: none"> • At least 3 years experience in planning and implementing behavior change communication and capacity building interventions in public health/ nutrition programmes. • Expertise in MS Office including Word, Excel and PowerPoint. • Professional experience in planning, implementation and monitoring of training programs at state and district levels. • Excellent oral and written communication skills in English and ability to converse in local language. 	<ul style="list-style-type: none"> • 5 years of experience of working in nutrition/ public health/ social development programmes. • Good knowledge and understanding of public health/ nutrition programmes. • Experience of working with Government/ Government organizations/ international agencies • Knowledge of project management techniques
5.	Consultant (Procurement)	1	14700+45300 =60000	UR-1	<p>PG degree in Supply Chain Management/ MBA with specialization in Operations / Supply Chain Management</p> <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. 	<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.
6.	Accountant	1	7600+22400 =30000	UR-1	<p>PG degree in Commerce/ Accounting/ CWA-Inter/ CAInter with at least 50% marks</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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.
7.	Project Associate	1	7600+17400 =25000	UR-1	<p>Graduate in Computer Science or IT</p> <ul style="list-style-type: none"> • At least 2 years work experience in the relevant field • Formal training in IT/mobile applications. 	<ul style="list-style-type: none"> • PG Degree in Computer Science or IT with 3 years experience in application maintenance and support.

					<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Proven ability to successfully handle multiple tasks within a team environment and great attention to detail. • Problem solving skills must.
8.	Secretarial Assistant/ DEO	2	7100+7900 =15000	UR-2	<p>Graduate, preferably in Social Science/Social Work/ Rural Management/Statistics</p> <ul style="list-style-type: none"> • Proficiency in using MS Office • Proficiency in local language and English 	<ul style="list-style-type: none"> • At least 1 year experience of working with the Govt./Non-Govt. Organizations.
9.	Office Messenger/Peon	2	5740+2260 =8100	UR-2	<p>Matriculate</p> <ul style="list-style-type: none"> • Proficiency in local language and English 	-
	Total:	11				
District Level Help Desk, NNM						
10.	District Coordinator	16	7600+22400 30000	At Annexure-II	<p>Graduate or Certification/ Diploma in Computer Science or IT</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
11.	District Project Assistant	16	7600+10400 =18000	At Annexure-II	<p>Graduate Degree/Post Graduate Diploma in Management/ Social Sciences/ Nutrition</p> <ul style="list-style-type: none"> • 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 • Ability to work in a team and willingness to travel Extensively • Mandatorily local candidates should be engaged 	<ul style="list-style-type: none"> • 3 years experience of working in social program. • Experience of working on Government Programs in the social sector -Health, Nutrition, Education, Water and Sanitation
	Total:	32				
Block Level Help Desk, NNM						
12.	Block Coordinator	43	7100+12900 =20000	At Annexure-III	<ul style="list-style-type: none"> • Graduate. • At least 2 years experience of working with technology and software application support • Good oral and written communication in local language 	<ul style="list-style-type: none"> • Formal training on IT/ computer • Worked with front line workers in any Social Development Program of Government

					<ul style="list-style-type: none"> • Mandatorily local candidates should be engaged 	<ul style="list-style-type: none"> • Proven ability to successfully handle multiple tasks within a team environment • Attention to detail and problem solving skills
13.	Block Project Assistant	43	7100+7900 =15000	At Annexure-III	<ul style="list-style-type: none"> • Graduate. • 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 	<ul style="list-style-type: none"> • 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
	Total:	86				
	Grand Total:	129				

Sl. No.	Name of District	District Coordinator		District Project Assistant	
		No. of Post	Category	No. of Post	Category
1.	Chandel	1	UR-1	1	UR-1
2.	Tengnoupal	1	UR-1	1	UR-1
3.	Senapati	1	UR-1	1	UR-1
4.	Kangpokpi	1	UR-1	1	UR-1
5.	Tamenglong	1	UR-1	1	UR-1
6.	Noney	1	UR-1	1	UR-1
7.	Imphal West	1	UR-1	1	UR-1
8.	Thoubal	1	UR-1	1	UR-1
9.	Kakching	1	UR-1	1	UR-1
10.	Churachandpur	1	UR-1	1	UR-1
11.	Pherzawl	1	UR-1	1	UR-1
12.	Ukhrul	1	UR-1	1	UR-1
13.	Kamjong	1	UR-1	1	UR-1
14.	Bishnupur	1	UR-1	1	UR-1
15.	Imphal East	1	UR-1	1	UR-1
16.	Jiribam	1	UR-1	1	UR-1
	Total	16		16	

