

RECRUITMENT ADVERTISEMENT

Directorate of Social Welfare Recruitment on (Contractual basis) Senior Consultants (3 Nos.) for the State Project Management Unit under Moovalur Ramamirtham Ammaiyar Higher Education Assurance Scheme (MRAHEAS / Pudhumai Penn Thittam)/

Role of the State Project Management Unit at Directorate of Social Welfare (as per G.O.Ms.No.46, SW & WE [SW(3)] Department, dated: 02.08.2022 and G.O.Ms.No.10, SW & WE [SW(3)] Department, dated: 01.03.2023)

The Project Management unit shall:

1. Oversee the day to day activities under Moovalur Ramamirtham Ammaiyar Higher Education Assurance Scheme. Developing an overall Management Information System (MIS) plan, and compiling and reviewing reports from districts into a State-wide MIS.
2. Provide technical and managerial support for the State-wide effective implementation of the scheme.
3. Issue need-based guidelines, and revisions thereof, for effective implementation of the scheme.
4. Develop an overall monitoring and evaluation strategy and annual monitoring plans.
5. Liaison with Tamil Nadu e-Governance Agency to ensure that the Moovalur Ramamirtham Ammaiyar Higher Education Assurance Scheme portal's functioning for the effective implementation of the scheme.
6. Liaison with State Level Bankers Committee to ensure that fund transfers to beneficiaries are effectively implemented.
7. Maintain linkages with other State-level departments, multi-lateral agencies, NGOs and corporates for effective convergence initiatives.
8. Ensure that Monitoring grievances and technical issues are resolved in a timely manner.
9. Report periodically to the State Steering & Monitoring Committee.

It is proposed to recruit the following three posts by the Director of Social Welfare on consolidated pay (contract basis) for a period of One year through the

Selection process. Applications are invited from eligible candidates belonging to the State of Tamil Nadu for the following posts.

| Sl. No. | Name of the Post | No. of Posts | Consolidated pay per month for each post (Rs.) |
|----------------|---|---------------------|---|
| 1. | Senior Consultant-IT | 1 | 75,000 |
| 2. | Senior Consultant- Grievance Redressal | 1 | 75,000 |
| 3. | Senior Consultant- Accounts and Fund Management | 1 | 75,000 |

The application form, educational qualification, age and other details are given in the website www.tn.gov.in (Social Welfare and Women Empowerment)

Eligible Candidates can apply for the above said posts in the prescribed application form along with a passport size photograph and to be sent to the following address.

The Director,
Directorate of Social Welfare,
2nd Floor, Panagal Maligai,
Saidapet, Chennai-15

The applications for the above posts shall be submitted from 23.03.2023 to 06.04.2023 through post to the above mentioned address subscribing on the outer cover as

Application to SPMU - under MRAHEAS/Pudhumai Penn Thittam / Post applied for
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The Shortlisted candidates will be called for interview by the Director of Social Welfare after scrutinizing all received applications.

The Filled in Applications should reach this office within stipulated date (viz) on 06.04.2023 latest by 05.45 PM. The interview dates will be intimated to the qualified applicants. The Appointment will be purely based on merit and requisite educational qualifications and experience basis. The Discretion of the Selection Committee will be final in this regard.

Director of Social Welfare

Annexure - 1

G.O (Ms) No.10, Social Welfare and Women Empowerment [SW3(2)] Department Dated 01.03.2023

Details of qualification, experience, role for the post of Consultants to State Programme Management Unit

Senior Consultant - IT

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|----|------------------|---|
| 1. | Name of the post | Senior Consultant - IT |
| 2. | Age | Below 35 Years |
| 3. | Consolidated Pay | Rs.75,000/- per month |
| 4. | Qualification | <ul style="list-style-type: none">• P.G. degree in Computer Application or B.Techi BE or PG degree in IT/ Computer Science with Minimum 60% marks.• Expertise in commonly used statistical tools Viz. Statistical Package for Social Sciences (SPSS) / Statistical Analysis (SAS) etc.• Good oral and written communication skills in English and Tamil language |
| 5. | Experience | <ul style="list-style-type: none">• Minimum 3 years experience in IT/ICT field• Should have experience in development and implementation of web based applications and mobile applications• Expertise in MS Office including Word, Excel and Power Point• Expertise in handling various social media tools.• Knowledge of project management techniques |
| 6. | Role | <ul style="list-style-type: none">• Support team to provide guidance to State Programme Management Unit towards ensuring technical support promptly.• Ability to analyze the data / MIS and suggest appropriate initiatives.• Support department in technical discussions and technical analysis.• Continuous Monitoring.• Support the State Programme Management Unit in creating simple and multi varied customized data analysis.• Any other related activities of the programme that may be assigned by the Director of Social Welfare |

