

GOVERNMENT OF JAMMU & KASHMIR
OFFICE OF THE DEPUTY COMMISSIONER POONCH
 E-mail dcpoonch@gmail.com Tel No 01965220333

Advertisement No: 01 OF 2023
Dated: 24-01-2023

Sub:- Advertisement for Engagement of Human Resources with regard to District Hub For Empowerment of Women (DHEW) in District Poonch purely on contractual basis.

Ref:- Revised Guidelines of "Mission Shakti" notified by the Ministry of Women and Child Development, Government of India vide No WW-23/1/2021-WW, Dated 14-07-2022.

- a) Opening date of receipt of application forms: **25/01/2023**
 b) Closing Date of receipt of application forms: **10/02/2023**

Applications on appended format are invited from the eligible candidates who are permanent resident of UT of J&K, belonging to District Poonch and fulfilling the eligibility norms as given below, purely on contractual basis for the below mentioned posts of "District Hub for Empowerment of Women" under Mission Shakti Scheme implemented by Ministry of Women and Child Development Government of India.

The Contractual appointment is for a period of one year, extendable subject to satisfactory performance, continuation of scheme, funding from Government of India. The selected candidates shall be paid fixed consolidated monthly honorarium as per the guidelines of the scheme. The prescribed format for Application Form is annexed herewith as **Annexure-"A"**.

S. No	Name of The post	No of Vacancies	Consolidated Monthly Salary	Educational qualification	Age	Experience
01	Specialist in Financial Literacy	01	24000/-	Graduate in Economics/Banking /other similar disciplines. Post Graduate will be Preferred	18-40 years as on 01.01.2023	At least 3 years experience of working with the Government/Non-government organization in financial literacy/financial inclusion focused themes
02	Accounts Assistant	01	21000/-	Graduate/Diploma in accounts/other disciplines having accounts as a subject	18-40 years as on 01.01.2023	At least 3 years experience of working with the Government/Non-government organization in related domain
03	DEO for PMMVY work	01	15000/-	Graduation with working knowledge in computers/IT etc	18-40 years as on 01.01.2023	At least 3 years' experience in data management, process documentation and web based reporting formats, at state or district level with government or Non-Governmental/ IT- based organizations.
04	MTS	01	10000/-	10 th Class Pass under 10+2 system from any recognised Board.	18-40 years as on 01.01.2023	Nil

Procedure for Selection.

- Candidates will be shortlisted purely on Academic/Technical Qualification merit basis & points of Experience.
- Final merit of the candidate shall be framed on the basis of total points obtained out of 100 points.
- List of selected candidates shall be published in local newspapers.
- The age limit however is determinable with reference to the 1st of Jan of the year in which the Advertisement is issued i.e. 01-01-2023.
- Only such qualifications shall be considered which the applicant is in possession on the last date of receipt of applications.
- The number of applicants for the viva-voice shall be short listed in the ratio of 1:5 on pro rata basis.
- Any qualification acquired thereafter shall not be taken into account for any purpose.
- If a candidate is found guilty of impersonation or submitting fabricated/tempered documents/testimonial or making statements which are incorrect or false or suppressing material information at any stage of the selection process, his/her candidature shall be deemed to be null & void ab-initio.
- No individual call letter shall be issued individually however the department shall give wide publicity through print/electronic media.

TERMS AND CONDITIONS:

- The applicant must be a permanent resident of UT of J&K belonging to District Poonch.
- Candidates applying for multiple posts shall have to apply separately
- Candidates must have a good moral character.
- The preference will be given to women candidates.
- 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 application forms shall not be entertained.
- Applicant should be medically fit for field visit in different blocks/villages of district Poonch.

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8. This is purely a temporary contract arrangement terminable from either side by one month's advance notice.
9. There shall be no right to seek permanent absorption in the department and regularization of any sort. (The candidates upon their selection against a particular post shall have to execute an agreement with the employer through medium of a prescribed affidavit duly executed before learned Judicial Magistrate to the effect that he/she will have no claim/any right for permanent absorption/regularization in the state Government at any later stage).
10. The selected candidates shall be paid fixed monthly honorarium as per the guidelines/norms of the schemes issued by the Government from time to time.

The applicant must attach self-attested photo copies of the following Certificates/testimonials with the Application form (No under process certificate will be accepted)

1. Domicile Certificate.
 2. Matriculation Diploma for date of birth. All academic qualification certificates along with marks cards. Technical certificate from the Government Institute/Government recognized Institute.
 3. Experience Certificate, if any.
 4. A recent passport size photograph of the applicant duly attested by the gazetted officer to be pasted on the application form.
- > The Application form duly filled and completed in all respects should be delivered by hand or by registered post in the office of District Social Welfare Officer Poonch
 - > No Application shall be accepted after the expiry of last date.
 - > Applications found incomplete in any manner during the scrutiny shall be rejected without any further notice to the candidates.
 - > The applications should reach the office of District Social Welfare Officer Poonch by or before 10-02-2023 (4:30 PM). Any postal delay shall be responsibility of the Applicant.

DIP/J-14663/22
Date: 25-01-2023

Sd/-
Deputy Commissioner
Poonch
(Chairperson DHEW Poonch)

Annexure "A"

Annexure "A"
Application Form

Application for the Post of _____ on Contractual basis for 01
year under District Hub for Empowerment of Women in District Poonch.

Advertisement Notice No: - _____ Dated: - _____

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

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

Passport size
Photograph

10.a) Educational Qualification (Matriculation 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: _____

Date: - _____

Signature of Applicant

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 any 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