

**UNION TERRITORY OF JAMMU AND KASHMIR**  
**OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER BUDGAM**  
**NEAR DISTRICT COURT BUDGAM**

Email :dswobud@gmail.com; Ph No. 01951-350051

Application are invited from eligible candidates for participation in the selection process for below mentioned posts, purely on temporary /Contractual basis initially for a period of One year on consolidated salary mentioned against each, for management of One Stop Centre (OSC) for women Budgam established under Ministry of Women and Child Development Government of India (GOI), subject to satisfactory performance and continuation of scheme and funding from the Government. The derived Application form as per Annexure A duly filled along with the requisite qualification documents be submitted to the District Social Welfare Officer, Budgam through mail only (dswobud@gmail.com) by before 05th August 2022.

S.No	Name of the Post(s)	No. of vacancies	Consolidated Monthly Salary in Rs	Educational Qualification	Experience/Other Qualifications
01	Centre Administrator (Females only) Residential post	01	40,000	Masters in Law/ Social Work/ Sociology/Social Science/Psychology	Age 18-40 years as on 01/01/2022 Any woman having at least 5 years experience of working on women related relevant domains in an administrative set-up with a Government or Non-Government project/programme and preferably with at least 1 year experience of counselling either within or outside the same set-up. She should be preferably a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre
02	Case Worker (Females only)	02	14,000	Bachelor in Law/ Social Work/Sociology/Social science/ Psychology	Age 18-40 years as on 01/01/2022 Any woman having at least 3 years experience of working on women related relevant domains in a Government or Non-Government project/programme. She should be a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre
03	Psycho-social Counselor (Female only)	01	22,000	Professional degree / diploma in psychology / psychiatry / neurosciences	Age 18-40 years as on 01/01/2022 Any Women with a background in health sector and preferably with at least 3 years' experience of working within a Government or Non-Government health project/programme at the District level
04	Para Legal personnel/ Lawyer	01	13,000	Degree in Law/with Legal training or Knowledge of laws Or Masters in Social Science Subject.	Age 18-40 years as on 01/01/2022 Any person having at least 3 years experience of working within a Government or Non-Government women related project/programme at the district level or to any practicing Lawyer with at least 2 years' experience of litigation in any court of law.
05	Para Medical Personnel (Female Only)	02	10,000	Professional Degree in Paramedics with a background in Health Sector.	Age 18-40 years as on 01/01/2022 Any woman with at least 3 years experience of working within a Government or Non-Government health project/ programme at the District level
06	Office Assistant with Computer Knowledge	01	11000	Graduate with Diploma in Computer/IT	Age 18-40 years as on 01/01/2022 Any person with a minimum of 3 years experience in data management, process documentation and web-based reporting (e.g., video conferencing at state or district level with government or Non-Governmental/ IT-based organizations..
07	Multipurpose Helper/Cook	03	10000	Matriculation	Age 18-40 years as on 01/01/2022 Any person who is literate with knowledge / experience of working in the relevant domain. High School pass or equivalent will be preferred
08	Security Guard/Night Guard	03	10000	Matriculation	18 and Above years 2 years experience of working as security personnel in a government or reputed organization at the district/ state level. He/ she should preferably be retired military / para-military personnel..

Criteria for short listing/Selection of contractual Staff for One Stop Centre (OSC)			
Post	Criteria (Pre-rate Basis)	Viva-Voce	Total
Centre Administrator	10th = 15 points 10+2=15 Points Graduation in relevant field =20 Points Post-Graduation =30 points Total=80	20 points	100 points
Case Worker	10th =15 points 10+2=15 Points Graduation in relevant field =20 Points Post-Graduation =30 points Total=80	20 points	100 points
Psycho-social Counselor	10th =15 points 10+2=15 Points Graduation in relevant field =20 Points Post-Graduation =30 points Total=80	20 points	100 points
Para Legal personnel/ Lawyer	10th =15 points 10+2=15 Points Graduation in relevant field =20 Points Post-Graduation =30 points Total=80	20 points	100 points
Para Medical Personnel	10th =15 points 10+2=15 Points in relevant field B.Sc. Nursing/Pharmacy =50 points Total=80	20 points	100 points
Office Assistant with Computer Knowledge	10th =15 points 10+2=15 Points Graduation in relevant field =30 Points Computer/polytechnic diploma=20 (Candidates with graduation in computer science or computers as one of the subject in graduation need not to separately submit the Diploma ) Total=80	20 points	100 points
Multipurpose Helper/Cook	10th =10 points	30 points	100 points
Security Guard/Night Guard	10th =10 points	30 points	100 points

The Selection will be made by the District Selection Committee and the 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 before the interview committee. Any Misrepresentation in the application form discarding short listing may invite legal action. 2. No individual interview call letters shall be issued. No TA/DA shall be paid.

**Terms and Conditions.**

1. Applicant must be domicile of Jammu and Kashmir.
  2. Applicants from District Budgam, meeting above requirement are encouraged to apply and shall be preferred.
  3. Applicants should be medically fit for field visits in different blocks/Villages of District Budgam.
  4. Being a temporary contract agreement, it is terminable from either side by one month with advance notice.
  5. There shall be no right to seek permanent absorption in any department or regularization of any sort (Agreement for the same to be sworn before judicial magistrate 1st class needed to be executed upon selection before joining).
  6. Candidates must possess the minimum required qualification at the time of submission of the form, any claim regarding qualification made after the closing date of receiving application forms shall not be entertained.
  7. The last date of receipt of application shall be the cutoff date for determining the eligibility.
  8. Candidates must have good moral character.
  9. Candidates have to apply separately for each post.
  10. The posts can be increased or decreased anytime during the selection process and the Selection committee has the right to reject any application on relevant grounds.
  11. The detailed guidelines are available on the portal of <https://recd.mic.in/sites/default/files/Final%20Agreement%20Guideline%2002%20.pdf>
  12. For any query contact 01951-295521 from 10am to 4.30pm
- Documents to be attached with the application forms
1. Self attested copies of all the academic/technical qualification certificates,
  2. Date of Birth Certificate
  3. Domicile Certificate.
  4. Experience Certificate from recognized/ Registered Civil society organization/Institution recognized/registered in the relevant field.
  5. Character Certificate.

SD/- District Social Welfare Officer  
Member Secretary, Selection Committee One Stop Centre, Budgam

DDPK-6541-22/21-07-22

ANNEXURE A APPLICATION PROFORMA FOR THE RECRUITMENT OF STAFF FOR ONE STOP CENTRE, BUDGAM						
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: _____						
7. Contact No : _____						
8. E. mail ID: _____						
9. Educational Qualification (Enclose self attested photocopies of Certificates as Proof)						
S. No.	Examination Passed/Degree	Board/University	Year of Passing	Maximum Marks	Marks Obtained	%age
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 From To	Total Period of Service (in completed Years)	Nature of Duty
1.						
2.						
3.						
4.						
11. Details of Enclosures:						
a. _____						
b. _____						
c. _____						
d. _____						
e. _____						
f. _____						
g. _____						

Declaration: I hereby declare that all the statements in the application form are true and 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)