Senior Consultant - Grievance Redressel

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|----|------------------|--|
| 1. | Name of the post | Senior Consultant - Grievance Redressel |
| 2. | Age | Below 35 Years |
| 3. | Consolidated Pay | Rs.75,000/- per month |
| 4. | Qualification | <ul style="list-style-type: none"> • P.G. degree in Computer Application or B.Tech /BE or PG degree in IT/ Computer Science with Minimum 80% marks • Expertise in commonly used statistical tools Viz. Statistical Package for Social Sciences (SPSS) / Statistical Analysis (SAS) etc. • Good oral and written communication skills in English and Tamil language |
| 5. | Experience | <ul style="list-style-type: none"> • Minimum 3 years experience in IT/ICT field • Should have work experience in various project management units. • Demonstrated ability to work in team environment. • Expertise in MS Office including Word, Excel and Power Point • Knowledge of project management techniques • Expertise in handling various social media tools. |
| 6. | Role | <ul style="list-style-type: none"> • All Grievances shall be addressed immediately. • Support and provide guidance to the State Programme Management Unit towards ensuring technical support promptly. • Ability to analyze the data/MIS and suggest appropriate initiatives. • Support department in technical discussions and technical analysis. • Facilitate development and implementation of strategies derived from situational analysis. • Any other related activities of the programme that may be assigned by the Director of Social Welfare. |

Senior Consultant— Accounts and Fund Management

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|----|------------------|---|
| 1. | Name of the post | Senior Consultant — Accounts and Fund Management |
| 2. | Age | Below 35 Years |
| 3. | Consolidated Pay | Rs.75,000/- per month |
| 4. | Qualification | <ul style="list-style-type: none">• CA/CS/CMA (CWA) or MBA (Finance) from reputed institute with at least 60% marks.• Post qualification experience of 3 years in finance management out of which one year shall be in Government / PSU.• In depth knowledge and expertise in financial management, Government treasury accounting, auditing and reporting.• Expertise in preparation of Terms of References for consulting services.• Good oral and written communication skills in English and Tamil language.• Expertise in MS office, including Word, Excel and Power Point. |
| 5. | Experience | <ul style="list-style-type: none">• 5 years of experience in finance management.• In depth knowledge and expertise in financial management, internal controls / systems development and audit. |
| 6. | Role | <ul style="list-style-type: none">• Ensure the transfer of funds to the beneficiary• Preparation of Annual Budgets including obtaining budget/• revised estimate from Government and in procurement guidelines for goods and consultancy services respectively.• Liaise with other Consultants / Project Managers to develop expressions of interest, technical specifications for goods, bid documents, terms of reference (ToR) for |

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| | | <p>consultant services, requests for proposals, evaluation criteria for goods, selection criteria consultants, contract documents and amendments to contracts, where necessary.</p> <ul style="list-style-type: none">• Support the State Programme Management Unit in all procurement related activities.• Keep track and maintain books of accounts for all expenditures incurred in the State Programme Management Unit and ensured reconciliation with the Pay and Account Office on a continuous basis.• Any other finance related activities of the State Programme Management Unit that may be assigned by the Director of Social Welfare, including payment of bills etc. and ensuring adequate internal controls to support the payments. |
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Department of Social Welfare
Application for the Post of _____

1. Full Name of the applicant:

2. Date of Birth:

3. Gender:

4. Marital Status:

5. Address:

6. Mobile No:

7. E-Mail ID:

8. Educational Qualification: (In case you need more space, kindly attach separate sheets in the same format).

Affix Recent
Passport size
Photograph

| S. No | Name of the Degree (as printed on your certificate) | University/ Place | Duration | | Main Courses of Study | Percentage / Class obtained |
|-------|---|-------------------|----------|----|-----------------------|-----------------------------|
| | | | From | To | | |
| | | | | | | |
| | | | | | | |

9. Brief Service Particulars and Experience: (Starting from the most recent post. In case you need more space, kindly attach separate sheets in the same format).

| Designation | Organisation | Duration | | Brief Description of Duties | Pay package offered |
|-------------|--------------|----------|----|-----------------------------|---------------------|
| | | From | To | | |
| | | | | | |
| | | | | | |

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

(Any other National or State level Recognition/Awards won/ Publications/ experience/ assignments relevant to the requirements of the post applied.)

11. It is certified that,

a. The information furnished in the application form and enclosed documents is correct.

b. If selected, I shall not hold office of profit or pursue any profession or carry on any business other than my designated position of _____ at the SPMU / MRAHEAS - Pudhumai Penn Thittam, Directorate of Social Welfare.

Place:

(Signature of the applicant)

Date: