

UNION TERRITORY OF JAMMU AND KASHMIR

**OFFICE OF THE DISTRICT NODAL OFFICER MISSION SHAKTI
DISTRICT SOCIAL WELFARE OFFICER BUDGAM**

E-mail:- dswobud@gmail.com , mskbud@gmail.com

Ph.No:-01951-350051

Joint Director Information,
Kashmir

No:-DSWO/Estt/2023-1296-99

Dated: 02/02/2023

**Subject:-Publicity of Advertisement for District Hub for
Empowerment of Women (DHEW) at District
Budgam.**

Sir,

Kindly refer to the aforementioned subject, in this context it is stated that this office has to float advertisement for engagement of staff on-contractual basis for District Hub for Empowerment of Women (DHEW) at District Budgam.

In this regard you are requested to give wide publicity to the advertisement notice attached herewith the mail in word format.

Www.Kashmirnews.In

Yours faithfully


Nodal Officer-Mission Shakti
District Social Welfare Officer
Budgam

Copy to the:-

1. Mission Director, Mission Shakti J&K, for favour of information.
2. District Development Commissioner Budgam, for favour of Information.
3. Additional District Development Commissioner Budgam for Favour of information.
4. Office record file.

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ADVERTISEMENT NOTICE

Advertisement Notice No. 01 of 2023

Dated :02/02/2023

Subject: - Advertisement for posts hiring of Staff purely on contractual/temporary Basis in respect of District Hub for Empowerment of Women (DHEW) Budgam.

Reference (1): Mission Shakti Scheme implementation guidelines issued vide DO No.: WW-23/1/2021-WW dated: 14.07.2022.

Reference (2): Mission Director, Mission Shakti Social Welfare Department Minutes of Meeting issued vide no: JKMS/170/2022 dated: 08.09.2022

a.) Opening date of receipt of application forms:- 03 -02-2023

b.) Closing date of receipt of application forms:- 20-02-2023

Applications are invited on prescribed format from eligible candidates for below mentioned posts purely on temporary/contractual basis on consolidated honorarium as per guidelines/norms of the Scheme, subject to satisfactory performance, continuation of Scheme and funding from the Government.

The Candidates must be a resident of District Budgam 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 vide S.O 166 dated: 18.05.2020 respectively.

The posts are advertised for the hiring of staff on purely contractual/temporary regarding District Hub for Empowerment of Women Budgam (Mission Shakti) established under Ministry of Women and Child Development, Government of India.

The devised Application form as per "Annexure A" duly filled along with the requisite qualification documents be submitted to the Nodal Officer Mission Shakti Budgam (District Social Welfare Officer) by or before 20-02-2023

| S.no | Name of Post | No. Of Posts | Eligibility | | |
|------|----------------------------------|--------------|--|--|--|
| | | | Academic Qualification | Experience | Age |
| 01 | Specialist in financial literacy | 01 | Graduate in Economics/Banking/Other similar disciplines. | At least 3 years experience of working with the Govt. /Non-Govt. Organizations in financial literacy/financial inclusion focused themes. | Min-18 Years and Max-40 Years as on 01-01-2023 |
| 02 | Accounts Assistant | 01 | Graduate/diploma in accounts/other disciplines having accounts as a subject. | At least 3 years experience of working with the Govt./Non-Govt. /Non Govt. Organization in related domain. | Min-18 Years and Max-40 Years as on 01-01-2023 |
| 03 | Data Entry Operator | 01 | Graduation with working knowledge in | Minimum 3 Year experience in data | Min-18 Years and Max-40 Years as on 01-01- |

| | | | | | |
|----|---------------------|----|---|--|--|
| | | | computers/IT etc. | management, process documentation and web-based reporting formats, at state or district level with Govt. Or Non-Governmental/IT-based organizations. | 2023 |
| 04 | Multi Tasking Staff | 01 | 10 th from any recognized board. | Experience in related domain | 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 to the basic/requisite Qualification)
- Experience in relevant Domain/field: 20 Points
- The Provisional Merit List shall be intimated through print and electronic media
- Any misrepresentation of facts on the Application form may invite legal action/disqualification.

