



Moving towards a new dawn

## MINISTRY OF WOMEN AND CHILD DEVELOPMENT

Ministry of Women & Child Development urgently requires persons for the following posts to be filled on contract basis, initially for a period of upto March, 2020 (which may be extended or curtailed at the discretion of the Competent Authority) for the Central Project Support Unit (CPSU) being set up at New Delhi under the Child Protection Services (CPS) scheme.

Sl No.	Name of the Post	Remuneration (per month)	No. of Posts
1.	Deputy Mission Director	Rs. 70,000	02
2.	Project Implementation Officer	Rs. 55,000	04
3.	Administrative Officer	Rs. 35,000	01
4.	Accounts Officer	Rs. 35,000	01
5.	Accountant	Rs. 19,000	01
6.	Assistant cum Computer Operator	Rs. 19,000	02
7.	Stenographer	Rs. 19,000	01

The details of CPS, the Terms of References [TORs], essential qualifications and experience and job details are available on the Ministry's website – [www.wcd.nic.in](http://www.wcd.nic.in). The remuneration indicated is, all inclusive & consolidated and no additional benefits like Pension, Accommodation, CGHS benefits, are payable. Eligible candidates may apply with attested copies of certificates of the essential qualifications and experience to "The Director (Child Welfare), Ministry of Women & Child Development, Government of India, Room No. 307, 'B' Wing, 3<sup>rd</sup> Floor, Shastri Bhawan, New Delhi-110001" within 4 weeks of the publication of this advertisement. Applications received incomplete or after due date will not be entertained. Only short-listed candidates will be intimated and called for interview. The Ministry of Women & Child Development reserves the right to reject any or all applications without assigning any reason.

Sd/-  
(Under Secretary to the Government of India)



नई दिशा की ओर

## महिला एवं बाल विकास मंत्रालय

महिला एवं बाल विकास मंत्रालय द्वारा बाल संरक्षण सेवा (सीपीएस) स्कीम के अंतर्गत नई दिल्ली में स्थापित किए जा रहे केंद्रीय परियोजना सहायता एकक (सीपीएसयू) के लिए संविदा के आधार पर प्रारंभ में मार्च, 2020 तक की अवधि के लिए (इस अवधि को सक्षम प्राधिकारी के विवेकानुसार बढ़ाया या घटाया जा सकता है) निम्नलिखित पदों को भरने के लिए व्यक्ति अपेक्षित हैं :

क्र.सं.	पद का नाम	पारिश्रमिक (प्रतिमाह)	पदों की संख्या
1.	उप निदेशक, मिशन	70,000 रुपये	02
2.	परियोजना क्रियान्वयन अधिकारी	55,000 रुपये	04
3.	प्रशासनिक अधिकारी	35,000 रुपये	01
4.	लेखाधिकारी	35,000 रुपये	01
5.	लेखाकार	19,000 रुपये	01
6.	सहायक-सह-कम्प्यूटर ऑपरेटर	19,000 रुपये	02
7.	आशुलिपिक	19,000 रुपये	01

बाल संरक्षण स्कीम, पदों के संदर्भ में शर्तें, अनिवार्य अर्हताएं और अनुभव तथा कार्य विवरण मंत्रालय की वेबसाइट [www.wcd.nic.in](http://www.wcd.nic.in) पर उपलब्ध हैं। उल्लिखित पारिश्रमिक सर्व-समावेशी और समेकित है तथा पेंशन, आवास, केंद्रीय सरकार स्वास्थ्य सेवा जैसे अन्य लाभ देय नहीं होंगे। पात्र उम्मीदवार अनिवार्य अर्हताओं और अनुभव संबंधी प्रमाण पत्रों की सत्यापित प्रतियों के साथ "निदेशक (बाल कल्याण), महिला एवं बाल विकास मंत्रालय, भारत सरकार, कमरा नं. 307, 'बी' विंग, तीसरी मंजिल, शास्त्री भवन, नई दिल्ली-110001" को इस विज्ञापन के प्रकाशन की तारीख से 4 सप्ताह के भीतर आवेदन भेजें। अधूरे अथवा अंतिम तारीख के पश्चात प्राप्त आवेदन पत्रों पर विचार नहीं किया जाएगा। केवल चयनित सूची में रखे गए उम्मीदवारों को ही सूचित कर साक्षात्कार के लिए बुलाया जाएगा। महिला एवं बाल विकास मंत्रालय बिना कोई कारण बताए किसी आवेदन पत्र अथवा सभी आवेदन पत्रों को रद्द कर सकता है।

