



**Government Of Jammu and Kashmir**  
**Office of The Deputy Commissioner (Chairman District Level Selection Committee)**  
**Kishtwar**

**Advertisement No:-DDCK/Advt/MSK/01 of 2018**

**Dated:- 05/06/2018**

Applications on appended format are invited from eligible candidates who are permanent Residents of J&K belonging to District Kishtwar and fulfill the eligibility norms of educational qualification, communication skill, Experience, Computer proficiency, age, etc as mentioned below against each category of purely Temporary contractual Posts initially for a period of one year subject to satisfactory performance and extendable by 6 months subject to Continuation of Scheme and funding from Government of India and the state. The posts are being advertised for establishment of "District Level Centre for Women" under Mahila Shakti Kendra Scheme under Ministry of Women & Child Development Government of India.

S No	Name of Post	No Of Post(s)	Educational qualification	Age	Experience/ Competencies/Desirability	Remuneration (Fixed)
1	Women Welfare Officer	01	Masters in Humanities /Social Science/ Masters in Social Works	Maximum age 35 years as on 01-01-2018	1.Understanding of Schemes/ Programmes implemented with focus of Women. 2.Capable in Communicating in local Languages/ dialects effectively liaison with District Officials. 3.Work experience with one Society Organizations 4.Proficiency in Computer for report writing & MIS. 5.Preferably Women & resident of same District.	35000/Month
2	District Coordinator	02	Graduation in Humanities/Social Science/ Social Works	Maximum age 35 years as on 01-01-2018	1.Well versed with issues related to women in the district 2.Able to work in Computers	20000/Month

The Selection for post shall be made by interview of the shortlisted Candidates.

Criteria of shortlisting.

Post	Matriculation	10+2	Graduation	Post-Graduation	Total
Women welfare Officer	15 points on prorata basis	15 points on prorata basis	20 points on prorata basis	30 points on prorata basis	80 points
District Coordinator	10 points on prorata basis	20 points on prorata basis	50 points on prorata basis	Not Applicable	80 points



20 Points shall be awarded for interview during which Assessment of candidates /suitability for the post will be based on following attributes and Knowledge:

1. Communication skills to deal with Different Departments and local language/dialect to deal with Local Citizens/women.
2. General assessment of Knowledge and Personality.
3. Computer Proficiency.
4. Experience of working in Civil Society Organisation
5. Any other Attribute related to the post.

Final merit of a candidate shall be framed on the basis of Total points obtained out of 100 based on Interview coupled with points secured on the basis of Academic qualification(out of 80 points) on pro rata basis. List of Shortlisted candidates shall be intimated through Email on the Email ID provided in the Application form (Email ID is as such mandatory) and **Candidates may be called to Bring Original Testimonials for verification and checking before interview.** Any misrepresentation in the Application form disturbing shortlisting may invite Legal action. Moreover shortlist shall also be published in Newspaper/Official website of this office. No individual interview call letters shall be issued.No TA/DA shall be paid.

#### Terms and Conditions.

1. Applicant must be the Permanent resident of Jammu and Kashmir belonging to District Kishtwar.
2. Applicant should have requisite qualification of the Post He/She has applied for.
3. **Candidates applying for multiple posts need to apply separately.**
4. **Women from District Kishtwar meeting other requirements are encouraged to Apply and shall be preferred.**
5. Applicant should be ready and medically fit for field visits in different Blocks/Villages of District Kishtwar.
6. This is not a Government Job but a temporary Contract arrangement terminable from either side by one month advance notice.
7. **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 1<sup>st</sup> Class needed to be executed upon selection before joining)**
8. Last date of Receiving application shall be the qualifying date of entertaining any qualification and no appeared candidates shall be allowed to incorporate/entertain any qualification subsequently.
9. Candidates must have good moral character and nothing adverse in police records.

Forms completely filled up along with Self Attested Copies of Qualification/Experience shall be submitted in the office of **District Social Welfare Officer Kishtwar** in person under proper Receipt with Date and Receipt No and signature of Authorised Person or Through Registered post or Speed Post by or before **26/06/2018**. Forms received after last date due to postal delay shall not be accepted and outrightly rejected.

No DDCK/Advt/MSK/ 2154 - 56

Date: 05/06/2018

Copy to:-

1. State Mission Director National Mission for Empowerment of Women( Special Secretary to Govt Social Welfare Department) Civil Secretariat Srinagar for information.
2. District Social Welfare Officer Kishtwar for necessary action.
3. District Information Officer Kishtwar with the request to Publish it in at least two leading Newspaers.

District Development Commissioner  
Kishtwar

(4) District Information Office Kishtwar for info & uploading :



**Application form for posts under Mahila Shakti Kendra Scheme (to be filled in capital Letters)**

1. Name of Post Applier for \_\_\_\_\_
2. Name of Candidate \_\_\_\_\_
3. Father's/ Husbands Name \_\_\_\_\_
4. Sex \_\_\_\_\_ Marital Status \_\_\_\_\_
5. Date of Birth. \_\_\_\_\_
6. Permanent Address \_\_\_\_\_  
Tehsil \_\_\_\_\_ District \_\_\_\_\_ Pin code \_\_\_\_\_
7. Address for communication. \_\_\_\_\_  
Mobile No \_\_\_\_\_ E Mail Id. \_\_\_\_\_ (Mandatory)
8. Nationality \_\_\_\_\_
9. Whether done Course in computers (Yes/No) \_\_\_\_\_

2 Recent Passport size Photographs  
One pasted and one Attached

**10. Educational Qualification(Matric Onwards)**

S. No	Degree/ course	Year of Passing	Name of University/ Institution	Marks Obtained	Max. Marks	Percent age	Detail of subjects
1	10 th						
2	10+2						
3	Graduation						
4	PG						
5							

**11. Detail of Examination Passed/ Trainings undergone.**

S. No	Name of Examination Passed undergone	Training	Name of Institute	Duration	Remarks

**12. Detail of Experience in chronological order.**

S. No	Name of agency	Position held with date	Brief resume of duties	Scale of pay	

**Declaration:-**

I do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Date:- \_\_\_\_\_

Place:- \_\_\_\_\_

**Signature**

**Documents attached:-**

1. \_\_\_\_\_ (PRC)
2. \_\_\_\_\_ (DOB )
3. \_\_\_\_\_ (Marks Matriculation)
4. \_\_\_\_\_ (Marks 10+2)
5. \_\_\_\_\_ (Graduation)
6. \_\_\_\_\_ (Post Graduation if applicable)
7. \_\_\_\_\_ (Experience Certificate)
8. \_\_\_\_\_ (Qualification in Computers if any)
9. \_\_\_\_\_
10. \_\_\_\_\_

**Signature**

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**Form Receipt No \_\_\_\_\_ Date:**

**Receipt/acknowledgement of Application form:-**

Received an application Form for \_\_\_\_\_ Post from an applicant namely  
\_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_ R/o  
\_\_\_\_\_ District Kishtwar

**Seal and Signature of Receipt Clerk**