

NATIONAL CHILD LABOUR PROJECT SOCIETY , CUTTACK

(CONVERGENCE CHILD LABUOR PROJECT ,CUTTACK)

RESIDENCE OFFICE CAMPUS OF COLLECTOR , CUTTACK

KANIKA CHHAK, CUTTACK

Phone No. 0671-2307442 (Office)

ADVERTISEMENT

Advt. No. 382 /Date 12.1.11

National Child Labour Project Society, Cuttack a Society registered under Indian Societies Act,1860 and working under Ministry of Labour & Employment(MOLE)Government of India for elimination and rehabilitation of Child Labour in the district of Cuttack requires to engage the qualified eligible Indian citizen (most particularly 'Oriya') in the following category of full time,temporary and contractual Posts for its 'CONVERGENCE CHILD LABUOR PROJECT ,CUTTACK' to work for convergence model for education of children withdrawn and prevented from hazardous work in Cuttack district for the period of operation of the Project.

Sl. No.	Name of the Post / Position	No. of Post	Required Qualification	Experience	Remuneration
01	02	03	04	05	06
01.	Project Coordinator	One	M.A.(Social Science) // M.S.W.// M.A. in PM &IR // MBA (HR)	03 years work experience in Social Development Project (Child Labour)// Child Protection //Child Rights // Projects and Programmes	Rs.20,000/- per month
02	IT /Computer Professional	One	MCA // +3 Degree with P.G. Diploma in Computer Application	2-3 years I.T. related work experience in Social Development Sector	Rs.10,000/- per month
03	Direct Beneficiary Monitoring & Reporting Assistant	One	+3 Degree with P.G. Diploma in Computer Application	2 years work experience in data collection with the Governemnt// reputed NGOs in Social Development Sector	Rs.7,500/- per month
04	Accountant	One	+3 Degree in Commerce // Master Degree in Commerce with P.G. Diploma in Computer Application (Tally)	3-5 years experience in Accounting	Rs.10,000/- per month
05	Field-Cum-Community Worker	One	Post Graduate / Graduate in Social Science	2 - 3 years work experience in data collection with the Governemnt// reputed NGOs in community mobilization	Rs.7,500/- per month

- N.B.:- (i) The Eligibility //Skills // Competencies, Role and Responsibilities of each individual post is as Annexed to this notice // advertisement.
- (ii) The candidates who have not required work experience skill, competencies and capability to discharge the role and responsibilities assigned to the post should not apply and come for the Walk-in-Interview.
- (iii) The posts are purely temporary, contractual and full time in nature and limited to the Project period and can be terminated any time without any notice.
- (iv) The intending candidates should report for Walk-in-Interview on the scheduled date and time in the District Red Cross Building along with ^{also date of} all original certificates / testimonials and three nos. of recent pass port size coloured photographs .
- (v) Preference will be given to the candidates having knowledge in Oriya language who fulfill the eligibility criteria.
- (vi) The Walk-in-Interview for the Category No. 1 & 2 posts shall be conducted on 24th January 2011 from 10.00 AM to 05.30 PM and Walk-in-Interview for Categories No. 3,4 & 5 posts shall be conducted on 25th January 2011 form 10.00 AM to 05.30 PM. Queue will be made on first come first go basis.
- (vii) Computer ability test of each candidate shall be taken just after the Walk-in-Interview.
- (viii) The candidates appearing in Walk-in-Interview shall not claim for appointment for post .
- (ix) Selection of candidates is sole discretion of the Selection Committee and shall be made on the basis of suitability of the candidate for the project work .
- (x) Please Note that No TA / DA shall be paid for attending the interview.

Collector & District Magistrate – Cum -Chairman,
NCLP Society, Cuttack

Memo No. 383 /Dated the 12.1.11

Copy to DIO, NIC , The above said Advertisement may be uploaded in the District Web Page of Cuttack for wide publicity.

Collector & District Magistrate – Cum -Chairman,
NCLP Society, Cuttack

Memo No. 384 /Dated the 12.1.11

Copy to the Notice Board of District Office// Sub-Collector's Office// Block Offices // Tahasils // District Employment Office // District Labour Office // NCLP Society Office of the District // Deputy Labour Commissioner's Office at Cuttack and Labour Commissioner's Office at Bhubaneswar for information and publicity.

