

UNION TERRITORY OF JAMMU & KASHMIR
OFFICE OF THE DISTRICT SOCIAL
WELFARE OFFICER RAJOURI

Tele: 01962-263431 e-mail:- rajouridsw@gmail.com

Advertisement No: 03 DSWOR of 2023 Dated: 22-05-2023.

Subject - Advertisement for engagement of Human Resources in One Stop Centre (OSC) for Women and District Hub for the Empowerment of Women District Rajouri purely on Contractual basis.

Applications on appended format are invited from the eligible candidates who are domicile of UT of J&K, belonging to District Rajouri and fulfilling the eligibility norms as given below, purely on contractual basis for below mentioned Vacant posts in One Stop Centre (OSC) for Women Rajouri and District Hub for the Empowerment of Women District Rajouri.

The Contractual appointment is for a period of one year only, extendable subject to satisfactory performance, continuation of scheme and funding from Government of India and the UT of J&K. The selected candidates shall be paid fixed consolidated monthly honorarium as per the guidelines of the scheme. The prescribed format for Application Form is annexed herewith as Annexure-A.

Last Date for Receipt of Application Form:- 10-06-2023.

POST FOR ONE STOP CENTRE FOR WOMEN RAJOURI

S. No.	Name of the post	No. of Post	Educational Qualification	Experienced/ Desirability/ Competencies	Criteria for Selection
1	Psycho-Social Counselor (Female Only)	01	Degree/ Diploma in psychology/ psychiatry/ neuro-sciences with a background in health sector	Preferably at least 3 years experience of working within a Govt. or Non-Govt. Health Project/ Programme at District level	Diploma-50 marks Degree-50 Marks
2	Para Legal Personnel/ Lawyer	01	Degree in Law	Legal training or Knowledge of law with at least 3 years experience of working within a Govt. or Non -govt. Women related Project/ programme at district level or any practicing Lawyer with at least 2 years' experience of litigation in any court of law.	Graduation 100 marks
3.	Para-Medical Personnel (Female only)	01	Degree/Diploma in Paramedics with a background in Health Sector	Preferably at least 3 years' experience of working within a Govt. or Non-govt. HEALTH PROJECT/PROGRAMME at District level.	Diploma-50 marks, Degree-50 marks
4.	Multipurpose Staff/ Cook	02	10 th	Knowledge/experience of working in relevant field.	10 th - 100 Marks
5.	Security Guard/Night Guard	01	Retired military/ Para-military personnel	Preferably 2 years' experience of working as security personnel in Govt. or reputed organization at the district/state level	Selection shall be made on the basis of the length of the experience and in case having same experience draw of lot shall be made

POST FOR DISTRICT HUB FOR EMPOWERMENT OF WOMEN RAJOURI

1.	District Mission Coordinator	01	Graduate preferably in Social Sciences/Life Sciences/Nutrition/ Medicine / Health Management / Social work / Rural Management	At least 3 years experience of working with the Government / Non-Government organization in related domain	Graduation 100 marks
1	Gender Specialist	01	Graduate in Social work / other social disciplines, Post-graduates will be preferred	At least 3 years experience of working with the Government / Non-Government organization in gender focussed themes.	Graduation-80 Marks PG-20 Marks
2.	Specialist in financial literacy	01	Graduate in Economics/Ban King' Other similar disciplines PG will be preferred	At least 3 years experience of working with the Government / Non-Government organization in Financial Literacy / Financial Inclusion focused themes	Graduation-80 Marks, PG-20 Marks
3	Accounts Assistant	01	Graduate/Diploma in Accounts / Other Discipline having accounts as subject	At least 3 years experience of working with the Government / Non-Government organization in related domain	Diploma 50 marks, Graduation-50 marks
4.	DEO for PMMVY work	01	Graduation with working knowledge computers/IT	Minimum 3 years experience in Data Management, Process Documentation and Web Based Reporting Formats, at state or district level with government or Non-Government IT based organization	Graduation-100 marks
5	MTS	01	10 th	NIL	10 th - 100 marks

