

Role & Responsibility for interviews to be held on 20th Nov 2011

Programme Manager

1. Monitoring ongoing projects, advice for improvements
2. Periodic evaluation of projects
3. Accelerating / Speed up with identification of dead locks
4. Facilitating smooth implementation at field levels
5. Timely reporting to district administration

IT Enablers

1. Data mining of various ongoing projects (NREGA, Setuonline, PDS)
2. Timely update for online web transactions
3. Daily uploads as informed
4. Monitoring & evaluation of IT projects on field
5. Timely reporting to district administration

Social audit & grievance addressing officer

1. Conducting social audits at fields
2. Compilation and timely redressal of grievance
3. Information dissemination of all govt. schemes to the citizens
4. Use of PERT /CPM methods for statistical representation of field level data
5. Timely reporting to district administration