



**GOVERNMENT OF JAMMU AND KASHMIR**  
**OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER KUPWARA.**  
**Email:-dswokup@gmail.com Fax No: - 01955252433**

**ADVERTISEMENT NO: 01 OF 2022**  
**Dated:31/03/2022**

**Subject: - Advertisement for engagement of Human Resource with regard to SAKHI One Stop Centre (OSC) for District Kupwara-----Recruitment thereof.**

- a. Opening date of receipt of application forms: - 01-04-2022**  
**b. Closing date of receipt of application forms: - 10-04-2022**

Applications are invited from eligible candidates for participation in the selection process for below mentioned posts, purely on temporary/contractual basis initially for a period of one year on consolidated salary mentioned against each, subject to satisfactory performance, continuation of scheme and funding from the Government. The posts are being advertised for establishment of One Stop Centre (OSC) in the District under Ministry of Women and Child Development Government of India (GOI)

The candidate must possess Domicile Certificate issued by the competent authority on format prescribed for the purpose on or before the last date of submission of Application form.  
**Preference shall be given to the local residents.**

The posts are advertised for management of One Stop Centre (OSC) for Women under Ministry of Women and Child Development Government of India at Kupwara.

SNO	Name of the post(s)	No of vacancies	Consolidated monthly salary	Educational/Basic Qualification	Experience/ other Qualifications.
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01	Centre Administrator (Female)	01	40000	Degree in Law or Master's Degree in Social Work	<p>i. Age 18-40 years on 01-01-2022</p> <p>ii. Five (05) years experience of working on violence against women issues in an administrative set-up with a Govt or Non- Government Project/Programme.</p> <p>iii. One Year Experience of Counseling either within or outside the same set-up.</p> <p>iv. She should be resident of the local community so that the local human resource and expertise is utilized for effective functioning of the centre.</p>
02	Case worker (Female only)	02	14000	Degree in Law Or Masters in Social Worker	<p>i. Age 18-40 Years on the 01/01/2022</p> <p>ii. Three (03) years' experience of working on violence against women issues (VAW) in a Govt. Or Non- Government Project /Programme.</p> <p>iii. She should be resident of the local community so that the local human resource and expertise is utilized for effective functioning of the centre.</p>
03	Counsellor (Female Only)	01	22000	Masters In Social Work/Clinical Psychology.	<p>i. Age 18-40 Years as on the 01/01/2022.</p> <p>ii. Minimum 3 years experience of working as Counsellor/psychotherapist in reputed</p>

					Mental Health Institute/Clinic at District /State Level.
04	Para Legal Personal /Lawyer (Female only)	01	13000	Degree in Law Or Masters in Social Science Subject.	<ul style="list-style-type: none"> <li>i. Age 18-40 years as on the 01/01/2022.</li> <li>ii. Paralegal Training Or Knowledge of laws with at least 3 years' experience of working with a Govt. of Non- Government Project/ Programme on violence against women (VAW) at a district.</li> <li>iii. Candidates with expertise of working with District Legal Service authority (DLSA) will be preferred.</li> </ul>
05	Para Medical Personal (Female only)	02	10000	Professional Degree in Paramedics with a background in health right.	<ul style="list-style-type: none"> <li>i. Age 18-40 years as on the 01/01/2022.</li> <li>ii. 3 years experience of working within a Government or non-Government health project/ programme on (VAW) at the District.</li> </ul>
06	IT Staff	02	11000	Graduate with diploma in Computer / IT	<ul style="list-style-type: none"> <li>i. Age 18-40 Years as on the 01/01/2022.</li> <li>ii. Minimum 3 Years experience in data management, process documentation and web based reporting formats, Video conferencing either at a level of state/district/non-Governmental/IT</li> </ul>

					based organization.
07	Multi-Purpose Helper	02	10000	Matriculation	i. Age 18-40 Years as on the 01/01/2022. ii. Minimum 3 Years experience of working as peon/helper etc. i.
08	Security Guard	02	10000	Matriculation	i. Age 18-40 Years as on the 01/01/2022. ii. Minimum 2 Years experience of working as Security personnel in a Govt. or reputed organization in a District/State level. iii. Preference shall be given to retired military personnel

**Procedure of shortlisting /Selection for the posts mentioned from serial no. 1 to 08.**

- i. **Educational Qualification:- 80 points (On Pro-rata basis)**
- ii. **Viva voce :- 20 points**
- iii. List of short listed candidates shall be intimated through print and electronic media and candidates may be called to bring original testimonials for verification and checking before the interview committee.
- iv. Strict legal action shall be taken in case of any misrepresentation/ mischief/ fraud with regard to documents produced.
- v. No individual call letters shall be issued for interview.

