



महाराष्ट्र शासन

महाराष्ट्र शासन  
आदिवासी विकास आयुक्तालय, महाराष्ट्र राज्य, नाशिक  
आदिवासी विकास भवन, पहिला माळा, गडकरी चौक,  
जूना आग्रारोड, नाशिक  
दुरध्वनी क्र. ०२५३-२५७५६१५, २३१७९३८  
ई-मेल कार्यासन-८ constctd.nsk-mh@mah.gov.in



क्र. SNA-बँक खाते जनरल/प्र.क्र.१७/का.८(२)/३

दिनांक : ०५.२०२५

जाहिरात

आयुक्त, आदिवासी विकास, महाराष्ट्र राज्य, नाशिक हे Administrative cost to state/UT for implementation of scheme या योजने अंतर्गत राज्य प्रकल्प व्यवस्थापन कक्ष (S.P.M.U.) स्थापन करण्याकरीता तात्पुरत्या स्वरूपात केवळ ११ महिन्यांसाठी खालील नमुद केलेल्या निव्वळ कंत्राटी पध्दतीने/मानधन तत्वावर पदे भरण्यासाठी जाहिरात प्रसिध्द झाल्याच्या दिनांकापासुन ते दिनांक ३०.०५.२०२५ दुपारी ०५:०० वाजेपर्यंत आदिवासी विकास आयुक्तालय, महाराष्ट्र राज्य नाशिक, आदिवासी विकास भवन, पहिला मजला, गडकरी चौक, जुना आग्रारोड, नाशिक येथे आवश्यक कागदपत्रांसह अर्ज ई-मेलमार्फत स्वीकारण्यात येणार आहेत. मुदतीनंतर आलेल्या अर्जांचा विचार केला जाणार नाही.

Sr. No.	Required Expertise	No of Expertise
1	IT Expert	1
2	MIS / IT Assistant	2
3	MIS Associate	1
4	Project Associate	5
5	Consultant (Procurement)	1
Total		10

- अर्ज सादर करण्यासाठी तसेच भरावयाची पदे, पदांचा तपशिल, मानधन, शैक्षणिक अर्हता इत्यादी तपशिल बघण्यासाठी <https://tribal.maharashtra.gov.in> या संकेतस्थळावर भेट देण्यात यावी.
- एकापेक्षा अधिक पदांसाठी अर्ज करावयाचा असल्यास प्रत्येक पदासाठी स्वतंत्र अर्ज करावा.
- प्राप्त होणा-या अर्जांपैकी एक अथवा सर्व अर्ज स्वीकारण्याचा अथवा नाकारण्याचा अधिकार आयुक्त, आदिवासी विकास यांनी राखून ठेवला आहे.
- अर्जदार यांच्या अर्जात कोणत्याही अटी-शर्ती असल्यास त्या मान्य करण्यात येणार नाहीत.
- सदर पदे ही कंत्राटी पध्दतीने फक्त ११ महिन्यांच्या कालावधीसाठी असतील. जाहिरातीतील सर्व पदे नियमित पदे नसुन ही निव्वळ कंत्राटी स्वरूपाची आहेत. सदर पदावर कायमपणाचा हक्क राहणार नाही.
- सदर पदांना कोणतेही शासकीय लाभ प्रत्यक्षपणे मिळणार नाही. तसेच त्यांना कोणत्याही प्रकारचे वेतन भत्ते अदा करण्यात येणार नाही.
- सदर पदाबाबत निवड समितीचा निर्णय अंतिम राहिल. त्याबाबत कोणतीही तक्रार करता येणार नाही.
- इच्छुक उमेदवारांनी ऑनलाईन पध्दतीने अर्ज व स्वतःचा बायोडाटा (त्यामध्ये संपर्कासाठी ई-मेल व मोबाईल क्रमांक नमुद करणे अनिवार्य आहे.) व इतर अनुषंगीक कागदपत्रे (शैक्षणिक पात्रता, अनुभव प्रमाणपत्र, संगणक अर्हता, मराठी इंग्रजी टायपिंग प्रमाणपत्र इ.)constctd.nsk-mh@mah.gov.in यावर विहित मुदतीत सादर करावा. ऑफ लाईन पध्दतीने अर्ज स्वीकारले जाणार नाहीत, याची नोंद घ्यावी.
- सदर पदांची मुलाखत आदिवासी विकास आयुक्तालय, महाराष्ट्र राज्य नाशिक कार्यालय येथे होणार असून, याबाबतचा तपशिल पात्र उमेदवारांस पत्राद्वारे अथवा ई-मेलमार्फत कळविण्यात येईल.