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(अवर सचिव, भारत सरकार)

**MINISTRY OF WOMEN AND CHILD DEVELOPMENT**  
**Terms of Reference for Deputy Mission Director [2 Posts]**

1. Purpose of assignment:  
Provide technical support to the Ministry of Women and Child Development [MWCD] as well as the State Governments/ UT Administrations in implementation of Integrated Child Protection Scheme [ICPS].
2. Programme Area:  
Child Protection
3. Duty station:  
New Delhi
4. Supervisor:  
The Deputy Mission Director will be supervised by the Joint Secretary of the Child Welfare Bureau, MWCD and will take direct instructions from Director of the Child Welfare Bureau II, MWCD.
5. Major tasks to be accomplished, within the framework of the Central Project Support Unit [CPSU] visualized under ICPS:
  - A. Provide technical support related to the implementation of ICPS, such as:
    - Develop a Plan of Action for initiating the implementation of ICPS as well as facilitate development of the State Plan of Action in each State/UT;
    - Facilitate setting up of required structures and child protection mechanisms visualized under ICPS, viz., SCPSs, and SARAs in all States/UTs;
    - Ensure training and sensitization of the concerned officials of the line departments of the States/UTs;
    - Ensure technical capacity building at Centre and States for initial implementation of ICPS;
    - Provide support to the State Governments and Union Territories in making required institutional and policy level changes for effective implementation of ICPS;
    - Collect, compile and regularly update the national level information on the status of child protection institutions and key elements of their functioning in States/UTs;
    - Set up and manage a national child tracking system and a missing children website with the help of SPSU, SCPS and SARA;
    - Ensure timely disbursement of funds to the SPSUs/State Governments/UT Administrations;
    - Develop and disseminate awareness raising materials on the ICPS;
    - Monitor and evaluate implementation of ICPS throughout the country.
  - B. Support the MWCD in the coordination of meetings and consultations on implementation of ICPS.
  - C. Any other tasks related to child protection assigned.
6. End product:
  - Central [Roll Out Plan] and State Plans of Action for implementation of ICPS
  - State Child Protection structures and mechanisms set up viz., SCPSs, and SARAs in all States/UTs
  - Training, technical, awareness and sensitization manuals, modules, material on ICPS and Child Rights
  - Concept notes etc. related to Institutional and policy changes at State level
  - Monitoring formats and state based monitoring indicators
  - Templates for financial proposals
  - National level information database on status of Child Protection Institutions and key elements of functioning in States/UTs
  - National Child Tracking system and a Missing Children Website set up.
7. Estimated duration of contract: March, 2020 which may be extended or curtailed at the discretion of the Competent Authority.
8. Official travel involved (itinerary and duration):  
Office-based (in MWCD), and travel to States.
9. Remuneration:  
Rs. 8,40,000/- per annum
10. Qualification or specialised knowledge experience required:
  - Post Graduate degree in Humanities with specialization in Community Resource Management or Child Development/Social Work/ Sociology/ Public Administration from a recognized University.
  - 10 years of experience in project formulation/implementation, monitoring and supervision in the fields of Child Development/ Social Welfare.
  - Experience in Advocacy, Research & Documentation, Training & Capacity Building, Designing & Production of IEC materials, Information Technology, Media & Mass Communication would be preferred.
  - Computer skills and excellent writing skills.
  - Fluency in English, knowledge of Hindi and a regional language, an asset.
11. Age limit:  
55 years

