



Office of the Deputy Commissioner, Chatra, Jharkhand

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(District Social Welfare Office)

Walk in Interview

(For various posts under District Social Welfare Office, Chatra)

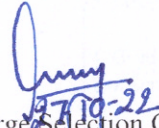
Qualified, competent and eligible candidates are invited to attend the Walk-in – Interview on 11th November 2022 from 10:30 a.m. to 2 p.m. The candidate application should provide resume and original and self-attested photocopies of identity proof, education and professional experience certificates along with 2 passport size photographs for the following positions mentioned below on contractual basis only. The criterion of qualification and salary are mentioned below, but based on the candidate experience and expectations, emoluments and terms and conditions are flexible and negotiable.

Sr. No.	Designation	Number of positions available	Qualification	Tentative Remuneration per month
1	Nutritionist	12	NHM Standards. Masters/Bachelors in food and nutrition/home sciences (Hons/pass). minimum 1-year work experience in Health sector/relevant field. Basic computer skills especially those related to MS Office good data management skills. Would be given preference to female candidates. Fluency in local language both written and spoken. Ability to work in a team	₹15,000 *Field allowance of maximum 500 per visit (including TA/DA) will be provided, but to a maximum of 26 days in a month. The allowance will be based on decision of the selection committee.
2	Expert in Public Health Management	1	Masters or MBA in Public Health/Nutrition/health care management/Hospital management/Hospital administration/MPH/health sciences or related fields from a reputed institute with minimum 50% marks. Preference will be given to PhD holders, MBBS, Public Health management, 0-2 years' work experience mandatory.	₹55,000 (negotiable for MBBS doctors)
3	DEO-MIS expert	2	Graduation with Diploma in Computer Application (DCA). Typing speed 30 wpm on computer test. OR must have passed BCA/BSC.IT/BE/B.Tech/MCA or equivalent from a recognized Board. 0-2 years of work experience in related job roles. Desirable work experience in software application, data management, Microsoft office etc.	₹18,000

Location of Walk-In Interview: 1st Floor, Conference Hall, Vikas Bhavan (DRDA Building), Nagwa Chowk, Chatra, Jharkhand, 825401

NOTE:

1. The District Administration reserves the right to change the schedule. The above-mentioned date may change due to abrupt declaration of holiday. Please visit the website www.chatra.nic.in for the same.
2. The panel holds the right to withdraw/cancel the appointment of any candidate, if found furnishing wrong information or otherwise at any stage
3. For more details, please visit the website www.chatra.nic.in


In-Charge Selection Committee
District Social Welfare Office
Chatra, Jharkhand

Background

Chatra district has reported numerous cases of malnutrition. The Government of Jharkhand has selected Chatra as one of the five districts where a special campaign against malnutrition – Strategic Action for Alleviation of Malnutrition and Anaemic Reduction (SAAMAR) is being undertaken. This is an important step in ensuring that the child of the poorest family in the State is ensured of adequate supplementary nutrition when it is most needed for his or her overall mental and physical well-being. In order to complement efforts of the State Government, the District Administration of Chatra, Jharkhand intends to adopt concrete and sustainable measures which will help reduce these vulnerabilities, using the district's District Mineral Foundation (DMF) Funds – under which Women and Child Development is considered a top priority. A major component of the project is hiring for various posts on contractual basis.

Requirement

The district administration intends to hire for the following positions:

Sr. No.	Designation	Number of positions available	Qualification	Job Role	Tentative Remuneration per month	Documents Required
1	Nutritionist	12	NHM Standards. Masters/Bachelors in food and nutrition/home sciences (Hons/pass). minimum 1-year work experience in Health sector/relevant field. Basic computer skills especially those related to MS Office good data management skills. Would be given preference to female candidates. Fluency in local language both written and spoken. Ability to work in a team	Responsible for creating diet charts targeting improvement in nutritional status of children, provide nutritional counselling, advise patients and their families on nutritional principles, dietary plans and diet modifications, and food selection and preparation, monitor food service operations to ensure conformance to nutritional, safety, sanitation and quality standards, Coordinate recipe development and standardization and develop new menus for food service operations. Visit Anganwadi centres in the block assigned and monitor nutrition related indicators and programs, active participation in VHSND days (Not mandatory but desired)	₹15,000 * Field allowance of maximum 500 per visit (including TA/DA) will be provided, but to a maximum of 26 days in a month. The allowance will be based on location and decision by the selection committee.	1. Proof of Identity - Birth Certificate, Aadhar Card, Pan Card; 2. Copy of 10th pass Certificate 3. Copy of 12th pass Certificate; 4. Graduation Certificate and Transcript; 5. Post-Graduation Certificate and transcripts; 6. other qualification Certificate (if Any); 7. Experience Certificate/Previous employer certificate, 8. Relieving Letter (Not mandatory but desired); 9. Last 3 Salary slips; 10. Proof of permanent Address and local address 11. CV
2	Expert in Public Health Management	1	Masters or MBA in Public Health/Nutrition/health care management/Hospital management/Hospital administration/MPH/health sciences or related fields from a reputed institute with minimum 50% marks. Preference will be given to PhD holders, MBBS, Public Health management, 0-2 years' work experience mandatory.	Monitoring of the overall program, taking regular updates from nutritionists and guiding the program based on observations and data received.	₹55,000 (Negotiable for MBBS doctors)	1. Proof of Identity - Birth Certificate, Aadhar Card, Pan Card; 2. Copy of 10th pass Certificate 3. Copy of 12th pass Certificate; 4. Graduation Certificate and Transcript; 5. Post-Graduation Certificate and transcripts;

