



सत्यमेव जयते

Government of Jammu & Kashmir

OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER, REASI

Email: - dsworeasi@yahoo.com Phone No/Fax 01991-245667

Hall No. 102, Mini Secretariat Block-1- (J&K) India.

The District Informatics Officer,
Reasi.

DSWO/R/2022-23/ 201-203

Dated: - 21 -06-2022

Subject: Uploading of Advertisement on official website of the District .

Sir,

Kindly find enclosed herewith a copy of notice on the above noted subject. In this context, it is requested to you to kindly upload the advertisement on all official websites of the District.


**District Social Welfare Officer
Reasi**

Copy to the: -

1. Deputy Commissioner, Reasi for favour of information.
2. Mission Director ICPS, Jammu for favour of information.

GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE DEPUTY COMMISSIONER REASI

ADVERTISEMENT NOTICE :-

Subject: - Advertisement for the posts of one stop centre (OSC) for Women, Reasi-

Fast Recruitment thereof.

- a. opening date of receipt of application:- 23.06.2022
b. closing date of receipt of application forms:- 06.07.2022

Reference: - Social Welfare Department's Circular no. 1 JKRCW dated: - 02.03.2021

Applications are invited from eligible candidates for participation in the selection process for below mentioned posts, on purely temporary/contractual basis initially for a period of one year on consolidated salary mentioned against each, subject to satisfactory performance and continuation of scheme and funding from Government.

The candidate should be a domicile of Union Territory of Jammu and Kashmir, in accordance with the Notifications issued by the Ministry of Home Affairs, Government of India vide S.O 1229(E) dated 31-03-2020 and SO 1245-(E) dated 03.04.2020 read with General Administration Department, Government of J&K vide S.O 166 dated 18-05-2020 respectively and resident of District Reasi. The candidate 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. *Preference shall be given to the local residents.*

The posts are advertised for **One Stop Centre (OSC) for Women Reasi, established under Ministry of Women and Child Development Government of India.**

S.No	Name of the post(s)	No. of vacancies	Consolidated Monthly Salary (In Rs.)	Educational qualification /Eligibility	Experience/Competencies/Desirability
01.	Center Administrator (Residential Post) (Female Only)	01	40000/-	Degree in Law or Master Degree in Social Work	<ul style="list-style-type: none">• Age-18-40 years as on 01-01-2022• Minimum 05 years Experience of working on violence against women issues in an administrative set up with Govt. or Non Govt. project/ programme.• One year experience of counselling either within or outside the same setup women the same setup with the Govt. or Non Govt.

					<ul style="list-style-type: none"> Project/ programme. She should be resident of local communities so that the local human resource and experience is utilized for effective functioning of the centre.
2	Case Worker (Female Only)	02	14000/-	Bachelor Degree in Law or Master Degree in Social Work.	<ul style="list-style-type: none"> Age-18-40 years as on 01-01-2022. 03 Years experience of working on violence against women issues in a Govt. Or non-Govt. Project/Programme She should be resident of local communities so that the local human resource and experience is utilized for effective functioning of the centre.
3	Counsellor (Female Only)	01	22000/-	Master in Social Work/Clinical Psychology	<ul style="list-style-type: none"> Age-18-40 years as on 01-01-2022. Minimum 03 years Experience of working as counsellor/psycho therapist in reputed Mental Health Institute/ clinic at district/ state level.
4	Para Legal Personnel/ Lawyer	01	13000/-	Degree in law or Master in Social science	<ul style="list-style-type: none"> Age-18-40 years as on 01-01-2022. Para Legal Training knowledge of laws with atleast three years experience of working within Govt or Non Govt. project/programme on Violence against Women (VAW) in the district. Candidate with experience of working with District Legal Service Authority (DLSA) will be preferred.
5	Para Medical Personnel	02	10000/-	Professional Degree in Paramedics with a background in health	<ul style="list-style-type: none"> Age-18-40 years as on 01-01-2022. Minimum 3 years experience of working within Govt or Non-Govt Project/ Programme on VAW at the District.

	Police Facilitation officer	01	15000/-	Retired police officer at Sub Inspector level	<ul style="list-style-type: none"> • Experience of at least 05 years holding the post of Sub Inspector level or above in the state police department (Preference will be given to female candidate)
7	IT Staff	02	11000/-	Graduate with diploma in computer/IT	<ul style="list-style-type: none"> • Age-18-40 years as on 01-01-2022 • Minimum 03 year experience in Data Management, Process documentation and web based reporting formats, video conferencing in a Govt. or Non Govt. organisation.
8	Multi Purpose Helper	02	10000/-	Matriculation	<ul style="list-style-type: none"> • Age-18-40 years as on 01-01-2022 • Minimum 03 years experience of working as Peon/Helper etc.
9	Security Guard	02	10000/-	Matriculation	<ul style="list-style-type: none"> • Age-18-40 years as on 01-01-2022 • Minimum 02 years experience of working as Security Personal in a Govt or reputed organisation in district at state level.

