



ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME
ST & SC DEVELOPMENT DEPARTMENT
2nd floor, TDCCOL Building, Rupali Square, Bhubaneswar - 751022



EMANELMENT OF GRAM PANCHAYAT NUTRITION ASSISTANT (POSHAN SAHAYAK FOR MICRO PROJECT AGENCY (MPA) UNDER OPELIP.

Applications from eligible candidates are invited for empanelment of Gram Panchayat Nutrition Coordinator (POSHAN SAHAYAK) to be positioned under different MPAs to be on engaged on purely contractual basis for a period of one year. Application form along with the detailed ToR can be downloaded from two websites i.e. www.opelip.org & www.otelp.org . Last date of receipt of applications **by post/courier at respective Micro Project Agencies only is 09.08.2021 at 05.00 PM.**

Only shortlisted candidates will be called for Interview for empanelment. Special Officer , Micro Project Agency reserves the right of accepting or rejecting the applications without assigning any reason thereof.

-Sd/-
Programme Director

Gram Panchayat Nutrition Assistant (POSHAN SAHAYAK)

Job Description:

The overall role of GP Nutrition Assistant is to guide crèche workers as well as mother group /SHGs/VDCs in planning , organising delivery of services at the crèche and spot feeding centres and also to give on the spot guidance and training as and when required. The GP Nutrition Assistant will act as a link between MPA & FNGO with crèche workers and responsible groups for smooth implementation of Creche and Spot Feeding Centre(both maternal & child) . The basic roles and responsibilities of the GP Nutrition Assistant are:

- Provide continuous support and guidance to the crèche worker to bridge the gap between training and job requirements.
- Capacity Building to CRPs, SHGs, Mothers Group & Communities.
- Monitor and report on progress of all nutrition development related activities including ongoing Jiban Sampark Programme and smooth implementation of Odisha PVTG Nutrition Improvement Programme(OPNIP).
- Ensure awareness/sensitization among the community/SHGs on various safe health & nutrition practices.
- Visit the centres on regular basis and ensure regular functioning of centres.
- Ensure monthly meetings with designated individuals/groups managing Creche & SFC.
- Record information relating to crèche children, malnourished children, and sick referred children.
- Assist crèche workers to establish rapport with parents of children attending the crèches and winning their trust and confidence.
- Conduct home visits for severely malnourished/growth faltered children.
- Collate and check the registers and records received from the crèches and other centres.
- Arrange for storage of ration, medicines, early education materials, registers and records.
- Identify location for housing the crèche.
- Ensure that all crèche regulations are complied with and discipline and decorum is maintained in all crèches.
- Be the first contact for grievance redressal and conflict resolution.
- Prepare and submit regular activity and financial reports to the PMU.
- Carry out any other tasks related to project as may be instructed from PMU/MPA time to time.

Academic Qualification:

- Graduate in any discipline with minimum knowledge on computer based works like MS-WORD, MS-EXCEL, internet browsing and e-mail . 10+2 qualification in case of candidates belonging to PVTG categories.
- Preference shall be given to science graduate.

Professional Experience:

- Must have worked in rural development programmes/projects with at least 1 to 3 years
- Proven experience in community mobilization and worked with community based organization

Age Limit:

- Upper age limit 45 years

Remuneration:

- Consolidated remuneration of Rs.13,000.00 per month with fixed monthly allowance of Rs. 2,000.00



Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)



APPLICATION FORM

Position applied for		Paste recent Passport size photograph here
Date of application		

1. Personal Details

Name of the Candidate (Ms/ Miss/ Mrs/ Mr)	(First Name)	(Surname)
Address	<u>Permanent</u>	<u>Present</u>
Mobile:		
Telephone Residence		
Telephone Office		
E-mail address		
Date of Birth		
Age as on 01.08.2021		
Category (ST/PVTG/SC/ General)		
Sex: (Male/ Female)		

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

3. Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

4. Computer Literacy:

(Mention all software known/used)

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5. Employment / Experience Records

Name and Address of the Employer	Designation	Period	Experience In year and Month	Brief description of duties

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6. **Language Proficiency** (Please tick in the appropriate box)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other (Please specify _____)									

7. **Reference:** (Two persons to whom you have professionally reported)

Reference 1	Reference 2

Declaration:

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

Date:

Place:

Signature of the Applicant

MPA Office Complete Postal Address for Correspondence

1. Office of the Special Officer
KUTIA KANDHA DEVELOPMENT AGENCY, LANJIGARH
AT/PO-- RAJAPADA, RAJA LANJIGARH
DIST-KALAHANDI, ODISHA
PIN- 766027
2. Office of the Special Officer
PAUDI BHUYAN DEVELOPMENT AGENCY, RUGUDAKUDAR
AT/PO- BAMPARADA
VIA-BARKOTE
DIST-DEOGARH, ODISHA
PIN- 768110
3. Office of the Special Officer
Lanjia Soura Development Agency (LSDA)
At:-Puttasing, Via:- Gunupur,
Dist:- Rayagada, Odisha
Pin:- 765022
4. Office of the Special Officer
Lanjia Soura Development Agency
At/PO: SERANGO
Via: Gumma
Dist: GAJAPATI
Odisha
Pin Code:761207
5. Office of the Special Officer,
Didayi Development Agency,
At/Po - Kudumulugua,
Dist - Malkangiri
Pin - 764044
6. Office of the Special Officer
Dongria Kondh Development Agency
AT:-Chatikona
Po/Via-Bissamcuttack
Dist-Rayagada
Pin-765019
7. Office of the Project Leader
Bonda Development Agency
At/P.O.-Mudulipada
P.S.-Mudulipada
Via-Khairaput
Dist-Malkangiri
Pin Code – 764046
8. Office of the Special Officer
LODHA DEVELOPMENT AGENCY,MORADA
At/Po/PS- Morada
Dist- Mayurbhanj
PIN-757020
9. Office of the Special Officer
Paudi Bhuyan Development Agency (PBDA)
Jamardihi, Pallahara
Pin-759119
Angul

- 10.** Office of the Special Officer
Juang Development Agency
At:Gonasika
P.O.:Guptaganga
Via:Suakati
PIN-758018
- 11.** Office of the Special Officer
Dangaria Kandha Development Agency (DKDA)
At / Po - Parsali
Block- Kalyansinghpur
Dist- Rayagada
Pin- 765016
- 12.** Office of the Special Officer
TUMBA DEVELOPMENT AGENCY
At/Po – TUMBA, BLOCK – PATRAPUR, DIST – GANJAM, ODISHA.
PIN – 761005
- 13.** Office of the Special Officer
Paudi Bhuyan Development Agency,
At,Po, Via- Khuntagaon.
Dist-Sundargarh , PIN-770044 , Odisha
- 14.** Office of the Special Officer
Kutia Kondh Development Agency,
At/P.O.:Belghar
Via:Tumudibandh
Dist: Kandhamal
PIN-762107
- 15.** Office of the Special Officer,
Chuktia Bhunjia Development Agency,
At/Post- Sunabeda
Dist- Nuapada ,PIN -766106.
- 16.** Office of the Special Officer
Hill Kharia & Mankardia Development Agency
At:Dhobadiha
P.O.Khairi Jashipur
Dist: Mayurbhanj
PIN:757091
- 17.** Office of the Special Officer
Soura Development Agency
At/P.O. Chandragiri
Near Petrol Pump
Dist: Gajapati
PIN-761017