**MINISTRY OF WOMEN AND CHILD DEVELOPMENT**  
**Terms of Reference for Project Implementation Officer [4 Posts]**

1. Purpose of assignment:  
Provide technical support to the Ministry of Women and Child Development [MWCD] in implementation of Integrated Child Protection Scheme [ICPS].
2. Programme Area:  
Child Protection
3. Duty station:  
New Delhi
4. Supervisor:  
The Programme Implementation Officer will be supervised by the Joint Secretary of the Child Welfare Bureau, MWCD and will take direct instructions from the Director of the Child Welfare Bureau II, MWCD/ Deputy Mission Director, CPSU.
5. Major tasks to be accomplished, within the framework of the Central Project Support Unit [CPSU] visualized under ICPS:
  - A. Provide technical support related to the implementation of ICPS such as:
    - Assist Deputy Mission Director in developing a Plan of Action for initiating the implementation of ICPS as well as facilitate development of the State Plan of Action in each State/UT;
    - Assist Deputy Mission Director in facilitating setting up of required structures and child protection mechanisms visualized under ICPS, viz., SCPSs, and SARAs in all States/UTs;
    - Ensure training and sensitization of the concerned officials of the line departments of the States/UTs;
    - Ensure technical capacity building at Centre and States for initial implementation of ICPS;
    - Provide support to the State Governments and Union Territories in making required institutional and policy level changes for effective implementation of ICPS;
    - Collect, compile and regularly update the national level information on the status of child protection institutions and key elements of their functioning in States/UTs;
    - Assist Deputy Mission Director in setting up and managing a national child tracking system and a missing children website with the help of SPSU, SCPS and SARA;
    - Ensure timely disbursement of funds to the SPSUs/State Governments/UT Administrations;
    - Develop and disseminate awareness raising materials on the ICPS;
    - Assist Deputy Mission Director in monitoring and evaluating implementation of ICPS throughout the country.
  - B. Support the MWCD in the coordination of meetings and consultations on implementation of ICPS.
  - C. Any other tasks related to child protection assigned.
6. End product:
  - Central [Roll Out Plan] and State Plans of Action for implementation of ICPS
  - State Child Protection structures and mechanisms set up viz., SCPSs, and SARAs in all States/UTs
  - Training, technical, awareness and sensitization manuals, modules, material on ICPS and Child Rights
  - Concept notes etc. related to Institutional and policy changes at State level
  - Monitoring formats and State based monitoring indicators
  - Templates for financial proposals
  - National level information database on status of Child Protection Institutions and key elements of functioning in States/UTs
  - National Child Tracking system and a Missing Children Website set up.
7. Estimated duration of contract: March, 2020 which may be extended or curtailed at the discretion of the Competent Authority.
8. Official travel involved (itinerary and duration):  
Office-based (in MWCD), and travel to States.
9. Remuneration:  
Rs. 6,60,000/- per annum
10. Qualification or specialised knowledge experience required:
  - Post Graduate degree in Humanities with specialization in Community Resource Management or Child Development/ Social Work/ Sociology/ Public Administration from a recognized University.
  - 8 years of experience in project formulation/implementation/monitoring and supervision in the fields of Child Development/ Social Welfare/Advocacy/Designing and Production of IEC materials
  - Computer skills and excellent writing skills.
  - Fluency in English, knowledge of Hindi and a regional language, an asset.
11. Age limit:  
50 years.

**MINISTRY OF WOMEN AND CHILD DEVELOPMENT**  
**Terms of Reference for Administrative Officer [1 Post]**

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1. Purpose of assignment:  
Provide technical support to the Ministry of Women and Child Development [MWCD] in implementation of Integrated Child Protection Scheme [ICPS].
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2. Programme Area:  
Child Protection
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3. Duty station:  
New Delhi
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4. Supervisor:  
The Administrative Officer will be supervised by the Joint Secretary of the Child Welfare Bureau, MWCD and will take direct instructions from the Director of the Child Welfare Bureau II, MWCD/ Deputy Mission Director, CPSU.
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5. Major tasks to be accomplished, within the framework of the Central Project Support Unit [CPSU] visualized under ICPS:
- A. Provide technical support related to the implementation of ICPS such as:
- All matters related to Establishment and Administration of CPSU
- B. Support the MWCD in the coordination of meetings and consultations on implementation of ICPS.
- C. Any other tasks related to child protection assigned.
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6. End product:
- Smooth functioning of CPSU
  - All Posts of CPSU occupied by suitable persons
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7. Estimated duration of contract: March, 2020 which may be extended or curtailed at the discretion of the Competent Authority.
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8. Official travel involved (itinerary and duration):  
Office-based (in MWCD), and travel to States.
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9. Remuneration:  
Rs. 4,20,000/- per annum
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10. Qualification or specialised knowledge experience required:
- Post Graduate/ Graduate degree from a recognized University.
  - 10 years of experience in establishment and administrative matters
  - Computer skills and excellent writing skills.
  - Fluency in English, knowledge of Hindi and a regional language, an asset.
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11. Age limit:  
55 years & 62 years in the case of a retired Government official.
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**MINISTRY OF WOMEN AND CHILD DEVELOPMENT**  
**Terms of Reference for Accounts Officer [1 Post]**

