



Women and Child Development Corporation, Bihar

(Social Welfare Department)

Daroga Rai Path, Road No-02, R. Block,

Patna- 800001

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Vacancy Notice No. 2/2021-22

Women and child development corporation, Bihar is a registered Organization under Societies Registration Act, 1860. It is working under the Department of Social Welfare, Government of Bihar and is the nodal agency for implementing women and child development programmes of the State. It is working for Social, Economic and Political Empowerment of women and children through various policies and programmes. This includes creating awareness, mainstreaming gender concerns, providing institutional and legal support for enabling the needy women and children to develop to their full potential.

Invite application from eligible Candidate for the following posts:-

Sl. No	Post	No. of Vacancy	Category	Qualification, Experience and Salary
1	State Project Manager- Livelihood	1	UR	<p><u>Essential</u> S/he must possess P.G.diploma / Master degree in Rural Development/Women Studies/ Rural Management/ Social Work from a premier institute.</p> <p>Minimum 5 years work experience out of which at least 2 years should be in managerial capacity in micro enterprise development and livelihood promotion. Work experience in Agriculture, horticulture/ livestock / fisheries sector would be a plus.</p> <p><u>Desirable</u> M-Phil / PhD in the relevant filed. He/ She should have experience in promoting / facilitating producers' companies and establishing market linkages in a large set up of development programmes. S/he must be able to prepare and evaluate proposals submitted to WCDC.</p> <p><u>General Condition</u></p>

				Involves extensive travel within the state Salary: 60,362.00/ month
2	State Project Manager - Institutional Development	1	UR	<p><u>Essential</u> S/he must possess P.G.diploma / Master degree in Rural Development/Rural Management/ Forest Management/ Social Science (Sociology, Social Work, Anthropology, Psychology, LSW& Pol. Science) from a premier institute.</p> <p>Minimum 5 years work experience out of which at least 2 years should be in managerial capacity in development related projects preferably around women development/microfinance/livelihoods</p> <p><u>Desirable</u> M.Phil. /PhD in the relevant filed. Work experience in the field of capacity building of institutions, livelihood promotion.</p> <p><u>General Condition</u> Involves extensive travel within the state Salary: 60,362.00/ month</p>
3	State Project Manager - Micro Finance	1	UR	<p><u>Essential</u> S/he must possess MBA degree with specialization in Finance/ Rural Management/ PG in Economics/Commerce from a premier institute. Candidates from any discipline with minimum 5 years of banking experience will also be considered.</p> <p>Minimum 5 years work experience out of which at least 2 years should be in managerial capacity in intensively promoting and strengthening SHGs/ Federations with successful track record in SHG-Bank and FI- linkages or managing MFI operations at a scale. An exposure to both SHGs bank linkage model as well as the MFIs model would be a plus.</p> <p><u>Desirable</u> Exposure in handling internal statutory audit, accounting functions, taxation etc.</p>

				<p>in a large corporation Must be able to design and develop financial management system.</p> <p><u>General Condition</u> Involves extensive travel within the state Salary: 60,362.00/ month</p>
4	State Project Manager - Convergence	1	UR	<p><u>Essential</u> S/he must possess P.G.diploma/ Master Degree in Rural Development/ Rural Management/ Forest Management/ Social Work from a premier institute.</p> <p>Minimum 5 years work experience out of which 2 years should be in managerial capacity in managing GO/ NGO partnership. Knowledge of Gov. schemes would a plus.</p> <p><u>Desirable</u> On ground implementation with experience of liaison with District/Block level government, convergence, working knowledge of government programs and implementation of government schemes.</p> <p>Previous experience in working with government agencies, NGOs, private sector, UN will be</p> <p><u>General Condition</u> Involves extensive travel within the state Salary: 60,362.00/ month</p>
5	State Project Manager - Communication & Documentation	1	UR	<p><u>Essential</u> S/he must possess a degree in communications/ media science/ information technology. Or equivalent from a premier institute.</p> <p>Minimum 5 years work experience out of which 2 years should be in managerial capacity in communication & documentation support in the field of rural management.</p> <p><u>Desirable</u> Exposure in implementing communication strategy and handholding support in publications at</p>