Sl. No.	Name of District	Name of Block/ICDS Project	Block Coordinator		Block Project Assistant	
			No. of Post	Category	No. of Post	Category
1.	Imphal West	Imphal West -I	1	UR-1	1	UR-1
2.		Imphal West-II	1	UR-1	1	UR-1
3.		Imphal City	1	UR-1	1	UR-1
4.	Thoubal	Thoubal	1	UR-1	1	UR-1
5.		Lilong	1	UR-1	1	UR-1
6.	Kakching	Kakching	1	UR-1	1	UR-1
7.	Churachandpur	Lamka	1	UR-1	1	UR-1
8.		Singhat	1	UR-1	1	UR-1
9.		Henglep	1	UR-1	1	UR-1
10.		Samulamlan	1	UR-1	1	UR-1
11.		Saikot	1	UR-1	1	UR-1
12.		Sangaikot	1	UR-1	1	UR-1
13.		Tuibong	1	UR-1	1	UR-1
14.	Pherzawl	Thanlon	1	UR-1	1	UR-1
15.		Parbung	1	UR-1	1	UR-1
16.		Vangai Range	1	UR-1	1	UR-1
17.	Chandel	Chandel	1	UR-1	1	UR-1
18.		Chakpikarong	1	UR-1	1	UR-1
19.		Khengjoy	1	UR-1	1	UR-1
20.	Tengnoupal	Tengnoupal	1	UR-1	1	UR-1
21.		Machi	1	UR-1	1	UR-1
22.	Senapati	Pao-Mata	1	UR-1	1	UR-1
23.		Mao-Maram	1	UR-1	1	UR-1
24.		Purul	1	UR-1	1	UR-1
25.	Kangpokpi	Kangpokpi	1	UR-1	1	UR-1
26.		Saikul	1	UR-1	1	UR-1
27.		Saitu (Gamphazol)	1	UR-1	1	UR-1
28.	Tamenglong	Tamenglong	1	UR-1	1	UR-1
29.		Tousem	1	UR-1	1	UR-1
30.		Tamei	1	UR-1	1	UR-1
31.	Noney	Nungba	1	UR-1	1	UR-1
32.		Khoupum	1	UR-1	1	UR-1
33.	Ukhrul	Ukhrul	1	UR-1	1	UR-1
34.		Chingai	1	UR-1	1	UR-1
35.		LungchongMeiphai	1	UR-1	1	UR-1
36.	Kamjong	Phungyar	1	UR-1	1	UR-1
37.		KasomKhullen	1	UR-1	1	UR-1
38.		Kamjong	1	UR-1	1	UR-1
39.	Bishnupur	Bishnupur	1	UR-1	1	UR-1
40.		Moirang	1	UR-1	1	UR-1
41.	Imphal East	Imphal East-I	1	UR-1	1	UR-1
42.		Imphal East-II	1	UR-1	1	UR-1
43.	Jiribam	Jiribam	1	UR-1	1	UR-1
		Total	43		43	

Scheme of Examination

1. The mode of selection for contractual engagement of eligible candidates for the various posts under POSHAN Abhiyaan shall be on the basis of academic score and personal interview/viva voce with weightage of 80% and 20% respectively. Shortlisting of candidates will be done on the basis of academic scores. (However, in the case of special interview conducted with specific direction from the Hon'ble High Court of Manipur (refer para 1.2 of this notification), shortlisting shall not be applicable). Only the shortlisted candidates will be called for Personal Interview/Viva-voce in the ratio of 1:5 of the applicable vacancy.

2. The suitability of candidates will be considered based on the following weightage to be given to academic score and marks scored in personal interview:

A. For Graduate level post:

Sl. No.	Criteria	Weightage
1.	Matriculation/Class-X	20
2.	Hr. Sec/Class-XII	20
3.	Graduation	25
4.	Experience*	10
5.	Computer Knowledge**	05
6.	Personal Interview	20
Total		100

B. For Post-Graduate level post:

Sl. No.	Criteria	Weightage
1.	Matriculation/Class-X	20
2.	Hr. Sec/Class-XII	10
3.	Graduation	15
4.	Master	20
5.	Experience*	10
6.	Computer Knowledge**	05
7.	Personal Interview	20
Total		100

C. For Matriculation posts:

Sl. No.	Criteria	Weightage
1.	Matriculation/Class-X	80
2.	Personal Interview	20
Total		100

3. * Experience in ICDS related work under any state government for one year or more OR for 7 years or more in relevant field from State Government/PSU/Private Sector/Autonomous Bodies will earn 10 marks. Similarly, working experience in relevant field for more than 5 years will earn 7 marks and working experience in relevant field for 3 to 5 years will earn 5 marks. While working experience in relevant field for less than 3 years and any other working experience (for a minimum period of 1 year) will earn 3 marks.

4. ** Computer knowledge will be assessed during the personal interview, irrespective of whether one possesses a certificate in a computer course certificate or not.

5. Calculation of Academic Score:

The following formula will be used for calculation of Academic Scores for Matriculation, Class-XII, Graduation and Masters:

Academic Score = Weightage assigned X (Mark scored in the Exam/ Total mark of the Exam)