Terms and Conditions:-

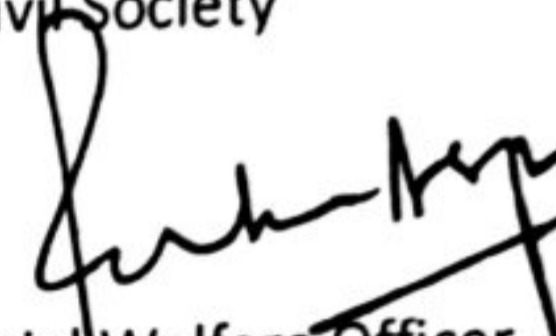
1. Applicant must be a Domicile of the Union Territory of J&K and resident of District Budgam.
2. Applicants should be medically fit for field visits in different blocks/wards of District Budgam
3. The engagement being a temporary/contractual arrangement is terminable if the performance is not satisfactory as assessed by the District Level Committee headed by the District Magistrate/District Development Commissioner.
4. The engagement shall be initially for a period of one year, further continuation will be on the basis of performance assessed by District Level Committee headed by 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 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.
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.
13. The honorarium for the advertised posts shall be as per the guidelines of the Ministry of the Women and Child Development Govt of India.

14. The duly filled in Application along with all the requisite documents will be received from 2:00pm to 4:00pm on all working days in the office of the District Social welfare Officer Budgam near District Court Complex Budgam upto 20-02-2023 only.

Forms complete in all respects along with self-attested copies of qualification/experience must be Submitted to the Nodal Officer-Mission Shakti Budgam (District Social Welfare Officer) by or before 20-02-2023 and candidates are advised to bring original copy of the same at the time of Application.

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 Government institution/registered Civil Society Organization/Institution/recognized in the relevant field.

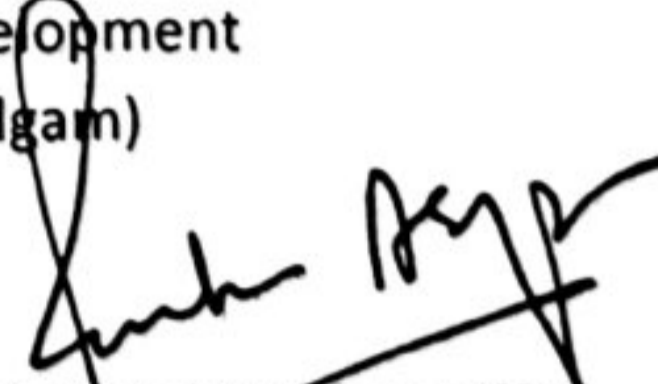

District Social Welfare Officer
(Nodal Officer-DHEW Budgam)

No: -DSWO/Bud/2023/ 1300-1304 .

Dated 2/02/2023

COPY TO:

1. Commissioner/Secretary to Govt. Social Welfare Department, Govt. of J&K for favour of information.
2. Mission Director, Mission Shakti 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 Budgam for wide publicity.
5. District Informatics Officer NIC Budgam for information and with the request to upload the advertisement on the official website of the District.
6. PA to District Development Commissioner for information of District Development Commissioner (Chairman, District Hub for Empowerment of Women-Budgam)


District Social Welfare Officer
Budgam
(Nodal Officer-District Hub for Empowerment of Women)

ANNEXURE A

APPLICATION PROFORMA FOR HIRING OF STAFF ON CONTRACTUAL/TEMPORARY FOR DISTRICT HUB FOR
EMPOWERMENT OF WOMEN, BUDGAM

Advertisement No.:01 of 2023

Dated: 02-02-2023

Write in the Capital letters with Blue/Black ball Point Pen

Recent
passport size
photograph

1. Name of the Post applied for : _____

2. Name of the Candidate (in Capital Letters) : _____

3. Father's / Husband's Name/Spouse name _____

4. Gender _____ Marital Status _____

5. Permanent Address :

Village _____ Tehsil _____ District _____

6. Contact No : _____

7. E. mail ID: _____ + _____

Date Of Birth (As per Matriculation certificate): _____

8. Age on 01.01.2023 _____ years _____ Days _____

9. Educational Qualification (Enclose self attested photocopies of Certificates as Proof)

| S. No | Examination Passed/Degree | Board/University | Year of Passing | Maximum Marks | Marks Obtained | %age | Remarks |
|-------|---------------------------|------------------|-----------------|---------------|----------------|------|---------|
| 1. | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |

10. Work Experience (Enclose self attested Photocopies as Proof)

| S.No | Name of Institution/ NGO/Office | Post Held | Nature of Post Permanent/Contractual /Adhoc) | Period of Service | | Total Period of Service (in completed Years) | Nature of Duty |
|------|---------------------------------|-----------|--|-------------------|----|--|----------------|
| | | | | From | To | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |

11. Details of Enclosures:

a. _____

b. _____

c. _____

d. _____

e. Declaration: - I hereby declare that all the statements in the application form are true and complete to the best of my knowledge and belief and I have not tried to hide any relevant information. I understand that I would be liable for action in case I am found to falsify/ misrepresent any information provided here in above."

Date:

Place:

(Signature of the Candidate)