

**GOVERNMENT OF NAGALAND  
DIRECTORATE OF SOCIAL WELFARE  
NAGALAND: KOHIMA**

No. SW/NNM-PA-I/2018-19/356

Dated Kohima the 1<sup>st</sup> January 2019.

1. The Director of Social Welfare Department, Nagaland invites application from eligible candidates who are indigenous inhabitant of Nagaland and fulfill the eligibility norms for the National Nutrition Mission mentioned below as per Government norms as indicated below:

Sl. No	Name of Post	No. of post	Essential Qualification	Preferences
<b>A. State Nutrition Resource Centre-State Project Management Unit:</b>				
1	Consultant (Planning, Monitoring & Evaluation)	01	<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ At least 3 years experience in IT/ICT Systems implementation and analysis</li> <li>➤ Project management experience</li> <li>➤ Extensive experience in development and implementation of web-based applications and mobile applications and demonstrated knowledge and proficiency in M &amp; E methodologies</li> <li>➤ Good computer skills</li> </ul>	<ul style="list-style-type: none"> <li>➤ 5 years of experience in IT system implementation and analysis</li> <li>➤ Experience in managing large scale technology implementation in Government</li> <li>➤ Experience of working with Government/Government organizations</li> <li>➤ Experience in implementation of mobile technology for community health or nutrition (m-health) programmes</li> <li>➤ Knowledge of statistical software packages (e.g SPSS, STATA etc.)</li> <li>➤ Knowledge of project management techniques</li> </ul>
2	Consultant (Health & Nutrition)	01	<ul style="list-style-type: none"> <li>➤ PG degree in Nutrition/Public health/Social Sciences/Rural Development Community Medicine with at least 55% marks</li> <li>➤ At least 3 years experience in Planning, implementation and monitoring of Child and Women nutrition programmes.</li> <li>➤ For applications with Ph.D (in nutrition related subjects), 3 years of doctoral time will be counted as 3 years of experience.</li> <li>➤ Expertise in MS Office including word, Excel and power point</li> <li>➤ Good understanding of decentralized planning and supportive supervision</li> </ul>	<ul style="list-style-type: none"> <li>➤ 5 years of experience of working in nutrition/public health/Social development programmes</li> <li>➤ Experience of working with Government/Government organization/inter-organizations.</li> <li>➤ In-depth knowledge of key nutrition issues and nutrition programmes</li> <li>➤ Knowledge of project management techniques</li> </ul>

3	Consultant (Financial Management)	01	<ul style="list-style-type: none"> <li>➤ CA/CS/CMA (CWA) or MBA (Finance) from reputed institute with at least 55% marks</li> <li>➤ At least 3 years qualification experience out of which 1 year should be in Government/PSU/ international agencies.</li> <li>➤ Exposure to budgeting audit and treasury functions</li> <li>➤ Knowledge of State budgetary, treasury and Finance rules.</li> <li>➤ Expertise in MS Office including Word Excel and power Point or</li> <li>➤ Government employees retired as under Secretary (Pay Level-11) or equivalent with at least 5 years experience of Financial management/budget/Government treasury accounting</li> </ul>	<ul style="list-style-type: none"> <li>➤ 5 years of experience in finance management</li> <li>➤ In-depth knowledge and expertise in financial management, internal controls/systems development &amp; implementation, government treasury accounting, auditing &amp; reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgment</li> </ul>
4	Consultant (Capacity building & BCC)	01	<ul style="list-style-type: none"> <li>➤ PG degree in Social Science/Health Communication/Mass Communication/Rural Development that includes courses on training/capacity building management in nutrition/public health with at least 55% marks</li> <li>➤ At least 3 years experience in planning and implementing behavior change communication and capacity building interventions in public health/ nutrition programmes</li> <li>➤ Expertise in MS Office including Word, Excel and power Point.</li> <li>➤ Professional experiences in Planning, implementation and monitoring of training programs and state and district levels.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 5 years of experience of working in nutrition/public health/social development programmes</li> <li>➤ Good knowledge and understanding of public health/nutrition programmes</li> <li>➤ Experience of working with Government/Government organizations/international agencies</li> <li>➤ Knowledge of project management techniques.</li> </ul>
5	Consultant (Procurement)	01	<ul style="list-style-type: none"> <li>➤ PG degree in Supply Chain Management.MBA with specialization in Operations/Supply Chain Management</li> <li>➤ At least 3 years experience in application maintenance/ 4 years experience in supply chain management and procurement planning</li> <li>➤ Experience of working with front line workers of Government Department and training on IT/Mobiles/Computer</li> <li>➤ Problems solving skills</li> <li>➤ Good oral and written communication skills in local language.</li> <li>➤ Computer literacy a must</li> <li>Or</li> <li>➤ Government employees retired as under Secretary (Pay Level-11) or equivalent with at least five years experience in procurement</li> </ul>	<ul style="list-style-type: none"> <li>➤ 5 years experience in working on technology and software application support.</li> <li>➤ Proven ability to successfully handle multiple tasks specially IT and Supply Chain Management, within a team with attention to detail.</li> </ul>
6	Accountant	02	<ul style="list-style-type: none"> <li>➤ PG degree in commerce/Accounting/CWA-inter/CA-Inter with at least 50% marks</li> <li>➤ At least 3 years experience in accounting with exposure in</li> </ul>	<ul style="list-style-type: none"> <li>➤ 5 years experience in accounting with exposure in budgeting &amp; auditing</li> <li>➤ Knowledge of administrative system</li> </ul>