**Terms and Conditions:-**

1. Applicant must be domicile of J&K and resident of District Kupwara.
2. Applicants should be medically fit for field visits.

3. Being a contractual agreement, the Govt. reserves the right to terminate it any time.
4. The period of contract shall be valid for one year, extendable to another year subject to availability of funds/performance/work and conduct
5. There shall be no right to seek permanent absorption in any department or regularization of any sort (Agreement to this effect shall be sworn/ attested before/ by Judicial Magistrate First Class)
6. Candidates must possess the minimum required qualification at the time of submission of application forms. The last date of receipt of application shall be the cutoff date for determining the eligibility.
7. Candidates must possess good moral character.
8. Candidates have to apply separately for each post.
9. No of posts can be increased or decreased anytime during the selection process and thereby the selection committee shall have the right to reject any application on relevant grounds.

Application forms complete in all respect along with self attested copies of qualification, experience shall be submitted in the office of District Social Welfare Officer Branwari Kupwara in person or through registered post by or before 10-04-2022. Forms received after last date due to any reason whatsoever shall not be accepted.

Documents to be attached with the application forms.

1. Self-attested copies of all academic / technical qualification certificate.
2. Date of Birth certificate.
3. Domicile Certificate
4. Experience Certificate from recognized/ registered Civil Society Organization/ Institution recognized/registered in the relevant field.
5. Character Certificate from the Police station or any gazette Officer.

  
Sd/-  
District Social Welfare Officer  
Kupwara

No:-DSWOK/OSC/22/3717

Dated:- 31/03/2022

## Application Form

Application for the post of \_\_\_\_\_ on Contractual basis for (01) year Under **SAKHI One Stop centre (OSC)** in District Kupwara

Advertisement Notice No:- \_\_\_\_\_ dated \_\_\_\_\_

Write in capital letters in blue/ Black ball point pen.

01. Post applied for \_\_\_\_\_ District \_\_\_\_\_

02. Name of the applicant \_\_\_\_\_

03. Father/Mother/Spouse Name. \_\_\_\_\_

04. Sex \_\_\_\_\_

05. Permanent Residential Address : \_\_\_\_\_

06. Present / Mailing Address: \_\_\_\_\_

07. Contact/Mobile Number: \_\_\_\_\_

08. Date of Birth ( as per Matriculation Certificate ) \_\_\_\_\_

09. Age as on 01/01/2022: \_\_\_\_\_ Years \_\_\_\_\_ Monts \_\_\_\_\_ Days

10. (a) Educational Qualification (Matriculate onwards)

Exam	Year	Board/Institution	Total Marks	Marks obtained	Percentage % of Marks	Remarks

Photograph

(B) Experience

Post held	Organization /Govt. /PSU	Period	Nature of duty

11. Brief description of the experience /knowledge in the relevant field.


12. Documents attached

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

Date. \_\_\_\_\_

Place. \_\_\_\_\_

Signature of the Applicant

### DECLARATION

I \_\_\_\_\_ S/o,D/o,W/o \_\_\_\_\_ R/o \_\_\_\_\_

Tehsil. \_\_\_\_\_ District. \_\_\_\_\_ do hereby solemnly affirm and declare that the entries made herein above in the application form are true and correct to the best of my knowledge and belief and noting has been concealed therein. I undertake that if any misrepresentation of facts or concealment of any information in the above application is found at any stage, my candidature /selection shall be liable to be cancelled without given notice to me. I, further declare that I have carefully read the description of the post, qualification, method of selection and other terms and conditions and have no objection / reservations in this regard.

Signature of the Applicant.

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