*Keena Bawad*

लीना बनसोड, भा.प्र.से.  
आयुक्त, आदिवासी विकास,  
महाराष्ट्र राज्य, नाशिक

### Manpower Requirement in SPMU

Sr. No.	Required Experts	No of Experts	Scope of Work	Qualification	Remuneration
1	IT Expert	1	<ul style="list-style-type: none"> <li>• Design, implement, and maintain robust ICT infrastructure to support operations and analysis of schemes/projects.</li> <li>• Evaluate emerging technologies and make recommendations for the adoption of ICT solutions that enhance operational efficiency and resilience.</li> <li>• Provide training and IT/technical support to staff members on the use of ICT tools and platforms.</li> <li>• Facilitate knowledge sharing and lessons learned workshops to promote continuous improvement in ICT systems and procedures.</li> <li>• Managing websites, social media platforms and other IEC platforms to monitor and disseminate information.</li> <li>• Planning and setting up the necessary IT infrastructure for the project, including hardware (computers, laptops, servers) and software (operating systems, applications).</li> <li>• Tracking Project progress and developing reports and dashboards to visualize data and provide insights.</li> <li>• Collecting, organizing, and analyzing project data related to learner performance, training outcomes, and program effectiveness.</li> <li>• Ensuring data privacy and security. Ensure the reliability, security, and scalability of ICT systems, implementing best practices for data protection and disaster recovery.</li> <li>• Conducting IT training sessions for various stakeholders as needed.</li> <li>• Troubleshooting technical issues and providing solutions.</li> <li>• Utilizing social media platforms to promote the project and engage with stakeholders.</li> <li>• Setting up and managing virtual meetings and training sessions.</li> <li>• Fulfilling all additional responsibilities assigned by superiors.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 05 years of working experience in Information and Technology sector.</li> <li>• Bachelor's or Master's degree in Information Technology, Computer Science, Telecommunications, (BE/ B.Tech Comp./ BCA/BCS) or a related field.</li> <li>• Proven experience in designing, implementing, and managing ICT systems</li> <li>• Experience in working with government agencies, international organizations, or NGOs on ICT projects is desirable.</li> <li>• Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders and translate technical concepts into actionable recommendations.</li> <li>• Knowledge of Marathi Language and MS Office is essential.</li> </ul>	Maximum up to Rs. 65,000/- per month.

Sr. No.	Required Experts	No of Experts	Scope of Work	Qualification	Remuneration
2	MIS/ IT Assistant	2	<ul style="list-style-type: none"> <li>• Managing a project website to disseminate information.</li> <li>• Planning and setting up the necessary IT infrastructure for the project, including hardware (computers, laptops, servers) and software (operating systems, applications).</li> <li>• Tracking Project progress and generating reports.</li> <li>• Collecting, organizing, and analyzing project data related to learner performance, training outcomes, and program effectiveness.</li> <li>• Developing reports and dashboards to visualize data and provide insights.</li> <li>• Ensuring data privacy and security.</li> <li>• Providing IT support to project staff, trainers, and learners.</li> <li>• Conducting IT training sessions for project stakeholders as needed.</li> <li>• Troubleshooting technical issues and providing solutions.</li> <li>• Utilizing social media platforms to promote the project and engage with stakeholders.</li> <li>• Setting up and managing virtual meetings and training sessions.</li> <li>• Fulfilling all additional responsibilities assigned by superiors.</li> <li>• Handling all Government and allied Portals.</li> </ul>	<p>At least 03 years of working experience in Information and Technology sector.</p> <p>Experience in handling websites related to government departments.</p> <p>Knowledge of Marathi Language and MS Office is essential.</p>	Maximum up to Rs. 50,000/- per month.
3	MIS Associate	1	<ul style="list-style-type: none"> <li>• Take leadership role in designing strategy and roll out of various schemes/projects, work plans, perspective plans under the MIS development component for the tribal communities related to various initiatives of Tribal Development Department</li> <li>• Monitor the Management Information System of the Project and streamlining information flow through periodic analysis of data based on project health indicators and documenting the same.</li> <li>• Monitor the design and integration of M &amp; E tools to Web based MIS/Monitoring system to be installed for the project.</li> <li>• Promote enabling work environment in-order to maximize intra thematic and cross thematic exchange of ideas, co-operation, plans and strategies for implementation.</li> <li>• Facilitate development of web-based MIS/Monitoring systems in consultations with other experts in Organization.</li> <li>• Ensure timely and accurate data entry of all MIS related data for the project/schemes.</li> <li>• Capacity building on project MIS component to various stakeholders</li> <li>• Take proactive role in design and integration of M &amp; E tools to Web based MIS/Monitoring system to be installed for various projects.</li> </ul>	<p>At least 5 years' experience in MIS Development/ MIS implementation/ MIS maintenance or monitoring activities</p> <p>Candidates having working knowledge of data management software with good academic record &amp; innovative ideas will be preferred.</p>	Maximum up to Rs. 65,000/- per month.