			<p>budgeting &amp; audit out of which 1 year should be in Government/PSU</p> <ul style="list-style-type: none"> <li>➤ Expertise in MS Office including Word, Excel and Power Point</li> <li>➤ Government employees retired as Accountant with at least five years experience/Accounts Officers/Audit Officer with at least 3 years experience</li> </ul>	<p>and procedures of the Central Government, any accounting software will be an added advantage.</p> <ul style="list-style-type: none"> <li>➤ Strong computer skills, especially in the use of MS Word and excel.</li> </ul>
7	Projects Associate	02	<ul style="list-style-type: none"> <li>➤ Graduate in Computer Science or IT</li> <li>➤ At least 2 years work experience on the relevant field</li> <li>➤ Formal training in IT/mobile applications</li> <li>➤ Experience in working with technology and software application support</li> <li>➤ Previous experience in working with front line workers of Government Department and training on IT /Mobiles/Computer</li> <li>➤ Computer literacy must</li> </ul>	<ul style="list-style-type: none"> <li>➤ PG degree in Computer Science or IT with 3 years experience in application maintenance and support.</li> <li>➤ Proven ability to successfully handle multiple tasks within a team environment and great attention to detail.</li> <li>➤ Problem solving skills must.</li> </ul>
<b>B. District Level Help Desk</b>				
1	District Coordinator	11	<ul style="list-style-type: none"> <li>➤ Graduate degree/ post graduate diploma in management/ social sciences/ nutrition</li> <li>➤ Certificate/ diploma in computer software application or IT</li> <li>➤ Atleast 2 years work experience of capacity building with supervisory skills</li> <li>➤ Good oral and written communication skills in local language and fair skills in English</li> </ul>	<ul style="list-style-type: none"> <li>➤ Graduate degree in computer science or IT</li> <li>➤ 4 years work experience of capacity building with supervisory skills</li> <li>➤ Experience of working with technology and software application support</li> <li>➤ Formal training on IT/ computer</li> </ul>
2	District Project Assistant	11	<ul style="list-style-type: none"> <li>➤ Graduate degree/ post graduate diploma in management/ social sciences/ nutrition</li> <li>➤ Certificate/ diploma in computer application and having good knowledge of internet/ email</li> <li>➤ Atleast 1 years work experience of capacity building with supervisory skills</li> <li>➤ Good oral and written communication skills in local language and fair skills in English</li> </ul>	<ul style="list-style-type: none"> <li>➤ 2 years experience of working in social program relating to capacity building with supervisory skills</li> <li>➤ Experience of working on Government Programs in social sector- Health, Nutrition, Education, Water and sanitation</li> </ul>
<b>C. Block Level Help desk</b>				
1	Block Coordinator	60	<ul style="list-style-type: none"> <li>➤ Graduate</li> <li>➤ Certificate/ diploma in computer application</li> </ul>	<ul style="list-style-type: none"> <li>➤ Worked with frontline workers in any social Development Program of</li> </ul>

			<ul style="list-style-type: none"> <li>➤ Atleast 1 years work experience of capacity building with supervisory skills</li> <li>➤ Good oral and written communication skills in local language and fair skills in English</li> </ul>	<ul style="list-style-type: none"> <li>➤ Government Experience of working with technology and software application and support</li> </ul>
2	Block Project Assistant	60	<ul style="list-style-type: none"> <li>➤ Graduate</li> <li>➤ At least 1 year work experience</li> <li>➤ Good oral and written communication skills in Local language</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of Working with community/ Social Development programme of Government</li> </ul>

**Note:**

- 1) Standard Application forms can be collected from Directorate of Social Welfare on payment of Rs. 10/- from **4<sup>th</sup> - 8<sup>th</sup> February, 2019** during office hours.
- 2) Duly filled forms can be submitted to the Directorate of Social Welfare on payment of Rs. 300/- from **11<sup>th</sup> - 13<sup>th</sup> February, 2019** during office hours.
- 3) Incomplete forms and Documents shall be summarily rejected and no separate intimation/call letters for this will be issued.
- 4) Admit card will be issued at the time of submission of Application Form.
- 5) No application will be entertained after the last date.
- 6) The advertised posts are purely on contractual basis for a period of one year and likely to be extended from time to time based on the performance and the continuation of the Mission.
- 7) **Age limit:**
  - a) Candidates applying for **Item no. A: Sl no 1 – 5** : **45 – 60 years.**
  - b) Age limit for remaining post : **21 to 35 years of age.**
- 8) Item No. - **A** shall be eligible for all, Item No.-**B and C** are to be for local indigenous candidates of the particular District.
- 9) Candidates applying for **Item no. A: Sl no 1 – 5, a walk-in-Interview will be conducted for which Date and Time will be notified Separately.**
- 10) A candidate can apply for only one post.
- 11) The mode of selection will be in Written, Oral and Computer Proficiency Test.
- 12) Date and Venue for the examination will be notified separately.
- 13) Duration of written exam= 2 hours.
- 14) Mode of examination: General English, General Knowledge & specified subjects mentioned in the essential qualification requirements.
- 15) All Documents including Educational Certificates, Work Experience Certificate, Birth Certificate, Schedule Tribe Certificate, Indigenous Inhabitant Certificate, Unemployment registration Card duly self attested along with 2 (two) recent passport photographs should be enclosed while submitting the application form (Candidates applying for **Item no: A: Sl no 1 – 5 need not submit Unemployment registration Card**) .
- 16) State Government employees are required to furnish “No Objection Certificate” duly signed by the Head of the Department indicating the date of initial appointment of the Candidate.
- 17) No DA/TA shall be admissible.
- 18) All details pertaining to the requirements of the Post specified may be obtain from the Department Website: [dsw.nagaland.gov.in/](http://dsw.nagaland.gov.in/)

Sd/-  
(T MERANGTSUNGBA AIER)  
Director