

संघ प्रदेश दमण एवं दीव प्रशासन / U. T. Administration of Daman & Diu,
समाज कल्याण विभाग, समाहर्तालया / Social Welfare Department, Collectorate
मोटी दमण- 396 220 / Moti Daman - 396 220.

ADVERTISEMENT


The Office of the Social Welfare Dept. invites applications from the eligible candidates for below mentioned posts to engage professional staff for District level structure under the scheme of Mahila Shakti Kendra (MSK) under District level center for women (DLCW) in Daman district, purely on short term contract basis for period of 11 months:

Details	No.o f Post	Pay per Month	Age Limit	Qualification and Criteria
Women Welfare Officer	1	35,000	35 years	<ul style="list-style-type: none">• Masters in field of Humanities & Social Science/Masters in Social Work with understanding of schemes/ programmes implemented with focus on women.• Capable of Communicating in Local language• Previous experience with civil society organizations• Proficiency with computers for report writing and MIS• Preferably Women and resident of same district.
District Co- ordinator	2	20,000	35 years	<ul style="list-style-type: none">• Graduate in Humanities & Social Science/Social Work or any other related field.• Well versed with the issues related to women in the district.• Able to work with computers• Preferably Women and resident of same district

Candidates must apply with detailed bio data in the prescribed format suggested below with recent passport size photograph duly self attested by themselves and photocopies of testimonials in support of qualifications, experience and age should be sent by RPAD/Courier or by hand so as to reach the address to the **Deputy Secretary, Social Welfare Department, 1st floor, Collectorate campus, Dholar, Moti Daman - 396220** till 3rd July, 2019 by 4 p.m. in a sealed cover subscribing in bold letter Application for the post of _____.

Note :

- Eligible candidates will be informed through phone
- No TA/DA will be paid for attending interview.
- If candidates fulfils criteria for both the posts, then the candidates needs to apply separately for each mentioned posts.


उप सचिव (समाज कल्याण)
समाज कल्याण विभाग,
दमण

Annexure-A**Bio-Data for the Post of Consultant (Women Welfare Officer)**

(Application should be neatly typed)

1. Name of Full :
2. Father's Name :
3. Present Postal Address :
4. E-mail :
5. Mobile No. :
6. Nationality :
7. Date of Birth (DD/MM/YYYY) :
8. Domicile of Daman/Diu : Yes/No

Paste recent
Self Attested
Passport Size
Photo graph

Education Qualification:

I. Masters in field of Humanities & Social Science

OR

II. Masters in Social Work with understanding of schemes/programmes implemented with focus on women.

Please tick
one of the
relevant
options

Year	Degree /Diploma/ Course	University/Board	Percentage*	Subjects
10 th (SCC)				
12 th (HSC)				
Graduation				
PG				

- Minimum 55% is mandatory eligibility as per any one of above qualification (I to II)

Eligibility Criteria : -

- Capable of communicating in local language
- Previous experience with civil society organizations
- Proficiency with computers for report writing and MIS

Please tick
relevant
options

From (Date)	To (Date)	Name of the Organization	Total Experience in Year / Months YY/MM	Responsibility / Project Handled
Total Relevant Experience			_____ Years and _____ Months	

Declaration:

I, declare that I fulfill all the condition of eligibility of Education Qualification, Experience etc. for the post of Women Welfare Officer.

I, declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief, I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the interview, my candidature / appointment is liable to be cancelled.

Date:

(Signature of Candidate)

The following Certificates / Documents (Self Certified Copied) as application shall be attached with application:

1. SSC Mark Sheet.
2. HSC Mark Sheet.
3. Degree Certificate along with all mark sheet (Semester / Years Wise).
4. Master / Post Graduate Degree Certificate along with all mark sheets. (Semester/ Year Wise)
5. Domicile Certificate issued by the Mamlatdar, Daman / Diu.
6. SC/ST/OBC Certificate issued by the Mamlatdar, Daman/ Diu
7. Computer Certificate Course.
8. Experience Certificate.
9. Any other relevant documents.

Annexure-B

Bio-Data for the Post of Consultant (District Co-Ordinator)

(Application should be neatly typed)

1. Name of Full : _____
2. Father's Name : _____
3. Present Postal Address : _____
4. E-mail : _____
5. Mobile No. : _____
6. Nationality : _____
7. Date of Birth (DD/MM/YYYY) : _____
8. Domicile of Daman/Diu : _____ Yes/No

Paste recent
Self Attested
Passport Size
Photo graph

Education Qualification:

I. Graduate in field of Humanities & Social Science

OR

II. Social Work

OR

III. Any other related field.

Please
tick one
of the
options

Year	Degree /Diploma/ Course	University/Boar d	Percentage*	Subjects
10 th (SCC)				
12 th (HSC)				
Graduati on				
PG				

- Minimum 55% is mandatory eligibility as per any one of above qualification (I to III)
- Eligibility Criteria : -

- Well versed with the issues related to women in the district.
- Able to work in computers

Please tick
relevant
option

From (Date)	To (Date)	Name of the Organization	Total Experience in Year / Months YY/MM	Responsibility / Project Handled
Total Relevant Experience			_____ Years and _____ Months	

Declaration:

I, declare that I fulfill all the condition of eligibility of Education Qualification, Experience etc. for the post of District Co-ordinator.

I, declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief, I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the interview, my candidature / appointment is liable to be cancelled.

Date:

(Signature of Candidate)

The following Certificates / Documents (Self Certified Copied) as application shall be attached with application:

1. SSC Mark Sheet.
2. HSC Mark Sheet.
3. Degree Certificate along with all make sheet (Semester / Years Wise).
4. Master / Post Graduate Degree Certificate along with all mark sheets . (Semester /Year Wise)
5. Domicile Certificate issued by the Mamlatdar, Daman / Diu.
6. SC/ST/OBC Certificate issued by the Mamlatdar, Daman/ Diu
7. Computer Certificate Course.
8. Experience Certificate.
9. Any other relevant documents.