Sr. No.	Required Experts	No of Experts	Scope of Work	Qualification	Remuneration
			<ul style="list-style-type: none"> <li>• Offer handholding support to implementing agencies, NGO partners on MIS component end ensuring timely flow of data in order to generate required Progress reports.</li> <li>• Undertake field visits proactively for sample check of data through consultations with stakeholders.</li> <li>• Monitor the performance of implementing agencies, NGO partners etc.</li> <li>• Undertake thematic studies on a periodic basis by collecting data from field level and sharing findings.</li> <li>• Report regularly to superiors in form of generating periodic reports.</li> <li>• Undertake regular interaction with project stakeholders to check whether the activities are aligned with the needs of the target community.</li> <li>• Liaison with resource/partner organizations associated with various schemes on regular basis.</li> <li>• Do scrutiny and participate in selection process for the various proposals received under specific schemes.</li> <li>• Compilation of monthly, quarterly and annual progress report and sharing with the concerned authorities.</li> <li>• Any other task as allocated by competent authority time to time.</li> </ul>		
4	Project Associate	5(one each for ATC Nashik, Thane, Nagpur, Amravati , HQ)	<ul style="list-style-type: none"> <li>• Plays active role in planning, implementation and coordination of program activities and projects.</li> <li>• Take leadership role in designing and development of various schemes/projects, work plans, perspective plans for the tribal communities covering health, education, ashramshala management etc</li> <li>• Collaborate with governmental agencies, non-profit organizations and other stakeholders to establish partnerships and leverage resources for the effective implementation of projects.</li> <li>• Along with the technical partners like NGOs, Trusts, CSR Organizations, Private sector players, Government &amp; Semi Government Agencies etc. initiate actions to prepare projects/ schemes for upliftment of tribals.</li> <li>• Undertake regular interaction with project stakeholders to check whether the activities are aligned with the needs of the target community.</li> <li>• Do scrutiny and participate in selection process for the various</li> </ul>	<ul style="list-style-type: none"> <li>• At least 05 years working in Rural Development/ Poverty Alleviation/ Education, Tribal development</li> <li>• Candidates having relevant experience of good academic record &amp; innovative ideas will be preferred.</li> </ul>	Maximum Rs. 75,000/- per month

