

**DEPARTMENT OF SOCIAL WELFARE & WOMEN EMPOWERMENT**  
**ONE STOP CENTRE (OSC) 181**  
**KANCHIPURAM**

**Eligibility Criteria for Recruitment of One Stop Centre (OSC) Staff:**

**1. Centre Administrator:**

Qualification and Experience: The Centre Administrator would be a woman with willing to be available at One stop centre 24/7. She will be a residential staff attached to OSC. The management of One Stop Centre could be outsourced to any woman having a Masters in Social Work, Counselling Psychology or Development Management with at least 4 years' experience of working on violence against women issues in an administrative setup with a Government or Non-Government project/programme and preferably with at least 1 years' experience of counselling either within or outside the same set-up. She should be a resident of the local community so that local human resource and expertise is utilised for effective functioning of the centre. Salary p. m. Rs. 30,000. **No. of Vacancies: 1**

**2. Senior Counsellor:**

Qualification and Experience: The Senior Counsellor should have a Master's Degree in Social Work, Counselling Psychology, or Development Management with a minimum of 2 years experience of working on violence against women issues in an administrative set up with Government or Non-Government Programmes or Projects of with preferably 1 year experience of counseling either within or outside the same set-up. Only Women Candidates may apply. Work related travel will be reimbursed. The candidate should be resident of the local community. Salary p. m. Rs. 20,000. **No. of Vacancies: 1**

**3 Case Worker:**

Qualification and Experience: The Senior Counsellor should have a Bachelors' Degree in Social Work, Counselling Psychology, or Development Management with a minimum of 1 year's experience of working on violence against women issues in an administrative set up with Government or Non-Government Programmes or Projects of with preferably 1 year experience of counseling either within or outside the same set-up. Candidates with Master's Degree may also apply. Only Women Candidates may apply. Work related travel will be reimbursed. The candidate should be resident of the local community. Salary p. m. Rs. 15,000. **No. of Vacancies: 4**

**4 Security Guard :**

Qualification and Experience: The Multi-purpose helper should have experience working in an office set-up. Women Candidates to be given preferences. Work related travel will be reimbursed. The candidate be resident of the local community. Salary p. m. Rs. 10,000. **No. of Vacancies: 1**

**5. Multi-Purpose Helper :**

Qualification and Experience: The multi-purpose activity could be outsourced to any person who is literate with at least 3 years of experience of working as a helper, peon etc. Salary p. m. Rs. 6,400. **No. of Vacancies: 1**

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Affix Recent  
Passport size  
Photograph

APPLICATION FORM FOR THE POST OF .....

1.	Name of the Candidate (in Capital Letters)	
2.	Gender	
3.	(a) Date of Birth (Proof to be attached)	
	(b) Age as on 23.06.2022 below 40 years	
4.	Marital Status	
5.	Name of the Parent / Guardian / Husband	
6.	Nationality	
7.	Education Qualification with passing month, year, class, starting from most recent, in a separate sheet. (Certificate Copy to be attached)	
8.	Experience if any with number of years, starting from most recent, in a separate sheet. (Certificate Copy to be attached) (i) Government (ii) Private	

9.	Address for Communication	
10.	Contact Numbers (mobile / landline)	
11.	E-mail Address	
12.	Other Certification / Workshops / Trainings Undertaken	

It is certified that:

- a. The information furnished in the application form and enclosed documents is correct.

**Signature of the Candidate**

**Place :**

**Date :**

**Note:** Filled in applications with relevant enclosures / documents duly self attested to be sent to the below address so as to reach on or before 23.06.2022 by 5:45 p.m. Applications received after the above date will summarily rejected. Original Certificates should not be sent along with the application. The envelope may be super scribed with "Application for the post of ..... @ **District Social Welfare Office, Kanchipuram.**

**District Social Welfare Officer,  
O/o District Social Welfare Office,  
Old DRDA Building,  
Collectorate Campus,  
Kanchipuram – 631 501.**