Collector & District Magistrate – Cum -Chairman,
NCLP Society, Cuttack

Amore

Staffing at the District level under Convergence Project

Sl No.	Position	Qualification	Eligibility/Skills/ Competencies	Experience	Remuneration	Role & Responsibilities
1.	Project Coordinator	Masters in Social Science/ MSW	<ul style="list-style-type: none">• Ability to coordinate Project activities• Clear understanding of Government structure and capability to coordinate and network with developmental/welfare departments at the district level and officials at the Block level, including Employers/Workers organizations and NGOs;• Excellent understanding of child labour related issues;• Working knowledge of computer applications including MS office and internet• Excellent oral and written communication skill in English and local language.• Working knowledge of Hindi (if Hindi is not the local language) is desirable.• Good interpersonal skills including ability to work in a	Work experience in social developmental projects, preferably in child labour/child protection/child rights projects/programmes for minimum three years	20,000/- p.m	<ul style="list-style-type: none">• Under the overall supervision of the District Collector and in coordination with the PD, NCLP, the Project coordinator will be responsible for implementation of Convergence Project activities at the district level.• Will Coordinate with the relevant Departments and officials at the district and block level;• Supervise and guide the Action Programme staff; Preparing agenda for discussion relating to Project in the monthly meeting of the Collector and periodic NCLP meetings;• Reporting to State Government and ILO

Staffing at the District level under Convergence Project

Sl No.	Position	Qualification	Eligibility/Skills/ Competencies	Experience	Remuneration	Role & Responsibilities
2.	IT/Computer professional	Graduate with P.G Diploma in Computer Application	<p>team and operate effectively across organizational boundaries</p> <ul style="list-style-type: none"> • Good analytical and negotiating skills • Clear understanding of the Government Structure at District, State and National level • Advanced knowledge of Microsoft Office applications including MS Access • Knowledge of database management system and internet application • Troubleshooting knowledge of all hardware and software in use in a normal office environment • Troubleshooting knowledge at the operating system level (Windows) • Fluency in oral and written English and local language. • Working knowledge of Hindi (if 	At least 2-3 years IT related work experience in social development sector.	Rs 10,000 p.m	<p>through the chairperson;</p> <ul style="list-style-type: none"> • Any other work assigned by the Chairperson • Collating information related to children and parents; • Maintaining profiles of developmental & welfare schemes and the nature of benefits being provided to the targeted beneficiaries under the Action Programme; • Assist district administration to update project related information in the district website; • Assist Project coordinator in preparing the Technical

Staffing at the District level under Convergence Project						
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			<p>Hindi is not the local language) is desirable.</p> <ul style="list-style-type: none"> • Good interpersonal skills including ability to work in a team and operate effectively across organizational boundaries 			<p>progress report;</p> <ul style="list-style-type: none"> • Update DBMR and CLMS database in coordination with DBMR assistant; • Analyze and prepare quantitative reports as and when required. • Troubleshoot day-to-day software and hardware related issues; • Provide IT relates support to the project staff; • Any work assigned by the Chairperson/ PD,NCLP/Project coordinator
3.	DBMR Assistant	Graduate, preferably diploma in computer	<ul style="list-style-type: none"> • Proficiency in data collection and reporting • Proficiency in computer 	Work experience of at-least 2 years in data collection with the Govt/reputed	Rs 7,500 p.m	<ul style="list-style-type: none"> • Collecting DBMR / CLMS related information on target beneficiaries

Annexure

Staffing at the District level under Convergence Project						
SI No.	Position	Qualification	Eligibility/Skills/ Competencies	Experience	Remuneration	Role & Responsibilities
		applications	<ul style="list-style-type: none"> applications (MS Office) and Database Management System Fluency in oral and written English and local language. Working knowledge of Hindi (if Hindi is not the local language) is desirable. Clear understanding of the Government Structure at District, State and National level 	NGOs in development sector		<ul style="list-style-type: none"> Collecting information on children identified by VECs/WECs/SMCs Ensuring maintenance of DBMR/ CLMS related database Analyzing the data and preparing reports related to DBMR / CLMS in coordination with the IT professional;
4.	Accountant	B.Com / M. Com with P.G. Dip in Computer Applications (Tally)	<ul style="list-style-type: none"> Good understanding of accountancy and book keeping; Ability to draft letters and correspondences; Proficiency in collecting and maintaining accounts in electronic formats Proficiency in computer applications (MS Word, Excel etc.) 	Work experience 3-5 years in Accounting.	Rs 10,000 p.m	<ul style="list-style-type: none"> Maintaining cash book and other financial records including supporting documents as per the prescribed procedures Preparation of periodical financial reports in consultation with the Project Coordinator. Maintenance of project inventory

Annexure

Staffing at the District level under Convergence Project						
Sl No.	Position	Qualification	Eligibility/Skills/ Competencies	Experience	Remuneration	Role & Responsibilities
5.	Field -cum- community worker	Graduate / Post Graduate in Social Science	<ul style="list-style-type: none"> Fluency in oral and written English and local language. Working knowledge of Hindi (if Hindi is not the local language) is desirable Belongs to local community Willing to travel extensively throughout the district; Clear understanding of the Government Structure at State, District and Local level Interpersonal skills to enable working with the officials, school teachers, community members, etc. Fluency in oral and written English and local language. 	Working experience of at-least 2 years with the Govt/reputed NGOs in development sector for community mobilisation	Rs 7,500 p.m	<ul style="list-style-type: none"> Facilitate Audit Any other work assigned by the PD/PC Regular interaction with teachers (Special Schools/AIE and formal schools) and community members Counseling of parents and adolescents Ensuring meetings PTA Mobilising the community members