



**GOVERNMENT OF JAMMU & KASHMIR**  
**OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER KISHTWAR**

Phone/Fax No: - 01995-260706E. mail: - [dsw.kishtwar@gmail.com](mailto:dsw.kishtwar@gmail.com)

District Information Officer,  
Kishtwar.

**No: - DSWO/K/2022-23/856-61**

**Date:-8/10/2022**

**Subject: - Advertisement for engagement of Human Resource for One  
Stop Centre (OSC) Women in District Kishtwar.**

Sir,

Kindly find enclosed herewith an Advertisement notice for engagement of Human Resource of One stop Centre (OSC) for Women with the request to your good self to kindly publish the said notice in daily English/ Urdu leading Newspaper of UT of Jammu of Kashmir having good circulation in District Kishtwar.

Yours faithfully

**District Social Welfare Officer  
(Nodal Officer OSC)  
Kishtwar**

**Copy to the:-**

1. Commissioner/secretary to Govt. Social Welfare Department, Govt. of J&K for favour of information.
2. Mission Director, Mission Shakti- J&K for favour of information.
3. Selection Committee Members \_\_\_\_ (All) for favour of information.
4. District Informatics Officer NIC Kishtwar, for information and with the request to upload the advertisement on the official website of the District.
5. PA to District Development Commissioner Kishtwar for information of District Development Commissioner Kishtwar (Chairman, One Stop Centre).
6. Notice Board.



**GOVERNMENT OF JAMMU & KASHMIR**  
**OFFICE OF THE DISTRICT DEVELOPMENT COMMISSIONER KISHTWAR**

**New DC Office Complex, Mini Secretariat, Kishtwar**

Phone/Fax: 01995-261466/259555

Email: dckishtwar-jk@nic.in

**ADVERTISEMENT NOTICE**

**Subject: Fresh Advertisement for engagement of Human Resource in respect of One Stop Centre (OSC) Women in District Kishtwar.**

- a. Opening date of receipt of application forms: 12.10.2022
- b. Closing date of receipt of application forms: 31.10.2022

**Reference:**

1. Social Welfare Department's Circular no.01 JKRCW dated 02-03-2021.
2. Mission Shakti Scheme New Implementation guidelines issued vide DO No.: WW-23/1/2021-WW dated: 14.07.2022.

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

The candidates must be a resident of District Kishtwar 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.

The posts are advertised for the hiring of staff regarding management of One Stop Centre (OSC) for Women, Kishtwar established under Ministry of Women and Child Development, Government of India.

S. No	Name of the post	No. of posts	Eligibility			Consolidated Monthly Honorarium
			Academic Qualification	Experience	Age	
01.	Central Administrator (Female Only)	01	Master's in Law/ Social Work/ Sociology/ Psychology/ Social Science.	At least 05 years experience of working on women related relevant domains in an administrative set up with a Govt./ Non-Govt. Project/Programme and preferably with at least 01 year experience of counseling either within or outside the same set up.	Min-18 years and Max-40 years as on 01-01-2022	Rs. 40,000/-

02.	Psycho-social Counsellor (Female Only)	01	Professional Degree/ Diploma in Psychology/ Psychiatry/ Neuro-Sciences with the background in Health Sector.	At least 03 years experience of working within a Government or non Government Health Project/ Programme at the District Level.	Min-18 years and Max-40 years as on 01.01.2022	Rs. 22,000/-
03.	Case Worker (Female Only)	02	Bachelor in Law/ Social Work/ Sociology/ Social Sciences/ Psychology.	At least 03 years experience of working on women related relevant domains within a Govt./Non-Govt. Project/Programme.	Min-18 years and Max-40 years as on 01-01-2022	Rs. 14,000/-
04.	Para-Legal Personnel/ Lawyer	01	Degree in Law/with Legal training or knowledge of laws.	At least 03 years experience of working within Govt. or Non-Govt. women related Project/ Programme at the District Level or any practicing Lawyer with at least 02 years experience of Litigation in any Court of Law.	Min-18 years and Max-40 years as on 01-01-2022	Rs. 13,000/-
05.	Office Assistant with Computer Knowledge	01	Graduate with at least Diploma in Computers/ IT, etc.	At least 03 years experience in Data Management, Process Documentation and Web- Based Reporting Formats, Video Conferencing 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	Rs. 11,000/-
06.	Para-Medical Personnel (Female Only)	01	Professional Degree/ Diploma in Para-Medics with the background in health sector.	Preferably with at least 03 years experience of working within a Govt. /Non-Govt. health Project/ Programme at the District Level.	Min-18 years and Max-40 years as on 01-01-2022	Rs. 10,000/-
07.	Multi Purpose Staff/ Cook	03	Matriculation	Knowledge/ experience as working in the relevant domains.	Min-18 years and Max-40 years as on 01-01-2022	Rs. 10,000/-
09.	Security Guard/ Night Guard	03	Matriculation	At least 02 years experience of working as security personnel in a Govt. or Reputed Organization in the District/ State level. He/ She should preferably be retired military/para- military personal	Min-18 years and above as on 01-01-2022	Rs. 10,000/-

