

**OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER KULGAM
ADVERTISEMENT NOTICE**

Subject- Advertisement for posts in respect of District Hub for Empowerment of Women (DHEW) -Kulgam.

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; 08.09.22

- a) Opening date of receipt of application forms: - 20.10.2022.
b) Closing date of receipt of application forms: - 31.10.2022.

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

The candidates must be a resident of District Kulgam 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 regarding District Hub for Empowerment of Women Kulgam (Mission Shakti) established under Ministry of Women and Child Development, Government of India.

S. No.	Name of the post	No. of Posts	Eligibility Academic Qualification	Experience	Age
1	Specialist in financial literacy	01	Graduate in economics/ Banking/other 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 01-01-2022
2	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. organizations in related domain	Min-18 years and Max-40 years as on 01-01-2022.
3	Data Entry Operator	01	Graduation with working knowledge in computers/ IT etc.	Minimum 3 Year experience in data management, process documentation and web based reporting formats, at state or district level with Govt. or Non Governmental/IT-based organizations	Min-18 years and Max-40 years as on 01-01-2022.
4	Multi Tasking Staff	01	10th from any recognized board.	Experience in related domain	Min-18 years and Max-40 years as on 01-01-2022

Criteria for short -listing / selection of posts: For post 1st

-Academic Qualification: 100 points (pro-rata basis).

- + Basic qualification: 70 points
- + 12th: 10 points
- + 10th: 10 point
- + PG: 10 points

For posts 2nd & 3rd: 100 points (pro-rata basis).

- + Basic qualification: 80 points
- + 12th: 10 points
- + 10th: 10 points

For post 4th:

- + 10th: 100 points.
- + 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. Applicant must be a Domicile of the Union Territory of J&K and resident of District Kulgam.
2. Applicants should be medically fit for field visits in different blocks / wards of District Kulgam.
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 Honorarium of the sanctioned positions shall be bifurcated on the directions passed by the Ministry of Women And Child Development- GOI/ Social Welfare Department-J&K.
13. 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.

Forms complete in all respect along with self- attested copies of qualification / experience must reach in the office of the District Social Welfare Officer Kulgam by or before 31-10-2022.

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 and Aadhar Card/ other Address proof
4. Experience Certificate from recognized / registered Civil Society Organization / Institution / recognized / registered in the relevant field.

DIPK-11907/22

Dated: 18-10-2022

**Sd/- District Social Welfare Officer
Officer, Srinagar**

Documents to be attached with the application form:-

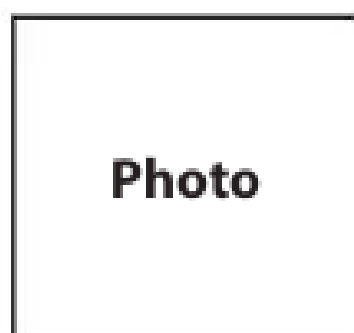
1. Self-Attested copies of all Academic/Technical qualification certificates.
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3. Self-Attested copy of Domicile Certificate and Aadhar Card/ other Address proof
4. Experience Certificate from recognized / registered Civil Society Organization / Institution / recognized / registered in the relevant field.

Application for the post of _____ on contractual basis under District Hub For Empowerment of Women in District Kulgam.

Advertisement Notice No. _____ Dated: _____

Write in Capital letters with blue/ black ball point pen.

1. Post Applied for: _____ District: _____
2. Name of the applicant: _____
3. Father/ Mother/ Spouse Name: _____
4. Gender: _____
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: _____ Days: _____
10. (a) Educational Qualification (Matriculation onwards)



Exam	Year	Institution	Total Marks	Marks Obtained	Percentage of Marks	Remarks

Experience:

Brief description of the experience/ knowledge in the relevant field

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Documents attached:

- I: _____ II: _____
III: _____ IV: _____
V: _____ VI: _____

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 entities 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 in this regard.

Signature of the Applicant