



**OFFICE OF THE SPECIAL OFFICER  
HILL KHARIA & MANKIRDIA DEVELOPMENT AGENCY, JASHIPUR, DIST-MAYURBHANJ  
ODISHA PVTG EMPOWERMENT AND LIVELIHOODS IMPROVEMENT PROGRAMME, (OPelIP)  
ST/SC DEVELOPMENT DEPARTMENT, ODISHA**

[E Mail- hkmda.mbj@gmail.com](mailto:hkmda.mbj@gmail.com)

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**ADVERTISEMENT NOTICE**

No-202/23

Dt-01.03.2023

**ENGAGEMENT OF PROJECT GRAMA PANCHYAT NUTRITION ASSISTANT (GPNA) FOR UNDER OPENIP**

Special Officer, HK&MDA, Jashipur invites applications from eligible candidates for the post of Grama Panchaya Nutrition Assistant (GPNA) to be positioned at MPA area under OPENIP purely on contractual basis. Application form along with the detail ToR can be downloaded from the Website i.e. [www.opelip.org](http://www.opelip.org). & District official Website i.e. [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in). Last date of receipt of applications by Speed Post/Registered Post/Courier Service only is dt.16.03.2023 up to 5.00 PM. Only short-listed candidates will be called for interview for engagement. Special Officer, HK&MDA, Jashipur reserves the right to accept or reject the applications without assigning any reason thereof.

**Date: 01/03/2023**

**Place: Jashipur.**

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**Special officer  
HK&MDA, Jashipur**

### ToR of Grama Panchaya Nutrition Assistant ( GPNA)

Job Description	Educational Qualification	Age (As on 01.01.2023)	Professional Experience	Monthly Consolidated Salary (in Rs)
<ul style="list-style-type: none"> <li>• Provide Continuous support and guidance to the creche worker to bridge the gap between training and job requirements</li> <li>• Capacity building to CRPs, SHG, Mothers Group &amp; Communities</li> <li>• 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 ( OPENIP)</li> <li>• Ensure awareness / sensitization among the community / SHGs on various safe health &amp; nutrition practices</li> <li>• Visit the centers on regular basis and ensure regular functioning of centers</li> <li>• Ensure monthly meeting with designated individuals / groups managing and crèches, SFS &amp; MFSC</li> <li>• Record information relating to crèche, malnourished children and sick referred children.</li> <li>• Assist crèche to establish rapport with parents of children attending the crèches and winning their trust and confidence.</li> <li>• Conduct home visit for several malnourished / growth faltered children</li> <li>• Collate and check the register and records received from the crèches and other centers</li> <li>• Arrange for storage of ration, medicine, early education materials, registers and records.</li> <li>• Identify location for housing the crèche</li> <li>• Ensure that all crèche regulations are completed with and discipline and decorum is maintained in all crèches</li> <li>• Be the first contact for grievance redressal and conflict resolution</li> <li>• Prepare and submit regular activity and financial reports to the PMU</li> <li>• Carry out other task related to project as may be instructed from PMU/MPA time to time</li> </ul>	<p>Graduate in any discipline with minimum knowledge on computer based like MS-WORD, MS-EXCEL, internet browsing and e-mail. 10+2 qualification in case of candidates belonging to PVTG categories</p>	<p>Upper age limit 45 years</p>	<ol style="list-style-type: none"> <li>1. Must have worked in rural development programmes / project with at least 1 to 3 years</li> <li>2. Proven experience in community mobilization and worked with community based organization</li> </ol>	<p>Consolidated remuneration of Rs.13,000/- per month with fixed monthly allowance of Rs. 2,000/-</p>

1. The post is purely contractual and temporary in nature

2. The initial engagement will be for a period of one year and further renewable subject to satisfactory performances.

3. Incomplete applications in any form will be summarily rejected.
4. Canvassing in any form will be liable for disqualification.
5. Candidates fulfilling eligibility criteria shall only be admissible to appear interview.
6. Candidates have to fill up the application form as per the prescribed format only in order to avoid rejection.
7. All the candidates appearing the interview should bring original certificates against their qualification, experiences etc. along with a photocopy of each documents for verification