**CANDIDATES, WHO HAD APPLIED BEFORE, are also required to apply afresh if they fall under a specific criteria as per new guidelines.**

**Criteria for Short-Listing / Selection for the posts:**

- Academic Qualification:- 80- Points (on Pro-rata Basis)
- Viva-Voce: 20 points
- Candidates shall be shortlisted based on the merit of their educational qualification points in the ratio of 1:5 i.e. 5 candidates for one post. Candidates obtaining equal merit shall also be called for interview.
- List of shortlisted candidates shall be intimated through print and electronic media and candidates may be required to bring original testimonials for verification and checking before the interview committee constituted for the purpose.
- 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.

**Pro-Rata bifurcation of points for different Posts:**

<b>01.</b>	<b>Centre Administrator :</b> a. Post-Graduation = 80 points b. Viva-voce = 20 points	<b>02.</b>	<b>Psycho-social Counsellor:</b> a. Professional Degree/Diploma= 80 points b. Viva-voce = 20 points.
<b>03.</b>	<b>Case Worker :</b> a. Graduation = 80 points b. Viva-voce = 20 points	<b>04.</b>	<b>Para Legal Personnel/Lawyer:</b> a. Degree in Law = 80 points b. Viva-voce = 20 points
<b>05.</b>	<b>Office Assistant with Computer Knowledge:</b> a. Graduation= 80 points Viva-voce = 20 points	<b>06.</b>	<b>Para Medical Personnel:</b> a. Professional Degree/Diploma= 80 points b. Viva-voce = 20 points
<b>07.</b>	<b>Multi-Purpose Staff/Cook:</b> a. Matriculation= 80 points b. Viva-voce = 20 points	<b>08.</b>	<b>Security Guard:</b> a. Matriculation= 80 points b. Viva-voce = 20 points

**Terms and conditions:-**

1. Applicant must be a Domicile of the Union Territory of J&K and resident of District Kishtwar.
2. Applicants should be medically fit for field visits in different blocks/wards of District Kishtwar.

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 (if approved/directed) 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 1<sup>st</sup> 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 mentioned herein may vary as and when desired by the Ministry of Women And Child Development- GOI/ Social Welfare.
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 ab initio.

Forms complete in all respects along with self- attested copies of qualification/ experience must reach in the office of the District Social Welfare Officer Kishtwar (Mini Secretariat Block, II Hall No:-5 DC Office Complex, Kishtwar) by or before 30-10-2022, upto 3:00 PM.

**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. Character Certificate from the Police Station or any Gazetted Officer.
5. Experience Certificate from recognized/registered Civil Society Organization/NGO/Institution/ recognized/registered in the relevant field.

**Sd/-**

**District Development Commissioner, Kishtwar  
(Chairman, One Stop Centre)**

**No:- DCK/PS/22-23/3047-55.**

**Dated: 08/10/2022.**

**Copy to the:-**

1. Commissioner/secretary to Govt. Social Welfare Department, Govt. of J&K for favour of information.
2. Mission Director, Mission Shakti- J&K for favour of information.
3. Joint Director Information, Jammu with the request to ensure publishing of advertisement in three leading daily newspapers of the UT having good circulation in the District.
4. Selection Committee Members \_\_\_\_\_ (All) for favour of information.
5. District Information Officer Kishtwar, for wide publicity.
6. District Informatics Officer NIC Kishtwar, for information and with the request to upload the advertisement on the official website of the District.
7. PA to District Development Commissioner Kishtwar for information of District Development Commissioner Kishtwar (Chairman, One Stop Centre).
8. Notice Board.

**District Social Welfare Officer, Kishtwar  
(Nodal Officer- One Stop Centre)**

# **APPLICATION PROFORMA FOR THE RECRUITMENT OF STAFF FOR ONE STOP CENTRE KISHTWAR.**

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. Age on 01.01.2022: \_\_\_\_\_ Years: \_\_\_\_\_ Days: \_\_\_\_\_

Two recent passport size Photographs. One pasted and one attached.

10. Educational Qualifications ( Enclose self attested photocopies of certificates as proof)

S. No	Examination Passed./ Degree	Board/ University	Year of Passing	Maximum Marks	Marks Obtained	%	Remarks
1							
2							
3							
4							

11. Work Experience (Enclose self attested photocopies as proof)

S. No	Name of Institution / NGO / Office	Post Held	Nature of Post Permanent/C ontractual/ Adhoc)	Period of Service		Total Period of service ( in completed Years)	Nature of Duty
				From	To		
1							
2							
3							
4							

12. 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 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.

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Date:-

Place

**(Signature of the candidate)**