



DIRECTORATE OF GENERAL EDUCATION
Government of Kerala

NOTIFICATION

No. DGE/CMD/01/2022

29.11.2022

The Centre for Management Development (CMD) on behalf of the Directorate of General Education, Government of Kerala, invites application from qualified and competent candidates for the post of consultants in the Project Management Unit (PMU) for the PM POSHAN. **The tenure of appointment will be initially for one year, which can be extended up to three years based on performance.**

Interested candidates may apply ONLINE through the website of Centre for Management Development (CMD), Thiruvananthapuram (www.kcmd.in) by satisfying themselves with the terms and conditions of this recruitment.

Schedule of Events:

Start date for submitting online application: 30/11/2022 (10.00 AM)

Last Date for submitting online application: 14/12/2022 (05.00 PM)

The details of the posts are given below:

Name of Post	Qualification & Experience	Consolidated Monthly Remuneration	Desirable Credentials
Consultant (Health & Nutrition) Upper Age (as on 01-11-2022): 45 Years Vacancy: 1	<ul style="list-style-type: none">• A Regular P.G degree in Food and Nutrition/Nutrition & Dietetics/ Nutrition & Public Health/Clinical Nutrition with atleast 60% marks• At least 3 year's experience in planning, implementation & monitoring of nutrition programmes/public health• Expertise in MS Word, Excel and Power Point applications• Good oral and written communication skills in Malayalam, Hindi and English	Rs.45,000/- (annual increase @3% subject to performance)	<ul style="list-style-type: none">• Experience in working with Government /Government Organizations/International Organizations• In-depth knowledge of key nutrition issues/programmes and public health• Knowledge of project management techniques

Name of Post	Qualification & Experience	Consolidated Monthly Remuneration	Desirable Credentials
<p>Consultant (Planning, Monitoring & Evaluation)</p> <p>Upper Age (as on 01-11-2022): 45 Years</p> <p>Vacancy: 1</p>	<ul style="list-style-type: none"> • Regular P.G Degree in Management/Public Administration /Computer Applications having received formal training on IT/Computer and with at least 60% marks • Sound knowledge and understanding of health & nutrition programmes • At least 3 years' experience in planning, monitoring & evaluation of nutrition/health programmes & in strategic development • Good oral and written communication skills in Malayalam, Hindi & English 	Rs.45,000/- (annual increase @3% subject to performance)	<ul style="list-style-type: none"> • Planning & Organizational skills that result in successful implementation & follow through on project based work • Experience in working with Govt/Govt Organizations/International Organizations • Demonstrated ability to work in a multi disciplinary team environment, taking initiative and delivering quality inputs within time limits. • Knowledge of statistical packages (eg. SPSS,STATA, etc.) • Knowledge in project management techniques
<p>Consultant (MIS)</p> <p>Upper Age (as on 01-11-2022): 45 Years</p> <p>Vacancy: 1</p>	<ul style="list-style-type: none"> • Regular P.G Degree/M.Tech in Computer Applications/Software Engineering/Computer Science with at least 60% marks • At least 7 years experience in Information System Management and Software Development • Strong in data analysis, critical thinking, problem solving and reporting 	Rs.45,000/- (annual increase @3% subject to performance)	<ul style="list-style-type: none"> • Experience in working with Govt/Govt Organizations/International Organizations • Experience in IT system implementation & development of mobile applications for programmes related to nutrition and health • Knowledge in project management techniques • Good oral and written communication skills in Malayalam & English

The **job profile** of the posts are given below:

I. Consultant (Health & Nutrition)

- Provide technical support, advice, guidance and leadership and facilitate in implementing & designing nutrition related activities of MDM Scheme such as deciding the MDM menu, testing of food samples in NABL accredited labs, setting up of school nutrition gardens, etc.