ELIGIBILITY/ TERMS AND CONDITIONS:

- Candidate must be the domicile of District Rajouri and should have age between 18-40 years as on 01.01.2023.
- Candidates will be selected purely on Academic/Technical Qualification merit basis & there shall be no interview and no weightage shall be given to the experience certificate of the NGOs.
- Weightage shall be given on the basis of the marks obtained in the relevant qualification as mentioned against each post on PRO RATABASIS and selection shall be made purely on merit basis and no other criteria is to be considered/adopted.
- Only such qualification shall be considered which the applicant is in possession on the last date of receipt of applications.
- Any qualification acquired thereafter shall not be taken into account for any purpose
- If a candidate is found guilty of impersonation or submitting fabricated/tempered documents/testimonials or making statements which are incorrect or false or suppressing material information at any stage of the selection process, his/her candidature shall be deemed to be null and void ab-initio.
- The selected candidates shall be paid fixed monthly honorarium as per the guidelines/norms of the schemes issued by the Government from time to time.
- Candidates applying for multiple posts shall have to apply separately.
- This is not a substantive Government job, rather a temporary contract arrangement terminable from either side by one month's advance notice.
- There shall be no right to seek permanent absorption in the department and regularization of any sort. (The candidates upon their selection against a particular post shall have to execute an agreement with the employer through medium of a prescribed affidavit duly executed/sworn before learned Judicial Magistrate to the effect that he/she will have no claim/any right for permanent absorption/regularization in the Government at any later stage).
- The Application form duly filled and completed in all respects should be delivered by hand or by registered post in the office of District Social Welfare Officer Rajouri near Old Bus Stand Rajouri within the working hours till the last i.e. 01-06-2023.
- No Application shall be accepted after the expiry of last date.
- Applications found incomplete in any manner during the scrutiny shall be rejected Without any notice to the candidates.
- Any postal delay shall be the personal responsibility of the applicant.
- The selected candidates shall be allowed to join only after the character and Antecedent verification from Police authorities.
The applicant must attach self-attested photo copies of the following Certificates/testimonials with the Application form (No under process certificate will be accepted)
- Domicile Certificate.
- Matriculation Diploma for date of birth. All academic qualification certificates along with marks cards.
- Experience Certificate, as per eligibility.
- A recent passport size photograph of the applicant duly attested by the Gazetted officer to be pasted on the application form.

DIP/J-1964
Dated : 24/5/2023

Sd/-
Vikas Kundal, (IAS)
Deputy Commissioner
Rajouri

APPLICATION FORM

Application for the Post of _____ (Purely on Contractual basis) for 01 year in _____

Advertisement Notice No: _____ Dated :- _____

Write in Capital letters in Blue/Black Ball Point Pen.

1. Post Applied for _____
2. Name of the Applicant (in capital) _____
3. Father/Spouse Name: _____
4. Gender : _____
5. Permanent Residential Address : _____
6. Present/ Mailing Address: _____
7. Contact/Mobile Number _____ email id _____
8. Date of Birth (as per Matriculation Certificate) _____
9. Age as on 01-01-2023: _____ Years _____ Month _____ Days _____

**Passport Size
Photograph**

10. a) Educational Qualification (Matriculate onwards).

Enclose self-attested copies as proof.

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

- b) Experience (Please enclose relevant Experience Only)

S.No.	Name of the Organization / Govt./ PSU	Post Held	Period		Nature of Duty
			From	To	

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

12. Documents attached.

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

Signature of Applicant

DECLARATION (TO BE ATTESTED BEFORE JUDICIAL MAGISTRATE ONLY)

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 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 regards. I further understand that this is purely a temporary engagement and can be terminated at any point of time. I solemnly affirm and declare that I shall not claim for permanent absorption in the department in future.

Signature of Applicant