

# Government of Odisha

## Department of Women and Child Development

### **Advertisement seeking engagement for the District Level Post under MAMATA scheme**

WCD-ICDS-M-SCHM-0002-2025-11418/WCD

Dated:07.05.2025

Department of Women and Child Development invites applications from eligible candidates for the post of District Programme Co-ordinators (DPCs) for the Kalahandi, Keonjhar & Rayagada Districts under MAMATA Scheme. The position of District Programme Coordinators (DPCs) is purely contractual and co-terminus with the operation of MAMATA scheme. Currently, the three posts are vacant at the District level.

However, a panel of candidates will be prepared for any future vacancies that may arise for the District Programme Coordinator role, and the list will remain valid for one year.

- **Age :** Lower age limit – 21 years and upper age limit – 40 years as on 1<sup>st</sup> January, 2025.
- **Remuneration :** Rs.35,000/- per month.
- **Educational Qualification :** Post Graduate in any subject preferably Social Sciences / Life Sciences/ Nutrition/ Medicine / Health Management / Social Work / MBA / Rural Management.
- **Experience / Competency :** (i) At least 5 (five) years experience of working with Government / Non-Government organization (ii) Proficiency in using MS-OFFICE (with proof of completion of a computer course like DCA/PGDCA etc. if applicable)
- **Language Skills:** Proficiency in English and Odia languages & in translation from English to Odia and vice versa.
- **Weightage will be as follows:** Career marks – 40%, Experience – 30%, Interview – 30%.

**Candidates appearing for interview are required to submit the following documents with the applications: -**

- i. A duly filled in the Application Form in the prescribed format.
- ii. A recent passport size photograph pasted in the space provided in the Application Format.
- iii. One set of photocopies of supporting testimonials for qualification, experience etc. In case copies of required documents / certificates are not submitted with the application along with original certificates at the time of interview, the candidature will not be accepted.

- iv. Applications submitted by the applicant that are incomplete will not be entertained.
- v. Any applicant not meeting the aforesaid requirements (i.e Age, Educational Qualification, Experience, Computer course and language proficiency) shall not be considered.
- vi. The application complete in all respect in the prescribed format along with photo copies of the all certificates are to be addressed to Additional Secretary (MAMATA) W&CD Department, Lokseva Bhawan, Bhubaneswar, Khordha- 751001 by Registered / Speed Post / In person and should reach the Department by 5 PM on 31.05.2025. Applications received thereafter shall not be entertained. The Authority will not be responsible for any kind of delay.
- vii. Department reserves the right to change in above schedule / conditions, based on requirements.

### **GENERAL CONDITIONS**

- Candidate must be native of Odisha to better perform her/his duties in the local language.
- The position is contractual and would be renewed each year subject to satisfactory performance of the incumbent.
- During such renewal, the position is coterminous with the scheme. In case the scheme is closed, the post will stand terminated regardless of the period of contract left.
- Candidates must attach copies of all relevant certificates supporting their qualifications, experience, and other credentials with the application form.
- The posting of Candidates to Districts shall be decided on the basis of their performance and choices given.
- No TA/DA would be provided for attending interview. The candidates not fulfilling eligibility criteria wouldn't be considered for selection process.

-Sd-

Additional Secretary to Govt.

Department of W&CD

## APPLICATION FORM

POST- District Programme Coordinator,(DPC),MAMATA

<b>Preference in place of posting :</b>  1. _____  2. _____  3. _____	<b>Paste Recent Passport Size Photograph</b>
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### 1. PERSONAL DETAILS

<b>Name of the Candidate</b>	(First Name)	(Middle Name)	(Sure Name )
<b>Address</b>	Permanent	Present	

<b>Mobile No.</b>	
<b>E-mail ID :</b>	
<b>Date of Birth</b>	
<b>Sex : (Male / Female)</b>	
<b>Marital Status:</b>	

### 2. EDUCATION QUALIFICATION

Qualification	University/ Institution	Subjects	Completion Year	Division / Grade	Percentage

(\*Documents as proof of the educational qualification to be attached)

**3. OTHER QUALIFICATION / TRAINING (Including Relevant Short Training Courses and professional courses)**

Course Name	Duration	Year	Institution	Course Details

(\* Documents in proof of training to be attached)

**4. COMPUTER LITERACY**

Software Packages / Application	Level of Knowledge (Please Tick Relevant Column)		
	Basic	Working	Expert
Word Processing :			
Spread sheet :			
Database :			
Presentation :			
Web / E-Mail :			

(\*Documents as proof of the computer course to be attached)

**5. EMPLOYMENT / WORK EXPERIENCE DETAILS (Current Employment first)\***

Name & address of employer	Designation	duration		Total years of experience	Major Responsibilities
		From	to		


(\*Documents as proof of the work experience to be attached)

Current Salary Drawn Rs. \_\_\_\_\_ per annum.

#### 6. LANGUAGE PROFICIENCY (Please Tick the Appropriate Column)

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

#### 7. ANY OTHER INFORMATION\* (May be provided by Applicant to Strengthen Candidature)

\* May include Publication, Paper presented in Seminar, Membership etc.

#### 8. DECLARATION

I do hereby declare that all statements made in the application 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 notice.

**Date:**

\_\_\_\_\_

**Signature :**

**Place:**

\_\_\_\_\_

**Name :**