				<p>various level with various tools (print/audio/video/web) in similar development projects.</p> <p>She/ He should have experience in advertising / media industry on social communication or in similar capacity for development projects.</p> <p><u>General Condition</u></p> <p>Involves extensive travel within the state</p> <p>Salary: 60,362.00/ month</p>
6	State Project Manager - Capacity Building	1	UR	<p><u>Essential</u></p> <p>S/he must possess P.G.diploma/ Master Degree in Rural Development/ Forest Management/ Social Work from a premier institute.</p> <p>Minimum 5 years work experience out of which at least 2 years should be in managerial capacity in designing and implementing capacity building programmes at various levels. S/he should have the skills of identifying capacity building needs of staff and stakeholders and designing training programmes to fill these gaps.</p> <p><u>Desirable</u></p> <p>Exposure in conceptualizing Capacity Building Plan and on ground training delivery in similar development projects.</p> <p><u>General Condition</u></p> <p>Involves extensive travel within the state</p> <p>Salary: 60,362.00/ month</p>
7	State Project Manager – Programme Management	1	UR	<p><u>Essential</u></p> <p>S/he must possess P.G.diploma/ Master Degree in Rural Development/Rural Management/ Forest Management/ Social Work from a premier institute.</p> <p>Minimum 5 years work experience out of which 2 years should be in managerial capacity in implementing of women and children related project.</p> <p><u>Desirable</u></p> <p>Experience in managing/leading multiple projects (full lifecycle) related</p>

				<p>women development.</p> <p><u>General Condition</u> Involves extensive travel within the state Salary: 60,362.00/ month</p>
8	Manager- Capacity Building	1	UR	<p><u>Essential</u> S/he must possess P.G.diploma/ Master Degree in Rural Development/Rural Management/ Social Science (Sociology, Social Work, Anthropology, Psychology, LSW, Public Administration and Pol. Science) from a premier institute.</p> <p>Minimum 5 years work experience in capacity building , marketing and project implementation related to women development .</p> <p><u>Desirable</u> Recognized certification in Training & Development. Hands on experience in counseling and related services in women and child domain. Exposure in social schemes related to women and child development and safety.</p> <p><u>General Condition</u> Involves extensive travel within the state Salary: 60,362.00/ month</p>
9	Manager – Communication & Documentation	1	UR	<p><u>Essential</u> S/he must possess P.G.diploma/ Master Degree in Rural Development/Rural Management/ Social Science (Sociology, Social Work, Anthropology, Psychology, LSW, Public Administration and Pol. Science) from a premier institute.</p> <p>Minimum 5 years work experience in Communication & Documentation, project implementation related to women development. Experience research would be a plus</p> <p><u>Desirable</u> S/he should have experience in advertising / media industry on social</p>

				<p>communication or in similar capacity for development projects. Exposure in social schemes related to women and child development and safety.</p> <p><u>General Condition</u> Involves extensive travel within the state Salary: 60,362.00/ month</p>
10	Manager – Marketing cum Project	1	UR	<p><u>Essential</u> S/he must possess MBA degree in Marketing from a reputed university.</p> <p>Minimum 3 years work experience in Govt./ Non-Govt. Agency with the fluency in Hindi and English.</p> <p><u>Desirable</u> Knowledge of Govt. procurement policy. Should have handle large scale procurements / vendor management/ supply chain management/ bid management</p> <p><u>General Condition</u> Involves extensive travel within the state Salary: 60,362.00/ month</p>
11	Programme Manager- Livelihood & IB	1	UR	<p><u>Essential</u> S/he must possess P.G.diploma/ Master Degree in Rural Development/Rural Management/ Social Science (Sociology, Social Work, Anthropology, Psychology, LSW, Public Administration and Pol. Science) from a premier institute.</p> <p>Minimum 2 years work experience in livelihood promotion and IB/Marketing and project implementation related to women development.</p> <p><u>Desirable</u> Exposure in implementing social protection /income generating schemes related to women & child development. Must be able to document case studies, best practices and guidelines for implementation.</p> <p><u>General Condition</u> Involves extensive travel within the state</p>

				Salary: 48,290.00/month
12	Programme Manager-Micro Finance	1	UR	<p><u>Essential</u> S/he must possess P.G.diploma/ Master Degree in Rural Development/Rural Management/ Social Science (Sociology, Social Work, Anthropology, Psychology, LSW, Public Administration and Pol. Science) from a premier institute.</p> <p>Minimum 2 years work experience in micro finance and project implementation related to women development.</p> <p><u>Desirable</u> MBA /PGDM in Finance Work experience in Finance and Accounts Management , implementing Financial System, dealing with statutory requirements etc.</p> <p><u>General Condition</u> Involves extensive travel within the state Salary: 48,290.00 /month</p>

