

GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE DISTRICT DEVELOPMENT COMMISSIONER RAJOURI
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WALK-IN INTERVIEW FOR VARIOUS POSTS TO BE FILLED UP IN ONE-STOP-CENTRE FOR WOMEN

Eligible candidates of district Rajouri are invited for walk in interview to fill up various posts on contractual basis in one stop centre for women as per below mentioned detail. The interview of eligible candidates shall be conducted in the office chamber of District Development Commissioner Rajouri on Wednesday 07th February 2018.

Only those candidates shall appear in the walk –in-Interview who are having high degree of motivation and commitment towards women related issues since programme of this magnitude and nature requires a team of dedicated professionals to run One stop centre successfully. The contractual appointment shall be initially for a period of two years and extendable by further two years on the basis of the performance / appraisal report of the candidate. Applicants must have essential qualification along-with adequate experience in the relevant field, wherever necessary.

Details of the posts to be filled up in one stop centre for women is as under :-

S. No	Name of the post	No. of posts	Salary	Job description	Qualification
1	Centre Administrator	01		<ul style="list-style-type: none"> • Should be a women • Has to reside 24 x 7 at OSC . • Registration of case online/ Generation of UID . • Coordination with all stakeholders. • Documentation of case studies / success stories. • Submission of QPRs. 	LLB from a recognized university / Masters in Social Work with atleast 05 years experience of working on violence against women issues with Government or Non Government Organization. Preference shall be given to the candidate having experience of counseling either within or outside the same set up.
2.	Case worker	01		<ul style="list-style-type: none"> • Should be a women • Assistance and support to the centre Administrator in facilitating services to Women accessing One Stop Centre. • Intervention in cases of violence against women and will take them to the logical conclusion. • Any other work assigned by the Centre Administrator, 	LLB from recognized university / Masters in Social Work with atleast 03 years experience of working on violence against women issues with Government or Non Government Organization.

3.	Para Legal Personnel	01		<ul style="list-style-type: none"> • Orientation to the women about their legal rights . • Coordination with Public Prosecutor/ DLSA Lawyer. • Simplification of legal procedures for the affected women . • Facilitation of speedy and hassle free police and court proceedings. 	Graduation in Law/ Social Sciences with para legal training or Knowledge of laws related to women. Atleast 03 years experience of working within a Government or Non Government project/ programme on violence against women at the.
4.	Counsellor	01		<ul style="list-style-type: none"> • Should be a woman. • Providing psychological counseling and guidance to the women affected by violence. • Support in referral services. • Drafting of case history of the women affected by violence 	Postgraduation in Social Work / clinical psychology. Atleast 03 years of experience of working as counsellor /psychotherapist in a reputed Mental Health Institute / Clinic.
5.	IT Personnel	01		<ul style="list-style-type: none"> • Generation of UID through Web based software. • Documentation of case history, developing webbased data, help in videoconferencing , data entry operations etc, • Responsibility for keeping record of CCTV footage. • Drafting MPR/ QPR based on theMIS , web based data collection. 	Graduation with a diploma in computers/ IT. Atleast 03 years experience in data management, process documentation and web based reporting formats, video conferencing either at the level of Government / NGO.

ELIGIBILITY / QUALIFICATION AND OTHER CONDITIONS

	The applicant	
1.	Should be permanent resident of district Rajouri.	
2.	Should possess the requisite qualification for the specified post.	
3.	Shall have good moral character.	
4.	Shall be of good health and physique.	
5.	<p>Age as on 01-01-2017 shall not be</p> <p>(a) Below 18 years of age.</p> <p>(b) Above</p> <p>(i) 40 years in case of open merit .</p> <p>(ii) 43 years in case of SC/ ST / RBA/ ALC/OSC candidates.</p> <p>(iii) 42 years in case of Specially abled persons.</p> <p>(iv) 48 years in case of Ex- Servicemen.</p> <p>(v) 48 years in case of Government service/ Contractual employees.</p>	
6.	The candidate at the time of interview should be in possession of original documents.	
	Procedure of selection	
	<ul style="list-style-type: none"> Selection of the candidates shall be made on the basis of overall points / Merit secured as per the weightage assigned below: 	
1.	Basic Qualification (On Prorata Basis)	55 Points
2.	Higher Qualification (On Prorata Basis)	15 Points
3.	Experience.	10 Points
4.	Viva Voce	20 Points
	Total	100 Points

E-Mail Registration For Walk-In:

Candidates may request advance Registration for Walk-in Interview through email on rajouridsw@gmail.com. Candidates need to submit an application if they want an advance slot for interview alongwith the scanned copy of their academic and other credentials. Only those candidates will be allotted advance interview slot who fulfill the eligibility criteria and attach the scanned copy of requisite documents.

Sd/-

Dr. Shahid Iqbal Choudhary, IAS
District Development Commissioner Rajouri.