						6. other qualification Certificate (if Any); 7. Experience Certificate/Previous employer certificate, 8. Relieving Letter (Not mandatory but desirable); 9. Last 3 Salary slips; 10. Proof of permanent Address and local address 11. CV 12. State Registration, All India Registration (in case of Doctors)
3	DEO-MIS expert	2	Graduation with Diploma in Computer Application (DCA). Typing speed 30 wpm on computer test. OR must have passed BCA/BSC.IT/BE/B.Tech/MCA or equivalent from a recognized Board. 0-2 years of work experience in related job roles. Desirable work experience in software application, data management, Microsoft office etc.	Data collation, analysis, use of software and data management tools to maintain and present the data etc. The expert will also be responsible for monitoring and tracking of GPS installed in the MTC van.	₹18,000	1. Proof of Identity - Birth Certificate, Aadhar Card, Pan Card; 2. Copy of 10th pass Certificate 3. Copy of 12th pass Certificate; 4. Graduation Certificate and Transcript; 5. Post-Graduation Certificate and transcripts; 6. other qualification Certificate (if Any); 7. Experience/Previous employer certificate
4	MTC Van driver	2	Good road sense, knowledge of Chatra's interiors and roads, Experience driving vans is desirable	Driving the MTC van to all blocks – especially where higher number of malnourished, anaemic cases have been identified, PVTG areas, hard to reach areas etc. Assisting the cook in distribution of food	Rate provided by state empanelled agency	1. Proof of Identity - Birth Certificate, Aadhar Card, Pan Card; 2. Education Certificates 3. Driver's License
5	Multi-tasking staff (MTS)/ Multi-Purpose Worker (MPW)	1	8th Pass from recognized school board	Assisting the cook in preparing and serving meals, cleaning of cooking area, any other assistance required on field etc.	Rate provided by state empanelled agency	1. Proof of Identity - Birth Certificate, Aadhar Card, Pan Card; 2. Education Certificates
6	cook	1	Knowledge of local ingredients, cooking healthy traditional food items maintaining highest standards of hygiene	Cooking food in the MTC van – as guided by the nutritionist.	Rate provided by state empanelled agency	1. Proof of Identity - Birth Certificate, Aadhar Card, Pan Card; 2. Education Certificates

* the remuneration per month is based on current industry rate structure. It is to be noted that the **remuneration mentioned is tentative and subject to change based on applicant experience and the final decision of the selection committee.**

Remuneration Structure:

- The remuneration will be commensurate to applicant experience and expectations. The selection committee can negotiate and decide on the remuneration structure, based on their judgments across all categories.

Criteria of Selection

- In the first instance, a formal scrutiny of the documents would be done by the committee prior to moving for the next round.
- In round 2, candidates who have cleared the document check will be eligible for the offline walk-in interview. Interviews will only be conducted for the position of Nutritionist, Expert in Public Health Nutrition and DEO-MIS. Both rounds will be completed on the same day.
- The remaining positions i.e., MTC Van Driver, MTS and Cook will be selected through state empanelled agencies.
- Candidates can be expected to submit all necessary documents in soft copy format at any time during the selection process.
- The dates for offline interview are mentioned below:

Positions	Location	Date of Interview	Venue	Time
<ul style="list-style-type: none">• Nutritionist• Expert in Public Health Management• DEO-MIS	Chatra	11 th November 2022	Conference Hall, DRDA	10:30 a.m. to 2 p.m.

The candidates are requested to be physically present at the aforementioned date and location 10 a.m. onwards. The date of interview will not be postponed unless unforeseen situations arise. The updated dates will be notified on the district website www.chatra.nic.in. In case a candidate fails to provide proof of his/her qualification they will be disqualified in the first round and will not be considered for the personal interview. Reference documents, including identity proof, education and experience details must be brought in original along with 2 attested photocopies of the same and 2 passport size photos and valid ID and address proof.

The criteria of selection will be solely based on selection done by the interview panel. No clarification will be entertained based on the selection done for any particular candidate. The panel holds the right to withdraw/cancel the appointment of any candidate, if found furnishing wrong information or otherwise at any stage.

The number of positions can be increased or decreased as per the decision of the District Administration.

Engagement

Engagement will be done on contractual basis initially for one year, and extendable based on requirement, evolution of cases and decisions taken by the Chairperson and Member Secretary of DMFT, subject to the approval of Governing Board of DMFT. Any party can terminate the contract permanently by giving one-month prior notice.

- Date of joining is as soon as possible.

Date of joining

- MTC Van Driver, MTS Worker and Cook hired through state empanelled agency are expected to join from 1st November 2022.
- The remaining positions are expected to join ***as soon as possible***.

Other Relevant Information

- Age as per norms of State and Central Government.
- Salary is negotiable based on candidate experience
- In the situation of conflict or any legal course – the issue will be the subject of Chatra district jurisdiction area

Method of Evaluation

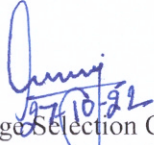
The Selection Committee will evaluate the candidates based an evaluation criterion developed by the District Administration. Marks will be assigned based on candidates' qualifications, work experience, technical knowledge and professionalism.

Contact Details

For further clarification you can reach out to District Transport Officer cum Team Lead, DMFT PMU (Mob – 9973370450) or DSWO, Chatra (Mob – 9431192297) or DDC Chatra (Mob – 9470197192). Queries can also be emailed at drda.chatra@gmail.com; dc-cha@nic.in

Note:

No TA/DA or logistical arrangements for the interview will be done by the District Administration. The Candidates will reach the venue at their own expense.


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