

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
HOUSING BOARD COMPLEX (Opp. to LIC)
NEW SARAM, PUDUCHERRY-13
PH.NO.0413-2244964 / 2242621 / 2243181**

No.7846 /DWCD/DD(WD)/St.PC/2020

Date: 06.03.2020

NOTIFICATION

The Department of Women and Child Development, Government of Puducherry, intends to engage one retired Government Officer, who has rendered services in the Government of Puducherry, and conversant with Women Centric and Girl Centric Schemes of the State/Central Governments as State Project Co-ordinator for the State Resource Centre for Women (SRCW), on contract basis, initially for a period of six months at a fixed monthly consolidated fee in terms of ID Note / Memorandum No.46324/FD/F3/2014 dated 11.09.2014 of the Finance Department, Puducherry. The applicant should be a retired Officer within the age limit of 60 to 65 years.

Interested retired Govt. Officials may apply in the Application Proforma appended to this Notification. The last date for receipt of Application is up to 17.45 hours on 16.03.2020. The application may be downloaded from the official website of the Government of Puducherry and the filled in application with all required documents shall be sent to the following address by post within the stipulated time in an envelope super scribed as "APPLICATION FOR THE POST OF STATE PROJECT CO-ORDINATOR" for State Resource Centre for Women (SRCW), Puducherry

The Director,
Department of Women and Child Development,
Housing Board Complex (Opp to LIC)
New Saram, Puducherry-605 013.

<https://wcd.py.gov.in>
<https://www.py.gov.in>


**(S.ASOKAN)
DIRECTOR**

ANNEXURE-1

PROFORMA

APPLICATION FOR ENGAGEMENT OF RETIRED GOVERNMENT SERVANTS AS STATE PROJECT
CO-ORDINATOR, DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT

1. Name :
2. Date of Birth :
3. Address for Communication :
4. Contact Number :
5. E-mail id :
6. Particulars of Government Service
 - 6.1 Date of Joining in Govt. Service :
 - 6.2 Date of retirement and the post
In which retired :
 - 6.3 Name of the Department/
Organisation from which retired :
 - 6.4 Last Pay drawn (copy of PPO
to be enclosed) :
7. Educational qualification :
8. Details of Knowledge in Computer :
9. Brief particulars of Experience with
nature of duties performed
(starting from last appointment)

Recent
passport size
photo to be
pasted here

Sl.No	Name of the Ministry /Dept	Period		Post held	Nature of Work
		From	To		

10. Additional information if any, in
Support of the suitability of the post :

Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement.

Place:

Signature of Applicant

Terms and Conditions for engagement of Retired Govt. Official in the post of State Project Co-ordinator of State Resource Centre for Women, Puducherry (In terms of provisions under Rule 163-177 GFR)

1. **Job Requirement:** Should be a retired Govt. official below 65 years, preferably a Women.

Shall be conversant in dealing with schemes of MWCD and the Central / State Governments.
2. **Service to be Performed and scope of required work:** As appended in Annexure
3. **Duration of engagement** : Six months at initial stage and extendable to 6 monthly periods up to 2 years or 5 years.

Full time basis. The retired Govt. Official shall not take up any other assignment during the period of consultancy.
4. **Qualification and experience** : A Master's Degree in Social Work/Economics/Women's Studies/ Law/Governance/any other related field.

Knowledge of monitoring and evaluation techniques as well as conducting impact assessment studies.

Good knowledge of computers and ability to work in MS Office Packages. Working knowledge of spread sheet and presentation packages.

Excellent understanding and knowledge of Women's issues and policies and programmes of the Governments, at the national and State Level.

Shall be capable of performing extensive travel within the State.
5. **Fee & Allowances** : Not to exceed the ceiling of Last Pay Drawn minus pension and DA per month. No allowances admissible except TA on official tour @ applicable to a Govt. Officer holding equal post on regular basis.

6. Leave : 12 days in a Calendar years on pro-rata basis. Other conditions stipulated at para (viii) of the ID Note / Memorandum No. 46 324/FD/F3/2014, dated 11.09.2014 applies.
7. Nature of Engagement : Purely on temporary basis subject to execution of the Agreement appended to the above said ID Note. The appointment will be cancelled at anytime by the employer without assigning any reason.
8. Mode of selection : Application received will be short listed by the Consultancy Evaluation Committee and subject to concurrence of Finance Department and approval by competent authority.

ANNEXURE

(for Sl.No. 2 of the terms and conditions)

- Overall responsibility for effective implementation of the mission in the State including ensuring that the SRCW delivers on the objectives of NMEW.
- Prepare the annual work plans for SRCW in consultation with NRCW and nodal Departments in the State. Also ensure that all staff and institutional partners have clear work plans consistent with the annual work plans.
- Lead a team of professional and manage partner organizations in different aspects of the mission.
- Operationalize partnerships with Government Departments at the state level to work on convergence of programmes and schemes.
- Anchor mechanisms for on-field convergence between different activity areas (social, economic, political and legal) and identify opportunities for convergence with Government programmes and schemes.
- Operationalize physical and financial progress trackers and ensure quality and thematic integration in mission's strategies.
- Provide oversight to project components in the "pilot convergence" model by implementing partners and ensure that they deliver on outputs agreed as per project conditions.
- Coordinate with various thematic experts in NRCW to implement interventions including IEC, training and capacity building, research studies including impact assessments, midterm reviews, exploratory research etc.
- Prepare and submit the following reports/documents: Annual and Quarterly Work Plans, Quarterly and Annual Progress Reports and update on Monitoring Plans as may be required by NRCW.
- Prepare briefing notes, documents and reports on the project for various committees and the advisory group.
- Organizing meetings of the State Mission Authority (SMA) at least twice a year, putting up agendas, preparation of minutes, follow up on actions decided to be taken etc.
- Establish knowledge partners/forums/ advisory groups consisting of experts/academic institutions, technical resource agencies, financial institutions and private sector.
- Undertake any other activity as may be required to further the aims and objectives of SRCW.