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1. Purpose of assignment:
- Provide technical support to the Ministry of Women and Child Development [MWCD] in implementation of Integrated Child Protection Scheme [ICPS].
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2. Programme Area:
- Child Protection
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3. Duty station:
- New Delhi
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4. Supervisor:
- The Account Officer will be supervised by the Joint Secretary of the Child Welfare Bureau, MWCD and will take direct instructions from the Director of the Child Welfare Bureau II, MWCD/ Deputy Mission Director, CPSU.
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5. Major tasks to be accomplished, within the framework of the Central Project Support Unit [CPSU] visualized under ICPS:
- A. Provide technical support related to the implementation of ICPS such as:
- All work related to transfer of funds to all States and UTs;
  - Examination of financial proposals received from States and UTs;
  - Disbursement of remuneration to all staff of CPSU;
  - Other miscellaneous expenditure of the CPSU;
- B. Support the MWCD in the coordination of meetings and consultations on implementation of ICPS.
- C. Any other tasks related to child protection assigned.
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6. End product:
- Timely disbursement of funds to States and UTs
  - Timely disbursement of remuneration to the staff of CPSU
  - Timely payment to other agencies, whenever required
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7. Estimated duration of contract: March, 2020 which may be extended or curtailed at the discretion of the Competent Authority.
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8. Official travel involved (itinerary and duration):
- Office-based (in MWCD), and travel to States.
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9. Remuneration:
- Rs. 3,60,000/- per annum
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10. Qualification or specialised knowledge experience required:
- Post Graduate/ Graduate degree in Commerce from a recognized University.
  - 10 years experience in day to day accounts work, finalization of accounts and preparation of annual accounts, scrutinizing financial proposals.
  - Computer skills and excellent writing skills.
  - Fluency in English, knowledge of Hindi and a regional language, an asset.
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11. Age limit:
- 55 years & 62 years in the case of retired Government official.
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**MINISTRY OF WOMEN AND CHILD DEVELOPMENT**  
**Terms of Reference for Accountant [1 Post]**

1. Purpose of assignment:  
Provide technical support to the Ministry of Women and Child Development [MWCD] in implementation of Integrated Child Protection Scheme [ICPS].
2. Programme Area:  
Child Protection
3. Duty station:  
New Delhi
4. Supervisor:  
The Accountant will be supervised by the Joint Secretary of the Child Welfare Bureau, MWCD and will take direct instructions from the Director of the Child Welfare Bureau II, MWCD/ Deputy Mission Director, CPSU.
5. Major tasks to be accomplished, within the framework of the Central Project Support Unit [CPSU] visualized under ICPS:
  - A. Provide technical support related to the implementation of ICPS such as:
    - Assist Account Officer in all work related to transfer of funds to all States and UTs;
    - Examination of financial proposals received from States and UTs;
    - Assist Account Officer in disbursement of remuneration to all staff of CPSU;
    - Assist Account Officer in other miscellaneous expenditure of the CPSU;
  - B. Support the MWCD in the coordination of meetings and consultations on implementation of ICPS.
  - C. Any other tasks related to child protection assigned.
6. End product:
  - Timely disbursement of funds to States and UTs
  - Timely disbursement of remuneration to the staff of CPSU
  - Timely payment to other agencies, whenever required
7. Estimated duration of contract: March, 2020 which may be extended or curtailed at the discretion of the Competent Authority.
8. Official travel involved (itinerary and duration):  
Office-based (in MWCD), and travel to States.
9. Remuneration:  
Rs. 2,28,000 per annum
10. Qualification or specialised knowledge experience required:
  - Graduate in Commerce from a recognized University.
  - 5 years experience in day to day accounts work, finalization of accounts and preparation of annual accounts, scrutinizing financial proposals.
  - Computer skills and excellent writing skills.
  - Fluency in English, knowledge of Hindi and a regional language, an asset.
11. Age limit:  
45 years