13	Programme Manager- Convergence	1	UR	<p><u>Essential</u> S/he must possess P.G.diploma/ Master Degree in Rural Development/Rural Management/ Social Science (Sociology, Social Work, Anthropology, Psychology, LSW, Public Administration and Pol. Science) from a premier institute.</p> <p>Minimum 2 years work experience in managing partnership in project implementation, knowledge of schemes would be a plus.</p> <p><u>Desirable</u> Working experience / knowledge of various schemes (central and state) related to women development and safety. Hands on experience in counseling and related services in women and child domain. Exposure in social schemes related to women and child development and safety.</p> <p><u>General Condition</u> Involves extensive travel within the state Salary: 48,290.00/month</p>
14	Accounts Officer	1	UR	<p><u>Essential</u> B.Com (Hons)/ M.Com/ CA (Inter)/ ICWA (Inter)</p> <p>Minimum 5 years work experience in Handling all accounts related matters. Officers retired as Account Audit Officer from Finance Services of State Gov/ AG.</p> <p><u>Desirable</u> Working knowledge in Tally ERP 9</p> <p><u>General Condition</u> Salary:36,218.00/month</p>
15	Desk Officer	1	UR	<p><u>Essential</u> Graduate in any faculty, Diploma in Office Management and/ or BBA will be considered an added qualification.</p> <p>Working experience of minimum 5 years in Govt./ Semi Govt./ Organization of</p>

				repute. <u>Desirable</u> Officers retired as Desk Officer or similar positions from any department of State Gov/ Directorate or Corporation. Diploma in Office Management/ Certification in MS Office <u>General Condition</u> Salary: 36,218.00 /month
16	System Analyst	1	UR	<u>Essential</u> Graduate in discipline with Bachelor / Master's degree in computer application Minimum 5 years of feeding , compiling and analyzing data. <u>Desirable</u> CCNA Certification Course in Data Management <u>General Condition</u> Salary:30,180.00 /month
17	Cashier	1	UR	<u>Essential</u> B.Com Minimum 3 years work experience as a cashier in any public undertaking or Organization of repute. Should be able to maintain Cash book and other books of accounts. <u>Desirable</u> Knowledge of Govt. rules and procedures/ statutory norms related to accounting Working knowledge of Tally <u>General Condition</u> Salary: 24,145.00 /month

Notes for Applicants

1. Official website <http://wdc.bih.nic.in/Careers.aspx> can be visited to apply and for other details. Link open for apply from **09 August 2021 onwards**.
2. Applications will be accepted only through online mode.
3. Last date for receiving online application is till **12 noon, 30 August 2021**. Applications beyond this date & time will not be accepted.

4. Candidates are requested to check the websites periodically for updates and other announcements.
5. The latest Reservation Policy of the Government of Bihar shall be applicable for this recruitment. Only eligible candidates as per the required eligibility criteria will be called for participating in further stages of recruitment.
6. Reservation benefits will be available only to the applicants who have domicile of Bihar.
7. WCDC reserves the right to shortlist candidates based on qualification and relevant experience.
8. The required supporting documents/mark sheet/certificates/ID Proof/ shall be brought during the time of interview/test in form of photocopy & original. The original will be returned back immediately after verification.
9. WCDC reserves the right to modify/ cancel/ revise number of vacant position under this recruitment process at any stage at without prior notice.
10. Positions under WCDC are offered on contract basis. There would be a probation period of 3 months. The candidate appointed shall not demand any government service/permanent position or any other benefit apart from the remuneration and benefits associated with respective positions.
11. Renewal of contract would be annually, subject to the performance of the employee.
12. The contractually engaged staff shall have no legal claim to regular absorption either during or after the period of contract.
13. The final appointment will be based on the decision of the selection committee constituted for the purpose.

Disclaimers:

- Mere fulfilling minimum eligibility criteria by its self would not entitle any applicant for being selected or invited for further selection processes.
- It is sole responsibility of the applicant to confirm his/her eligibility. WCDC has irrefutable right to revoke lien employment to any applicant at any stage of recruitment process, including joining if it is found that candidate has furnished wrong, in-correct or misleading information to WCDC.