



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

**Tele: 01962-263431 email:-rajouridswo@gmail.com**

Advertisement No: 02/DSWO OF 2022

Dated: - 01 -11-2022

**Subject:-Advertisement for engagement of Human Resources with regard to District Hub For empowerment of Women (Mission Shakti ) for Women in District Rajouri purely on contractual basis.**

Applications on appended format are invited from the eligible candidates who are permanent resident of UT of J&K, belonging to District Rajouri and fulfilling the eligibility norms as given below, purely on contractual basis for the posts in the office of "District Hub for Empowerment of Women" under Mission Shakti Scheme implemented by Ministry of Women and Child Development Govt. of India.

The Contractual appointment is for a period of one year, extendable subject to satisfactory performance, continuation of scheme, 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: 20-11-2022.**

**Details of Posts to be filled is as under:-**

S. No	Name of The post	No of Post	Educational qualification	Age	Experienced/desirability/ Competencies
1	Gender Specialist	02	Graduate in Social work/ other social disciplines. Post-graduates will be preferred.	18-40 years as on 01.01.2022	At least 3 years experience of working with the Government/Non-government organization in gender focused themes.
2	Specialist in financial literacy	01	Graduate in Economics/Banking/ other similar disciplines PG will be Preferred	18-40 years as on 01.01.2022	At least 3 years experience of working with the Government/Non-government organization in financial literacy/financial inclusion focused themes
3	Accounts Assistant	01	Graduate/diploma in accounts/other discipline having accounts as subject	18-40 years as on 01.01.2022	At least 3 years experience of working with the Government/Non-government organization in related domain
4	DEO for PMMVY work	01	Graduation with working knowledge of computers/IT	18-40 years as on 01.01.2022	Minimum 3 years experience in data management, process documentation and web based reporting formats, at state or district level with government or Non-Governmental IT based organization.
5	MTS	01	10 <sup>TH</sup>	18-40 years as on 01.01.2022	Nil

## **Criteria for Short listing/Selection of Candidates.**

Post	Qualification (aggregate % based)	Experience	Viva	Total
Gender Specialist	Graduation	10	10	100
	PG			
	Total			
Specialist in financial literacy	Graduation	10	10	100
	PG			
	Total			
Accounts Assistant	Diploma	10	10	100
	Graduation			
	Total			
DEO for PMMVY work	Graduation with Computer Science/IT	10	10	100
MTS	10 <sup>TH</sup>	0	10	100

## **Procedure for Selection.**

- Candidates will be shortlisted purely on Academic/Technical Qualification merit basis & points of Experience.
- Final merit of the candidate shall be framed on the basis of total points obtained out of 100 points.
- List of selected candidates shall be published in local newspapers.
- The age limit however is determinable with reference to the 1st of Jan of the year in which the Advertisement is made i.e. 01-01-2022.
- Only such qualifications shall be considered which the applicant is in possession on the last date of receipt of applications.
- The number of applicants for the viva-voice shall be short listed in the ratio of 1:5 on pro rata basis.
- 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/testimonial 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 & void ab-initio.
- No individual call letter shall be issued individually however the department shall give wide publicity through print/electronic media.

## **TERMS AND CONDITIONS:**

- The applicant must be a permanent resident of UT J&K belonging to District Rajouri.
- Candidates applying for multiple posts shall have to apply separately
- Candidates must have a good moral character.
- The preference will be given to women candidates.
- The candidates must possess the minimum requisite qualification at the time of submitting the form.
- Any claim regarding qualification made after the closing date for the receipt of application forms shall not be entertained.
- Applicant should be medically fit for field visit in different blocks/villages of district Rajouri.
- This is purely 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 state Government at any later stage).
- 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.

**The applicant must attach 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. Technical certificate from the Government Institute/Government recognized Institute.
- Experience Certificate, if any.
- A recent passport size photograph of the applicant duly attested by the gazetted officer to be pasted on the application form.
- 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).
- 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 future notice to the candidates.
- The applications should reach in this office by or before 20-11-2022 (4:30PM). Any postal delay shall be responsibility of the Applicant.

DIP/J-10990/22

Date: 02-11-2022

**Vikas Kundal, (IAS)**  
**Deputy Commissioner**  
**Chairperson MSK, Rajouri**

## **Application Form**

Application for the Post of \_\_\_\_\_ on Contractual basis for 01 year in One Stop Centre (OSC)/ DHEW in District Rajouri.

Advertisement Notice No: - \_\_\_\_\_ Dated: - \_\_\_\_\_

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

- Post Applied for \_\_\_\_\_ District \_\_\_\_\_
- Name of the Applicant(in capital) \_\_\_\_\_
- Father/Spouse Name: \_\_\_\_\_
- Gender \_\_\_\_\_
- Permanent Residential Address: \_\_\_\_\_
- Present Mailing Address: \_\_\_\_\_
- Contact, Mobile Number \_\_\_\_\_ email id \_\_\_\_\_
- Date of Birth ( as per Matriculation Certificate) \_\_\_\_\_
- Age as on 01-01-2022: \_\_\_\_\_ Years \_\_\_\_\_ Month, \_\_\_\_\_ days
- a) Educational Qualification (Matriculate onwards).  
Enclose self attested copies as proof.

Passport size  
Photograph

Exam	Year	Board/ Institution	Total mark s	Marks obtained	Percentage % of marks	Remarks

## **b) Experience**

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.**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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 concealment of any information in the above 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 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