No.SW/ UDID/2020-21/109

Dated: 25/02/2021

ADVERTISEMENT

Applications are invited from all the interested and eligible candidates for engagement of State Coordinator under Unique Disability Identity Card (UDID) scheme in the Department of Social Welfare on Contract basis. Applications should reach within fifteen (15) days from the date of publication of this advertisement (Last date : 13.03.2021) at the following address : *Social Welfare Officer, Department of Social Welfare, First floor, Collectorate, Dholar, Moti-Daman – 396210 as prescribed.* Application form along with annexure may be downloaded from **https://ddd.gov.in**

(Rakesh Das, DANICS)
Deputy Secretary (SW/WCD)

VACANCY CIRCULAR / ADVERTISEMENT FOR RECRUITMENT OF STATE COORDINATOR UNDER UNIQUE DISABILITY IDENTITY CARD (UDID) SCHEME IN THE DEPARTMENT OF SOCIAL WELFARE

Applications are invited from all the interested and eligible candidates for engagement of State Coordinator under Unique Disability Identity Card (UDID) scheme in the Department of Social Welfare on Contract basis.

1. The eligibility criteria along with Job description is given in Annexure -I.
2. The application form in given in Annexure-II
3. The Syllabus for the written test in given in Annexure -III
4. Duly filled application <u>in block letters</u> along with the <u>self-attested enclosures</u> and <u>four coloured passport size photographs</u> (one pasted in the space provided in the application form and rest attached) should reach within fifteen (15) days from the date of publication of this advertisement **(Last date : 13.03.2021)** at the following address :
   Social Welfare Officer, Department of Social Welfare, First floor, Collectorate, Dholar, Moti-Daman –396210
   i. Application form along with self-certified enclosures should be send in C4 (229 ×324) sized envelope. Do not fold any paper inside.
   ii. Envelope must be super-scribed with *"Application for the post of State Coordinator_____."*
   iii. In the bottom- right side of the envelope mention your Name and Complete address with pin-code and contact number.
5. All applications should be mailed through Registered Post / Speed post only. Hand delivery / Courier services shall also be accepted. Also, email the duly filled application form with self-certified enclosures at swosw-dmn-dd@gov.in
6. List of Enclosures :
   i. Duly filled signed Application form along with self-declaration.
   ii. Four coloured passport size photographs (one pasted in the space provided in the application form and one attached)
   iii. SSC Mark Sheet.
   iv. HSC Mark Sheet.
   v. Diploma / Certificate / Course in Computer Science or IT mark sheet or proof from a recognised Institute
   vi. Degree Certificate along with all mark sheets (Semester / Years Wise).
   vii. Domicile Certificate issued by the Mamlatdar, Daman / Diu / Dadra & Nagar Haveli
   viii. SC/ST/OBC Certificate issued by the Mamlatdar, Daman/ Diu / Dadra & Nagar Haveli
   ix. Experience Certificate (if applicable)
   x. Copy of Aadhaar issued by UIDAI.
7. Soft copy of the Application form along with annexures can also be downloaded from **https://ddd.gov.in**
8. For more details, please contact Social Welfare dept. on Email-id. **swosw-dmn-dd@gov.in**
9. The selection process shall consist of two parts. First part shall be a written test of one hour duration for 25 marks in which there will be both objective and subjective questions to assess the applicant's depth of knowledge and writing ability. Second part shall be an interview for 25 marks. The syllabus for the written test in attached in Annexure- III.
10. The details of written test and interview for shortlisted candidates shall be intimated later through email and text message via phone number provided by the applicant.

(Rakesh Das, DANICS)
Deputy Secretary (SW/WCD)

Subject: Appointment of State Coordinator under UDID project.

Principal Secretary of the State dealing with Social welfare/disabilities is authorised to make selection and appoint State Coordinator through transparent procedure. The educational qualifications and other conditions of appointment of State Coordinator shall be as under:

Educational Qualification:

(i)   Graduate with diploma/certification/course in computer science/IT from a recognised institution.

OR

Bachelor of Computer Education

(ii)   Weightage shall be given to the candidates having experience of working in information technology/computer in a reputed firm/company.

Age Limit

Upper age limit 35 years on the last date of submission of application by the State/UT authority.

Language

The State Coordinator should be proficient in English and the regional language of the state/UT concerned.

Remuneration

Lumpsum amount upto Rs. 50,000 (fifty thousand) per month will be reimbursed by the Central Government to the States/UT as remuneration/fee payable to the State Coordinator which include TA/DA etc. towards his/her visit within the state in connection with UDID project.

The fund equal to the six months remuneration will be paid to the State in advance. Further fund of six months remuneration will be released on received of UC of previous fund released to the state for the purpose.

Duration of appointment

Initially for a period of six months and extendable upto three years. The DEPwD can terminate the service of State Coordinator without any notice.

Application form for the Post of STATE COORDINATOR UNDER UNIQUE DISABILITY IDENTITY CARD (UDID) SCHEME

[Application should be neatly typed]

Personal Details

1.	Full Name :	
2.	Father's / Mother's Name :	
3.	Gender :	Male / Female / Others
4.	Present Postal address :	
5.	Email-id:	
6.	Contact No. :	
7.	Nationality :	
8.	Date of Birth (DD/MM/YYYY)	
9.	Domicile place :	
10.	Category : (Gen/OBC/SC/ST/ PH)	

Paste recent coloured passport sized photograph.

Educational Details :

	Name of Course/ Degree	Board / University /College	Percentage & Division *	Subjects covered
1. Std. 10th (SSC)				
2. Std. 12th (HSC)				
3. Diploma / Certificate / Course in Computer Science or IT mark sheet or proof from a recognised Institute				
4. Bachelor Degree (in Computer Science or IT)				
5. Any Other				

Minimum 55% is required for all above.

Work Experience Details :

	Name of Organisation	Duration of Work in months(Also mention Date of Joining and Date of Leaving)	Position and Salary per month	Job responsibilities

I hereby declare that I fulfil all the conditions of eligibility of Education Qualification, Experience etc. for the post of _____.

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 the Candidate)**

Place :

List of Enclosures :

   i.   Four coloured passport size photographs (one pasted in the space provided in the application form and one attached)
   ii.   SSC Mark Sheet.
  iii.   HSC Mark Sheet.
  iv.   Diploma / Certificate / Course in Computer Science or IT mark sheet or proof from a recognised Institute
   v.   Degree Certificate along with all mark sheets (Semester / Years Wise).
  vi.   Domicile Certificate issued by the Mamlatdar, Daman / Diu / Dadra & Nagar Haveli
  vii.   SC/ST/OBC Certificate issued by the Mamlatdar, Daman/ Diu / Dadra & Nagar Haveli
 viii.   Experience Certificate (if applicable)
  ix.   Copy of Aadhaar issued by UIDAI.

A. Scenario of disability in India and the World - Various guidelines, conventions, acts, rules, regulations on disability. Various schemes related to disability run by States / UTs and the Central Government.
B. General Awareness – Current issues of the India
C. Quantitative Aptitude – Basic Maths upto the level of 10th standard.
D. Reasoning
E. Computer / Information Technology related.