**MINISTRY OF WOMEN AND CHILD DEVELOPMENT**  
**Terms of Reference for Assistant cum Computer Operator [2 Posts]**

1. Purpose of assignment:  
Provide technical support and strengthen capacities of the Ministry of Women and Child Development [MWCD] in implementation of Integrated Child Protection Scheme [ICPS].
2. Programme Area:  
Child Protection
3. What is the basic project objective to which the position is related?  
Implementation of Integrated Child Protection Scheme [ICPS] – Provide technical support to MWCD, States and UTs.
4. Duty station:  
New Delhi
5. Supervisor:  
The Assistant cum Data Entry Operators will be supervised by the Joint Secretary of the Child Welfare Bureau, MWCD and will take direct instructions from the Director of the Child Welfare Bureau II, MWCD/Deputy Mission Director, Central Project Support Unit [CPSU].
6. Major tasks to be accomplished, within the framework of the Central Project Support Unit [CPSU] visualized under ICPS:
  - A. Provide technical support related to the implementation of ICPS such as:
    - Provide typing assistance to the officers/officials of the CPSU;
    - Assist in examination of financial proposals received from States and UTs;
    - Maintain and keep records of all files related to ICPS;
    - Assist Administrative Officer in other miscellaneous work of the CPSU.
  - B. Support the MWCD in the coordination of meetings and consultations on implementation of ICPS.
  - C. Any other tasks related to child protection as assigned by the Director (Child Welfare II), MWCD/Deputy Mission Director [CPSU].
7. End product:
  - Data base of services, status of implementation, beneficiaries under the scheme
  - Smooth functioning of CPSU
8. Estimated duration of contract: March, 2020 which may be extended or curtailed at the discretion of the Competent Authority.
9. Official travel involved (itinerary and duration):  
Office-based (in MWCD), and travel to States.
10. Remuneration:  
Rs. 2,28,000/- per annum
11. Qualification or specialised knowledge experience required:
  - Graduate from a recognized University.
  - 5 years experience handling [processing/putting up of] files independently.
  - Computer skills and excellent writing skills.
  - Fluency in English, knowledge of Hindi and a regional language, an asset.
12. Age limit:  
35 Yrs.



**MINISTRY OF WOMEN AND CHILD DEVELOPMENT**  
**Terms of Reference for Stenographer [1 Post]**

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1. Purpose of assignment:
- Provide technical support and strengthen capacities of the Ministry of Women and Child Development [MWCD] in implementation of Integrated Child Protection Scheme [ICPS].
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2. Programme Area:
- Child Protection
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3. What is the basic project objective to which the position is related?
- Implementation of Integrated Child Protection Scheme [ICPS] – Provide technical support to MWCD, States and UTs.
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4. Duty station:
- New Delhi
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5. Supervisor:
- The Stenographer will be supervised by the Joint Secretary of the Child Welfare Bureau, MWCD and will take direct instructions from the Director of the Child Welfare Bureau II, MWCD/Deputy Mission Director, Central Project Support Unit [CPSU].
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6. Major tasks to be accomplished, within the framework of the Central Project Support Unit [CPSU] visualized under ICPS:
- A. Provide technical support related to the implementation of ICPS such as:
- Provide stenographic assistance to the Deputy Mission Directors of the CPSU;
  - The usual office work of the personal assistant for the office of the Deputy Mission Directors;
- B. Support the MWCD in the coordination of meetings and consultations on implementation of ICPS.
- C. Any other tasks related to child protection as assigned by the Director (Child Welfare II), MWCD/Deputy Mission Director [CPSU].
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7. End product:
- Work as personal assistant for the office of the Deputy Mission Directors.
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8. Estimated duration of contract: March, 2020 which may be extended or curtailed at the discretion of the Competent Authority.
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9. Official travel involved (itinerary and duration):
- Office-based (in MWCD), and travel to States.
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10. Remuneration:
- Rs. 2,28,000/- per annum
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11. Qualification or specialised knowledge experience required:
- Graduate from a recognized University.
  - A speed of 80 w.p.m. in Stenography in English.
  - Typing speed of 30 w.p.m. in English
  - Computer skills and excellent writing skills.
  - Fluency in English, knowledge of Hindi and a regional language, an asset.
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12. Age limit:
- 35 Yrs.
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