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**GOVERNMENT OF MEGHALAYA  
OFFICE OF THE DISTRICT PROGRAMME OFFICER, ICDS (Cell),  
EAST KHASI HILLS & RI-BHOI DISTRICT**

**ADVERTISEMENT**

For the implementation of the POSHAN (PM's Overarching Scheme for Holistic Nourishment) Abhiyaan- National Nutrition Mission, Applications are invited from eligible and interested candidates who are domicile of **Shella Bholaganj, C & RD Block** for the following post, on contract basis.

- **Block Coordinator (1 post) in the Office of the Child Development Project Officer, Shella Bholaganj ICDS Project.**
  - **Essential Qualification and Experience:-**
    - Graduate in any discipline with at least 2 years' experience of working with technology and software application support
    - Good oral and written communication in local language.
    - Mandatorily local candidates should be engaged
  - **Consolidated Remuneration:-**
    - Rs. 20,000/- per month
  - **Desirable:-**
    - Formal training on IT/computer
    - Worked with front line workers in any Social Development Program of Government
    - Proven ability to successfully handle multiple task with a team environment.
    - Attention to detail and problem solving skills
  - **Scope of Work:-**
    1. Supporting training of AWWs and Supervisors in Information and Communication Technology enabled Real Time Monitoring (ICT-RTM)
    2. Monitoring usage of ICT-RTM by AWWs by using POSHAN Tracker and follow-up on low usage.
    3. Providing in-person and over-phone troubleshooting support to users facing hardware or software problems with mobiles, tablets and basic issues with POSHAN Tracker application.
    4. Logging issues in the Issue Tracker application.
    5. Training reinforcement to AWWs identified as low performers using POSHAN Tracker.
    6. Providing performance feedback to AWWs
    7. Submitting phones to Original Equipment Manufacturer (OEM) for Hardware replacement and repair
    8. Escalation of issues to Block/District Coordinator via the issue Tracker application.
    9. Supporting Block Level ICDS officials on usage of POSHAN Tracker.
    10. Any other task as indicated by the Child Development Project Officer.

(481)

**Last date for receipt of Applications – 29<sup>th</sup> August, 2025**

**Candidates without the desirable qualifications/experience need not apply.**

Applications in Standard Form, duly filled, along with 2 (two) attested passport size photographs, attested copies of certificates and self addressed stamped envelope size 4.5 × 11 cms. may be submitted to:-

- The Office of the Child Development Project Officer, Shella Bholaganj ICDS Project, Mawkisyiem, Sohra, East Khasi Hills District.


Sd/-

Deputy Commissioner,  
East Khasi Hills District, Shillong  
Chairperson, POSHAN Abhiyaan

Memo No DPO(S)PA/NM/EKH/25/2018-19/509-13 Dt. Shillong the 12<sup>th</sup> August, 2025  
Copy to:

1. The Deputy Commissioner, East Khasi Hills District, Shillong for favour of information.
- ✓ 2. The Director of Social Welfare Department, Meghalaya, Shillong for favour of information with a request for posting the advertisement in the Department website.
3. The District Informatics Officer, NIC, East Khasi Hills Shillong, with a request for posting the advertisement in the district website.
4. The Child Development Project Officer, Shella Bholaganj ICDS Project, for information and to display the advertisement in the office notice board and for receiving and compilation of the applications.
5. Office Notice Board.

DA  
13/8/25  
OU

  
District Programme Officer ICDS (Cell),  
East Khasi Hills & Ri Bhoi District  
Member Secretary, POSHAN Abhiyaan

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13/8/2025

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