- b. Preparation and development of relevant documents, operation manuals on cleanliness, food safety & hygiene, hand books and guidelines for dissemination to district, sub-district and schools.
- c. Monitor and review the progress of all nutrition related interventions in MDM and indicators of the results monitoring framework, identify bottle necks in implementation, achievements and reporting and facilitate supportive action to resolve these.
- d. Monitor and review the progress of School Health Programme and develop a strategy for the effective conduct of the programme
- e. Identify areas and districts in need of support in implementation of nutrition related activities of MDM and take follow up supportive action as required
- f. Support documentation of best practices in the implementation of MDM and facilitate cross learning on the same across districts & sub-districts
- g. Identify emerging needs and facilitate action through the State MDM Unit
- h. Support MDM Unit in facilitating meetings with stakeholders such as FCI & Supplyco and also with FSSAI, various NGOs, MDM Units of other States/UTs and with Departments of Agriculture, Health & Family Welfare, Food Safety and WCD
- i. Prepare quarterly and annual project reports
- j. Preparing a list of eminent institutions functioning at State/Nation levels for carrying out survey on the nutritional status of children, conduct evaluation study to assess the impact of MDM and conducting social audit
- k. Undertaking any other assignments, which may be identified and assigned from time to time by the Department

II. Consultant (Planning, Monitoring & Evaluation)

- a. Monitor & review the allocation, release and expenditure of funds and prepare monthly reports
- b. Prepare comprehensive plan for a year detailing various activities to be performed in connection with the implementation of MDM Scheme
- c. Preparation and development of relevant documents, operation manuals, hand books, guidelines for dissemination to district, sub-district and schools.
- d. Preparation of Quarterly Progress Reports of MDM and Annual Work Plan & Budget Proposals to be submitted to Union Government
- e. Preparation of Plan & Budget proposals of MDM to be submitted to State Government
- f. Assisting MDM Unit in capacity building activities for the functionaries at State, district, sub-district and school levels and preparing various training modules
- g. Develop a programme evaluation framework for identifying areas of improvement
- h. Preparing a list of eminent institutions functioning at State/Nation levels for carrying out survey on the nutritional status of children, conduct evaluation study to assess the impact of MDM and conducting social audit
- i. Support documentation of best practices in the implementation of MDM and facilitate cross learning on the same across districts & sub-districts
- j. Identify emerging needs and facilitate supportive action through the State MDM Unit
- k. Support MDM Unit in facilitating meetings with stakeholder agencies like FCI & Supplyco and with FSSAI, various NGOs, MDM Units of other States/UTs and with Departments of Agriculture, Health & Family Welfare, Food Safety and WCD
- l. Undertaking any other assignments, which may be identified and assigned from time to time by the Department

III. Consultant (MIS)

- a. Developing a robust, effective, efficient, expandable and interoperable MIS for MDM Scheme with a good dashboard facility
- b. Developing a comprehensive website for MDM
- c. Developing a robust mobile application for the seamless automated reporting of daily feeding data
- d. Data management and timely updation/up gradation of the MIS & Website
- e. Imparting technical training on MIS to district, and sub-district level officers and to school HMs, and preparation of training manuals, video tutorials, etc.
- f. Support documentation of best practices of MDM
- g. Undertaking any other assignments, which may be identified and assigned from time to time by the Department

Selection Methodology

The applications will be subjected to a scrutiny based on the details provided by the candidate, and a list of candidates eligible for the test/proficiency assessment will be prepared. A shortlist of the candidates who qualify the test/assessment will be prepared, and those candidates will have to appear for an interview. The appointment of candidates will be based on the performance in the test/assessment and interview subject to the fulfilment of other eligibility criteria, as per the norms prescribed by the Directorate of General Education.

Instructions for Scanning of Photograph & Signature

- Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200 kB in *.JPG format only].
- Candidate shall make his/her signature on a white paper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50 kB in *.JPG format only].
- The candidate has to scan his/her full signature, since the signature is proof of identity, it must be genuine and in full: initials are not sufficient. Signature in CAPITAL LETTERS is not permitted. The signature must be signed only by the candidate and may not by any other person.
- The candidate has to scan and upload CV (in *.PDF format) and all other relevant documents for proof of age, caste, educational qualification and experience in the space provided in the online application [each scanned image shall be less than 3 MB in *.JPG format only].

General Instructions

- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online.
- The Directorate of General Education shall not be responsible for any discrepancy in submitting the online application.

- Applicants must compulsorily fill-up all relevant fields of the Online application.
- Incomplete/incorrect application form will be summarily rejected. Directorate of General Education under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. Applicants should be careful in filling-up the application form at the time of submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.
- The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the Online application form do not tally with the Original documents produced by the Candidate, his/her candidature will be rejected.
- The Directorate of General Education reserves the right to fill or not fill the post advertised.
- Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CMD may send intimation to download call letters for written test/proficiency assessment/interview through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online and must maintain that email account and mobile number.
- The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate.

Authorised Signatory