Sr. No.	Required Experts	No of Experts	Scope of Work	Qualification	Remuneration
			<p>proposals received under specific schemes.</p> <ul style="list-style-type: none"> <li>• Compilation of monthly, quarterly and annual progress report and sharing with the concerned authorities.</li> <li>• Help in monitor the design and integration of M &amp; E tools to Web based MIS/Monitoring system to be installed for the project.</li> <li>• Assist in monitoring project activities, collecting data, and evaluating program impact to ensure that objectives are met and outcomes are effectively measured.</li> <li>• Maintain accurate records of project activities, prepare progress reports and assist in the preparation of funding proposals and project documentation as required. Analyze program-related data to track progress, measure impact, and inform decision-making.</li> <li>• Research and Analysis: Conduct research on best practices in tribal development to inform program design and decision-making.</li> <li>• Compilation of monthly, quarterly and annual progress report and sharing with the concerned authorities.</li> <li>• Any other task as allocated by competent authority time to time.</li> </ul>		
5	Consultant (Procurement )	1	<ul style="list-style-type: none"> <li>• The Procurement Expert will manage all aspects of procurement, supply chain, related to tribal development department.</li> <li>• The role involves coordinating with internal stakeholders, government agencies, and external partners to ensure the timely acquisition and delivery of goods and services essential for delivering quality goods and services to the ashramshalas and other stakeholders.</li> <li>• The Procurement Expert will play a critical role in optimizing procurement processes, maintaining inventory levels, and enhancing logistical efficiency</li> <li>• Key Responsibilities: Procurement Planning and Strategy:</li> <li>• Develop procurement plans and strategies in alignment with the monthly time schedule of the Tribal Development Department, considering the unique requirements and constraints</li> <li>• Conduct market assessments and vendor evaluations to identify potential suppliers, negotiate contracts, and establish procurement agreements for goods and services needed</li> <li>• Ensure compliance with relevant procurement regulations, policies, and procedures, including competitive bidding processes and transparency requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's or Master's degree in Supply Chain Management, Logistics, Business Administration, or a related field.</li> <li>• Proven experience of 5 years in procurement, supply chain, and logistics management,</li> <li>• Strong knowledge of procurement regulations, contract management principles, and supply chain best practices.</li> <li>• Excellent negotiation skills with the ability to establish and maintain relationships with suppliers and vendors.</li> <li>• Proficiency in logistics software and tools for inventory management, tracking, and reporting.</li> </ul>	Maximum Rs. 100,000/- per month

Sr. No.	Required Experts	No of Experts	Scope of Work	Qualification	Remuneration
				<ul style="list-style-type: none"> <li>• Ability to work under pressure in fast-paced environments and manage multiple priorities simultaneously.</li> <li>• Strong analytical and problem-solving skills, with attention to detail and accuracy.</li> <li>• Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.</li> </ul>	

# APPLICATION FORM

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**1. NAME OF THE POST APPLIED FOR:**

**2. GENERAL INFORMATION:**

<b>NAME in Full</b> (Block Letters)	:	First Name	Middle Name	Surname
<b>Gender</b>	:			
<b>Date of Birth</b>	:			
<b>Age</b>	:			
<b>Nationality</b>	:			
<b>Marital Status</b>	:			
<b>ADDRESS</b>	:	Present Address –		
	:	Permanent Address –		
<b>Mobile No.</b>	:			
<b>E-mail</b>	:			
<b>Aadhar No.</b>	:			

**3. CURRENT JOB POSTING:**

**4. COMPANY/ORGANISATION:**

**5. CURRENT PLACE OF POSTING:**

**6. NUMBER OF YEARS OF EXPERIENCE** (Provide Documents):

<b>Total</b>	:	----- Years ----- Months
<b>Relevant to the post being advertised</b>	:	----- Years ----- Months

**8. EDUCATIONAL QUALIFICATION:** (Starting from latest)

<b>Sr. No</b>	<b>Degree/Course Completed</b>	<b>Month &amp; Year of Passing</b>	<b>Name of Institute &amp; University/ Board</b>	<b>Marks / Grades Obtained</b>

**9. LANGUAGES** (Write Average/Good/Excellent):

<b>Language</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>
English			
Marathi			
Hindi			

**10. EMPLOYMENT RECORD:** (Starting from latest)

<b>From -To</b>	:	
<b>Employer</b>	:	
<b>Position</b>	:	
<b>Location</b>		
<b>Duties Performed</b>	:	

<b>From -To</b>	:	
<b>Employer</b>	:	
<b>Position</b>	:	
<b>Location</b>		
<b>Duties Performed</b>	:	

<b>From -To</b>	:	
<b>Employer</b>	:	
<b>Position</b>	:	
<b>Location</b>		
<b>Duties Performed</b>	:	

**11. MAJOR ACHIEVEMENTS:**

**12. DECLARATION:**

I, the undersigned, certify that to the best of my knowledge and belief, this Application Form correctly describes myself, my qualifications and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

**DATE:**

**SIGNATURE:**