

**GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE DISTRICT DEVELOPMENT COMMISSIONER RAMBAN**

ADVERTISEMENT NOTICE No. 07-DSWO OF 2022

DATED:- 24/11/22

Subject:-Advertisement for posts in respect of District Hub for Empowerment of Women (DHEW), Mission Shakti Ramban.

Reference: Revised Guidelines of "Mission Shakti" notified by the Ministry of Women & Child Development, GoI Vide No. WW-23/1/2021-WW, Dated 14-07-2022.

- a) Opening date of receipt of application forms: - **25-11-2022**
b) Closing date of receipt of application forms: - **09-12-2022**

Applications are invited from the eligible candidates for the below mentioned posts in respect of District Hub for Empowerment of Women (DHEW), Mission Shakti Ramban established under Ministry of Women and Child Development, Government of India, purely on temporary basis initially for a period of one year, on consolidated honorarium as per the guidelines of the Mission Shakti, subject to the satisfactory performance, continuation of the scheme and funding from the government.

S. No.	Name of the post	No. of posts	Eligibility		
			Academic Qualification	Experience	Age
01.	Specialist in Financial Literacy	01	Graduate in Economics / Banking / Other similar disciplines. Post Graduates will be preferred	Atleast 03 years experience of working with the Government/Non Government organizations in financial literacy/ financial inclusion focused themes	Min-18 years and Max-40 years as on 01-01-2022
02.	Accounts Assistant	01	Graduate / diploma in accounts/ other disciplines having accounts as a subject	At least 03 years experience of working with the Government/Non-Government organizations in related domain	Min-18 years and Max-40 years as on 01.01.2022
03.	DEO for PMMVY Work	01	Graduate with working knowledge in computers/IT etc	At least 03 years experience in data management , process documentation and web-based reporting formats, at state or district level with government or Non- Governmental/ IT-based organizations	Min-18 years and Max-40 years as on 01-01-2022
04.	MTS	01	10th class pass under 10+2 system from any recognized board		Min-18 years and Max-40 years as on 01-01-2022

Criteria for Short-Listing / Selection for the posts:

- Academic Qualification:- 80- Points (on Pro-rata Basis). The points will be awarded for Marks obtained in Requisite qualification (qualification of eligibility) only.
- Viva-Voce: 20 points
- Candidates shall be shortlisted based on the merit of their educational qualification points in the ratio of 1:5 i.e. 5 candidates for one post. Candidates obtaining equal merit shall also be called for interview. In case, the number of forms of eligible candidates are less than the ratio of 1:5, all eligible candidates shall be called for interview.
- List of shortlisted candidates shall be intimated through print and electronic media and candidates may be required to bring original testimonials for verification and checking before the interview committee constituted for the purpose.
- Any misrepresentation of facts on the application form disturbing the short listing may invite legal action/disqualification.
- No individual interview call letters shall be issued. No TA/DA will be paid.

Terms and conditions:-

- The engagement/ hiring of the staff is purely on temporary basis initially for a period of one year, on consolidated honorarium as per the guidelines of the scheme, subject to the satisfactory performance, continuation of the scheme and funding from the government.
- The Consolidated honorarium of the posts will be decided by the Competent Authority as per the revised guidelines of Mission Shakti, notified by the Ministry of Women & Child Development, GoI, Vide No. WW-23/1/2021-WW, Dated 14-07-2022.
- Applicant must be a Domicile of the Union Territory of J&K.
- Applicants should be medically fit for field visits in different blocks/ villages of District Ramban.
- The engagement being a temporary arrangement is terminable if the performance is not satisfactory as assessed by the District Level Committee headed by the District Magistrate/District Development Commissioner.
- There shall be no right to seek permanent absorption in any department or regularization of any sort (Agreement for the same sworn before judicial Magistrate 1st Class needed to be executed upon selection before joining).
- Candidates must possess the required eligibility/qualification by or before the last date for submission of the application form.
- Any claim regarding qualification made after the closing date of receiving application forms shall not be entertained. The last date of receipt of application forms shall be the cut-off date for determining the eligibility.
- Candidate must have good moral character.
- Candidates have to apply separately for each post. If any candidate is shortlisted for interview for more than one post applied for, he/she shall have to indicate his/her preference at the time of interview on given proforma so that a candidate is selected for one post only in final selection lists.

