



GOVERNMENT OF JAMMU AND KASHMIR

OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER DODA

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Advertisement Notice No. 01 of 2023 Dated:- 03-02-2023

Subject:-Advertisement for posts, purely on contractual/temporary basis, in respect of District Hub for Empowerment of Women (DHEW), Mission Shakti Doda.

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:- **04-02-2023**
b) **Closing** date of receipt of application forms: - **13-02-2023**

Applications are invited from the eligible candidates for the below mentioned posts in respect of District Hub for Empowerment of Women (DHEW), Mission Shakti Doda 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	Honorarium per Month	Eligibility		
				Academic Qualification	Experience	Age
01.	Specialist in Financial Literacy	01	24000/-	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 01-01-2023
02.	Accounts Assistant	01	21000/-	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 01.01.2023
03.	DEO for PMMVY Work	01	15000/-	Graduate with working knowledge in computers/IT etc	At least 03 years experience in data management , process documentation and	Min-18 years and Max-40 years as on 01-01-2023

					web-based reporting formats, at state or district level with government or Non-Governmental/ IT-based organizations	
04.	MTS	01	10000/-	10th class pass under 10+2 system from any recognized board		Min-18 years and Max-40 years as on 01-01-2023

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 is 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:-

1. 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.
2. Applicant must be a domicile of J&K and resident of District Doda.
3. Applicants should be medically fit for field visits in different blocks/ villages of District Doda
4. 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.
5. There shall be no right to seek permanent absorption in any department or regularization of any sort (Affidavit for the same sworn before Judicial Magistrate 1st Class needs to be executed upon selection before joining).
6. Candidates must possess the required eligibility/qualification by or before the last date for submission of the application form.
7. 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.
8. Candidate must have good moral character.
9. 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.

10. Number of posts can be increased or decreased any time and the Selection Committee has the right to reject any application on relevant grounds.
11. The Selection Committee at any time reserves the right to cancel/put in abeyance the advertisement notice without assigning any reason thereof.
12. 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 Social Welfare Office Doda, by or before **13-02-2023 (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:-

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

No:- DSD/Estt/2022-23/ 1088 - 92

Dated :- 03-02-2023


District Social Welfare Officer
(Nodal Officer Mission Shakti)
Doda 3/2/2023

Copy to the :-

1. Commissioner/ Secretary to Government Social Welfare Department, Government of J&K for favour of information.
2. Mission Director, Mission Shakti, J&K, for favour of information.
3. District Development Commissioner Doda for favour of information.
4. District Information Officer, Doda for information and with the request to publish it in atleast two daily newspapers having good circulation in the district.
5. District Informatics Officer, NIC Doda, for information and with the request to upload the advertisement on the official website of the District.

Application for the post of _____ on contractual basis for (01) year under

District Hub for Empowerment of Women (DHEW) in District Doda.

Advertisement Notice No _____ Dated _____

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

Recent
Photograph

1. Post Applied for _____
2. Name of the applicant _____
3. Father/Mother/Spouse Name _____
4. Gender _____
5. Permanent Residential Address _____
6. Present/ Mailing Address _____
7. Contact/ Mobile Number 1. _____ 2. _____
8. Date of Birth (As per Matriculation Certificate) _____
9. Age as on 01/01/2023 _____ Years _____ Months _____ Days

10. (a) Education Qualification (Matriculate onwards)

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

10.(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.