Criteria for short listing/Selection for the posts mentioned at serial number 1 2 and 3:

- Educational Qualification:-80 points (On Pro- rata Basis)
- Viva - Voce : 20 points
- List of shortlisted candidates shall be intimated through print and electronic media and candidates may be called to bring original testimonials for verification and checking below before interview committee.
- Any misrepresentation in the application form disturbing shortlisting may invite legal action.
- No individual interview call letters shall be issued. No TA/DA shall be paid.

Terms and Conditions:-

- Application must be domicile of J&K and resident of Reasi.
- Applicants should be medically fit or field visits in different blocks/villages district Reasi.
- Period less then one year (12 months) shall not be considered as first year of experience , however period of nine months in case of additional year of experience can be considered as one year..
- Candidate will be shortlisted purely on academic/Qualification merit basis (pro rata basis) whereas viva voce will be considered in the final selection of the candidates.

- The number of applicants for the viva voce shall be shortlisted in the ratio 1:5 on pro rata basis.
- Being a temporary contract agreement, it is terminable from either side by one month with advance notice.
- There shall be no right to seek permanent absorption in any department or regularization of any sort (agreement for the same sworn before Judicial Magistrate Ist Class, needed to be executed upon selection before joining).
- Last date of receipt application forms shall be cut of date of determining the eligibility to apply for the post. The age limit however is determinable with reference to the first of January of the year in which the advertisement is made that is 01-01-2022.
- The candidates called for interview must produced the original documents before the committee constituted for oral test so that their eligibility for participation in the interview is verified. Any candidate who fails to produced the relevant original documents/ testimonials shall not be allowed to appear in the viva voce. A photocopy each such duly self attested and signed by the candidate should be brought along with him/her for depositing the same in the office.
- If a candidate is found guilty of impersonation or submitting fabricated /tempered documents/testimonials of making statement which are incorrect or false or suppressing material information at any stage of the selection process, his/her candidature shall be dimmed to be void ab-inito.
- 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 the application forms shall not be entertained. The last date of receipt of application shall be the cut of date for determining the eligibility.
- Candidates have to apply separately for each post.
- Number of posts can be increased or decreased any time during the selection process and the selection committee has the right to reject any application on relevant grounds.
- List of shortlisted candidates shall be intimated through print, electronic media and candidates may be called to bring original testimonials for verification and checking before the interview committee.
- No individual interview call letters shall be issued. No TA/DA shall be paid.

Forms complete in all respects along with self attested copies of qualification /experience must be submitted in the office of District Social Welfare Office Reasi (DC Office Complex) within stipulated time.

Documents attached with application form:

1. Self - attested copies of all academic/ technical qualification certificates.
2. Date of Birth certificate.
3. Domicile Certificate.
4. Experience Certificate from recognised/ registered Civil Society Organisation/ Institution recognized/ registered in the relevant field.
5. Character Certificate from the Police Station or any Gazetted officer.

**Sd/-
Deputy Commissioner
Reasi**

Copy to the:

1. Special Secretary to Govt. SWD Civil Secretariat, Srinagar for kind information.
2. Addl. Deputy Commissioner, Reasi for information.
3. District Programme Officer, ICDS Reasi for information.
4. Nodal Officer One Stop Centre Reasi for information.
5. District Informatics Officer, Reasi, for information and for uploading the same advertisement on official websites of the District.
6. District information Officer, Reasi for wide publicity. He shall ensure the publishing of the advertisement on daily newspapers of the state.
7. Under secretary to Govt. (MoWCD) New Delhi for information
8. Office file

No:- DSWO/R/2022-23/190-97
Dated:- 21-06-2022


21.06.22
**District Social Welfare Officer
Member Secretary, Selection Committee
One Stop Centre, Reasi**

APPLICATION PROFORMA FOR THE RECRUITMENT OF STAFF FOR ONE STOP CENTRE

1. Name of the Post applied for: _____
2. Name of the Candidate (In Capital Letters): _____
3. Father's/Husband's Name: _____
4. Date of Birth: _____ Gender _____ Marital Status _____
5. Permanent Address:
Village _____ Tehsil _____ District _____
6. Postal Address: _____ Pin Code: _____
7. Contact No: _____
8. E. Mail ID _____
9. Educational Qualifications (Enclose self attested photocopies of certificates as proof)

Two recent passport size Photographs. One pasted and one attached

S.No.	Examination Passes/ 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. Detail of Enclosures:

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____

DECLARATION:-I hereby declare that all the statements in the application form are true & 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)



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GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER, REASI

ACKNOWLEDGEMENT

1. Application Receipt Number: _____ Date of Receipt ____ / ____ / 2022

2. Registered Post Consignment No: _____ Date of Receipt ____ / ____ / 2022

Received an application form for the post of _____ from

Mr/Mrs/ _____ D/o,W/o,S/o _____ R/o

_____ Today on ____ / ____ / 2022

Received by _____

(Signature of the Dealing Official)



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/o _____ Today on ____ / ____ / 2022

Received by _____

(Signature of the Dealing Official)