- No. of posts can be increased or decreased any time and the Selection Committee has the right to reject any application on relevant grounds.
- The Selection Committee at any time reserves the right to cancel/put in abeyance the advertisement notice without assigning any reason thereof.
- The Selection list to be issued shall be provisional and subject to the verification report regarding authenticity of the documents from the issuing bodies/organizations. Any adverse report received regarding the documents produced based on which selection is obtained shall invite legal/penal action under relevant rules/laws and selection so obtained shall be cancelled ab-initio.

Forms complete in all respect along with self- attested copies of qualification/ experience must reach in the office of the District Child Protection Office, Maitra Road Ramban, by or before 09-12-2022 (before 04:00 PM). Only hard copies of forms shall be entertained. This is to ensure initial scrutiny of forms. No form through e-mail or post shall be accepted.

Documents to be attached with the application form:-

- Self-Attested copies of all Academic/Technical qualification certificates.
- Self-Attested copy of Date of Birth Certificate.
- Self-Attested copy of Domicile Certificate.
- Experience Certificate from recognized / registered Civil Society Organization / Institution / recognized / registered in the relevant field.
- Character Certificate from Police Station or any Gazetted officer.

(District Development Commissioner)
Ramban.

Application for the post of _____ on contractual basis for (01) year under **District Hub for empowerment of Women (DHEW)** in District Ramban.

Advertisement Notice No _____ Dated _____

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

- Post Applied for _____ District _____
- Name of the applicant _____
- Father/Mother/Spouse Name _____
- Gender _____
- Permanent Residential Address _____
- Present/ Mailing Address _____
- Contact/ Mobile Number 1. _____ 2. _____
- Date of Birth (As per Matriculation Certificate) _____
- Age on 01/01/2022 _____ years _____ months _____ Days

10. (a) Education Qualification (Matriculate onwards)

Exam	Year	Board/ Institution	Total Marks	Marks Obtained	Percentage of Marks	Remarks

(B) Experience

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

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

12. Documents attached

1 _____ 2 _____ 3 _____

4 _____ 5 _____ 6 _____

Dated :-

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 nothing has been concealed therein. I undertake that if any misrepresentation of facts or concealment of any information in the 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.

Sub:- Filling up of vacant posts (04) of DHEW (District Hub for Empowerment of Women Ramban).

- Whereas, District Level Centre for women (DLCW) under Mahila Shakti Kendra (MSK) Scheme is functional in district Ramban since June 2020. The staff under DLCW, MSK Comprises of one (01) Women Welfare Officer and two (02) District Coordinators. The Selected Candidates under MSK were appointed initially for a period of two years extensible Subject to satisfactory performance, continuation of Scheme and funding from the government.
- Whereas, in pursuance of new Mission Shakti guidelines of GOI, Dated 14-july-2022, MSK scheme has been closed and a new component namely Hub for empowerment of women (HEW) has been introduced by Ministry of Women and Child Development, GOI, thereby subsuming the erstwhile Mahila Shakti Kendra Scheme.
- Whereas, as per the fresh guidelines issued by the Ministry of Women and Child Development District Level Centre for Women has been renamed as District Hub for Empowerment.
- Whereas as per the fresh guidelines issued by Ministry of Women and Child development, following number of posts, viz, have to be filled.

- Specialist in Financial literacy,
- Accounts Assistant,
- DEO for PMMVY work,
- MTS

Hence if approved, we may issue advertisement notification of the above mentioned posts.

DDC (R)

DSWO (R)

Dated:

**DIP/J-12246
DT: 26-11-2022**