

U.T of Jammu & Kashmir
OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER POONCH

Email: poonchdsw@gmail.com Phone No. (01965-221061)

The Joint Director
Information Department
Jammu

No: - DSWO/P/661-66/22

Dated:- 21/09/2022


Subject: - Publishing of Advertisement Notice.

Sir,

Kindly find enclosed here with the Advertisement Notice for engagement of Staffs for Sakhi One Stop Centre (OSC) of District Poonch for vide publicity at least 03 leading news papers.

Ensl:- (05) lvs

Yours faithfully,


Nodal Officer
One Stop centre
Distt. Social Welfare Officer
Poonch

Copy to the:-

1. Deputy Commissioner (Chairperson) One Stop Centre District Poonch for kind information please.
2. District Informatic Officer NIC Poonch for favour of kind information & with the request to kindly upload the same in the website.
3. District Information Officer for information & necessary action please.
4. Office Notice Board.
5. Office file with 2 s.c.

GOVERNMENT OF JAMMU & KASHMIR
OFFICE OF THE DEPUTY COMMISSIONER POONCH

E-Mail:- dcpoonch@gmail.com Tel. No. 01965-220333

Advertisement No: 02 of 2022

Dated: - 21-09-2022

Subject: - Advertisement for engagement of Human Resource with regard to SAKHI One Stop Centre (OSC) for Women in District Poonch Recruitment thereof.

Applications are invited from eligible candidates for participation in the selection process for below mentioned posts, purely on temporary/contractual basis on consolidated salary for providing round the clock (24 x 7) duties, initially for a period of one year which may be extendable subject to the satisfactory performance, continuation of scheme and funding from the Government of India..

The Candidate must possess Domicile Certificate issued by the competent authority on prescribed format for the purpose on or before the last date of submission of application form.

The Posts are advertised for management of **One Stop Centre (OSC) for Women** under Ministry of Women and Child Development Government of India (GOI).

S.No	Name of the Posts(S)	No of Vacancies	Consolidated Monthly Salary	Educational/ Basic Qualification	Experience / other Qualifications.
1.	Centre Administrator (Female only)	01	40000	Master in Law/Social Work/Sociology/Social Science/Psychology.	i. Age 18-40 Years on 01-01-2022. ii. Five (05) Years Experience of working on women related relevant domains in an administrative set-up with a Government Or Non- Government Project/ Programme. iii. One Year Experience of Counselling either within or outside the same set-up. iv. She should be preferably a resident of the local community so that the local human resource and experience is utilized for effective functioning of the centre.
2.	Case Worker (Female Only)	02	14000	Bachelor in Law/ Social Work/Sociology/Social Science/Psychology.	i. Age 18-40 Years on 01-01-2022. ii. Three (03) Years Experience of working on women related relevant domains in a Government or Non- Government Project/ Programme. iii. She should be resident of the local community so that the local human resource and experience is utilized for effective functioning of the centre.
3.	Para Legal personal / Lawyer	01	13000	Degree in Law /with Legal training or knowledge of laws	I. Age 18-40 Years as on the 01/01/2022. II. 3 years experience of working within a Government Or Non-Government women related Project/ Programme at the District level or to any practising Lawyer with at least Two years experience of litigation in any court of law.
4.	Para Medical Personal (Female only)	01	10000	Professional Degree/Diploma in paramedics with the background in health sector	I. Age 18-40 Years as on the 01/01/2022. II. Preferably with at least 03 years Experience of working within a Government or Non-Government Health Project/Programme at District Level.



5.	Psycho-Social Counsellor (Female Only)	01	22000	Professional Degree/Diploma in Psychology/Psychiatry/Neuroscience with background in health Sector.	I. Age 18-40 Years on 01-01-2022. II. Preferably with at least (03) Years Experience of Working within a Government or Non-Government Health Project/Programme at District Level.
6.	Office Assistant with Computer Knowledge	01	11000	Graduate with Diploma in Computer /IT	I. Age 18-40 Years as on the 01/01/2022. II. Minimum 03 Years Experience in data management, process documentation and web based reporting formats, Video conferencing in a Govt. or non-Govt. organization at a State/ District Level Government or Non-Government/IT based organizations.
7.	Multi-Purpose Staff/Cook	03	10000	Matriculation	I. Age 18-40 Years as on the 01/01/2022. II. Experience of working in the relevant domain.
8.	Security Guard/Night Guard	03	10000	Matriculation	I. Minimum 02 years experience of working as Security personnel in a Government or reputed organization at a District/State Level. II. Preference shall be given to retired military/Paramilitary personnel.

Criteria for short listing/ Selection for the posts mentioned from serial No. 01 to 08.

