

OFFICE OF THE DISTRICT DEVELOPMENT COMMISSIONER BARAMULLA**ADVERTISEMENT NOTICE**

Subject:- Advertisement for posts in respect of One Stop Centre (OSC) for Women Baramulla.
Reference: Administrative Department Minutes of Meeting Issued vide No. SWD-SH/2/2022, dated 08/03/2022.

- a) Opening date of receipt of application forms:- **14.06.2022**
b) Closing date of receipt of application forms:- **27.06.2022**

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 honorarium mentioned against each, subject to satisfactory performance, continuation of scheme and funding from the government.

The candidates must be a resident of District Baramulla and 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 in accordance with Notifications issued by the Ministry of Home Affairs, Government of India vide S.O 1229 (E) dated:- 31.03.2020 and S.O 1245-(E) dated:-30.04.2020 read with the General Administration Department, Government of J&K's vide S.O 166 dated:-18.05.2020 respectively.

The posts are advertised for the hiring of staff regarding management of One Stop Centre (OSC) for Women Baramulla established under Ministry of Women and Child Development, Government of India.

S. NO	Name of the post	No. of posts	Eligibility			Consolidated Monthly Honorarium
			Academic Qualification	Experience	Age	
01.	Centre Administrator (Female Only)	01	Law Degree / Masters in Social Work.	Atleast 05 years experience of working on violence against women issues in an administrative set up with a Govt./Non-Govt. Project/Programme and preferably with atleast 01 year experience of counseling either within or outside the same set up.	Min-18 years and Max-40 years as on 01-01-2022	Rs 40000/- as per the notification
02.	Counselor (Psycho-social) (Female Only)	01	Post Graduate Degree in Social Work/ Clinical Psychology	03 years experience of working as counselor / psychotherapist in a reputed Mental Health Institute/ Clinic at District/State level	Min-18 years and Max-40 years as on 01.01.2022	Rs.22000/-
03.	Case Worker (Female Only)	02	Law Degree / Masters in Social Work.	Atleast 03 years experience of working on violence against women issues in an administrative set up with a Govt./Non-Govt. Project/Programme.	Min-18 years and Max-40 years as on 01-01-2022	Rs 14000/- as per the notification
04.	IT Staff (Data Operator)	02	Graduate with a Diploma in Computers /IT etc.	Atleast 03 experience in Data Management, Process Documentation, Web Based Reporting formats, Video-Conferencing in either at the level of State/District/Non-Govt./IT-based organizations. Preferably Female	Min-18 years and Max-40 years as on 01-01-2022	Rs 11000/- as per the notification

[Signature]
Dist. Social Welfare Officer
Baramulla

05.	Para-Legal Personnel/ Lawyer for Legal Aid and Counseling (Female Only)	01	Degree in Law/Masters in Social Science with Para-Legal training or knowledge of laws	Atleast 03 years experience of working with within Govt. or Non-Govt. Project/Programme on VAW	Min-18 years and Max-40 years as on 01-01-2022	Rs 13000/-
06.	Para-Medical Personnel (Female Only)	02	Professional Degree in Para-Medics with background in health right.	Atleast 03 years experience of working within a Govt./Non-Govt. health Project/Programme on VAW	Min-18 years and Max-40 years as on 01-01-2022	Rs 10000/-
07.	Multi Purpose Helper (Female Only)	02	Matriculate	Atleast 3 years of experience of working a helper, peon etc.	Min-18 years and Max-40 years as on 01-01-2022	Rs 10000/-
08.	Security Guard	02	Matriculate	Atleast 02 years experience of working as security personnel in a Govt. or reputed organization in the District/State level	Min-18 years and Max-40 years as on 01-01-2022	Rs 10000/-

Criteria for Short-Listing / Selection for the posts:

- Academic Qualification:- 80- Points (on Pro-rata Basis).
- 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.
- 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 Consolidated honorarium of the posts will be decided by the Competent Authority.
2. Applicant must be a Domicile of the Union Territory of J&K and resident of District Baramulla.
3. Applicants should be medically fit for field visits in different blocks / villages of District Baramulla.
4. The engagement being a temporary/contractual 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 (Agreement for the same sworn before judicial Magistrate 1st Class needed 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.


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10. No. 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 Officer Baramulla by or before 27-06-2022 4:30 PM.

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.

Sd/-

(District Development Commissioner)
Baramulla.

No:- DSWO/B6/2022/387-90

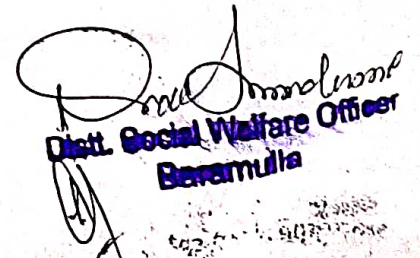
Dated :- 14-06-2022

Copy to the :-

1. Commissioner/secretary to Government Social Welfare Department, Government of J&K for favour of information.
2. Mission Director, Resource Centre for Women J&K for favour of information.
3. Joint Director Information Kashmir with the request to ensure publishing of advertisement in three leading daily newspapers of the UT having good circulation in the District.
4. District Information Officer Baramulla for wide publicity.
5. District Informatics Officer NIC Baramulla for information and with the request to upload the advertisement on the official website of the District.



District Social Welfare Officer Baramulla
(Nodal Officer, One Stop Centre for Women)



District Social Welfare Officer
Baramulla

Application for the post of..... on contractual basis for (01) year under SAKHI ONE STOP Centre (OSC) in District Baramulla.

Advertisement Notice No..... Dated.....

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

1. Post Applied for.....District.....
2. Name of the applicant
3. Father/Mother/Spouse Name.....
4. Sex.....
5. Permanent Residential Address.....
6. Present/ Mailing Address.....
7. Contact/ Mobile Number.....
8. Date of Birth (As per Matriculation Certificate).....
9. Age on 01/01/2022..... years.....monthsDays
10. (a) Education Qualification (Matriculate onwards)

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

(B) Experience

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

11. Brief description of the experience/ knowledge in the relivant 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.

[Signature]
Distt. Social Welfare Officer
Baramulla