1. Educational Qualification: - 70 Points (On Pro-rata Basis)
2. Experience-10 Points (per years 02)
3. Viva Voce:-20 Points.
4. List of short listed candidates shall be intimated through print and electronic media and candidates may be called to bring original testimonials for verification and checking before the interview committee.
5. Strict legal action shall be taken in case of any misrepresentation/ mischief/fraud with regard to documents produced.
6. No individual call letters shall be issued for interview. NO TA/DA shall be paid.

Terms and Conditions:-

1. The applicant must have domicile certificate of J&K UT & resident of District Poonch.
2. Candidates applying for multiple posts need to apply separately.
3. Applicant should be medically fit for field visit in different blocks/villages of District Poonch.
4. Being a contractual agreement, the Govt. Reserves the right to terminate it any time.
5. The period of contract shall be valid for one year, extendable to another year subject to availability of funds/ performance/ work and conduct.
6. There shall be no right to seek permanent absorption in any department or regularization of any sort (Agreement to this effect shall be sworn/ attested before / by Judicial Magistrate First Class).
7. Candidates must possess the minimum required qualification at the time of submission of application forms. The last date of receipt of application shall be the cut off date for determining the eligibility.
8. Candidates must possess good moral character.
9. No of posts can be increased or decreased anytime during the selection process and thereby the selection committee shall have the right to reject any application on relevant grounds.
10. The application form duly filled and completed in all respects should be delivered by hand or by registered post in the office of Nodal Officer One Stop Centre Poonch (District Social Welfare Officer Poonch).
11. No application shall be accepted after the expiry of last date. The Department shall not be responsible for postal delay.
12. Applications found incomplete in any manner during the scrutiny shall be rejected without any further notice to the candidate.
13. Any Word/Sentence which may be read otherwise due to misprint or typing error shall be presumed as interpreted by the selection committee.

14. The Committee reserves the right to cancel/alter/amended any term or condition of selection or hiring of services deemed fit by the selection committee.

15. The terms & conditions of service shall be determined by the District Management Committee (OSC).

Application forms complete in all respect along with self attested copies of qualification, experience shall be submitted in the office of Nodal officer One Stop Centre (OSC) Poonch (District Social Welfare Officer Poonch) Mohalla Sheesh Mahal Near Baba Balak Nath Mandir District Poonch 185101 in person or through registered post.

Last date for receipt of application forms is 7th October 2022.

Documents to be attached with the application forms.

1. Self-attested copies of all academic/technical qualification certificates.
2. Matriculation Diploma for Date of Birth.
3. Domicile certificate.
4. All requisite academic qualification certificates along with marks cards.
5. Experience Certificate from recognized/ registered Civil Society Organization/Institution recognized/registered in the relevant field.
6. Character Certificate from the Police Station or any Gazetted Officer.
7. A recent passport size photograph of the applicant duly self attested to be pasted on the application form.

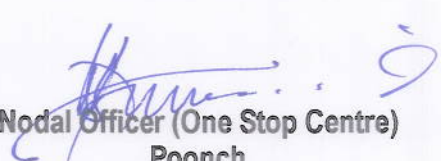
**Sd/-
Chairperson One Stop Centre
Poonch**

Copy to the:-

1. Commissioner Secretary to Govt. Social Welfare Department J&K Jammu for favour of kind information please.
2. Mission Director, Mission Shakti J&K for favour of information please.
3. Additional District Development Commissioner Poonch for favour of information please.
4. Joint Director Information Jammu with the request to publish the advertisement in 03 leading news paper of J&K for wide publicity.
5. Members of District Management Committee (One Stop Centre) for favour of information.
6. District Information Officer, Poonch for vide publicity. He shall ensure the publishing of the advertisement in daily newspapers of the UT having good circulation in the District.
7. District Information Officer NIC, Poonch for information and uploading the same on official website of the District.
8. P.A to Worthy Deputy Commissioner Poonch for favour of kind information please.
9. Office file for record.

No:-DSWO/P/2022-23/670-78/2022

Dated:- 21-09-2022


**Nodal Officer (One Stop Centre)
Poonch**

Application Form

Application for the Post of _____ on Contractual basis for

01 year under SAKHI One Stop Centre (OSC) in District Poonch.

Advertisement Notice No: - _____ Dated: - _____

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

Passport size
Photograph

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 as on 01-01-2022: _____ Years _____ Month _____ days
10. a) Educational Qualification (Matriculate onwards).

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

b) Experience

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

11. Brief description of the experience/ knowledge in the relevant filed.

12. Documents attached.

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____
7. _____

Place: _____

Signature of Applicant

Date:- _____

✍

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 above application is found at any stage, my candidature/selection shall be liable to be cancelled without issuing 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.

Signature of Applicant