



GOVERNMENT OF JAMMU & KASHMIR
OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER KISHTWAR
Phone/Fax No: - 01995-260706E, mail: - dswo.kishtwar@gmail.com

District Information Officer,
Kishtwar.

No: - DSWO/K/2023-24/ 296-301

Date:- 12/07/2023.

Subject: - Advertisement Notice.

Sir,

Kindly find enclosed herewith a advertisement for posts in respect of District Hub for Empowerment of Women (DHEW), Mission Shakti Kishtwar with the request to your good self to kindly publish the said notification in daily English/ Urdu leading Newspaper of UT of Jammu of Kashmir having good circulation in District Kishtwar.

Yours faithfully


District Social Welfare Officer
(Nodal Officer DHEW)
Kishtwar

Copy to the:-

1. Commissioner/secretary to Govt. Social Welfare Department, Govt. of J&K for favour of information.
2. Mission Director, Mission Shakti- J&K for favour of information.
3. District Informatics Officer NIC Kishtwar, for information and with the request to upload the advertisement on the official website of the District.
4. PA to District Development Commissioner Kishtwar for information of District Development Commissioner Kishtwar.
5. Record file.



GOVERNMENT OF JAMMU & KASHMIR

OFFICE OF THE DISTRICT DEVELOPMENT COMMISSIONER KISHTWAR

New DC Office Complex, Mini Secretariat, Kishtwar

Phone/Fax: 01995-261466/259555 Email: dckishtwar-jk@nic.in

Subject:-Advertisement for posts in respect of District Hub for Empowerment of Women (DHEW), Mission Shakti Kishtwar.

Reference: Revised Guidelines of "Mission Shakti" notified by the Ministry of Women & Child Development, GOI Vide DO No. WW-23/1/2021-WW, Dated 14-07-2022.

- a) **Opening date of receipt of application forms: -13/07/2023**
- b) **Closing date of receipt of application forms: - 20/07/2023**

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

The contractual appointment is for a period of one year, extendable subject to the satisfactory performance, continuation of scheme, funding from government of India and the UT of J&K. 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 as **Annexure-A**.

S. No	Name of the post	No. of posts	Eligibility		
			Academic Qualification	Experience	Age
01.	Accounts Assistant	01	Graduate / Diploma in accounts/ other disciplines having accounts as a subject.	At least 03 years experience of working with the Government/Non-Government organizations in related domain	Min-18 years and Max-40 years as on 01.01.2023

Criteria for Short-Listing / Selection for the posts:

- **Academic Qualification: - 80- Points (on Pro-rata Basis).** The points will be awarded for Marks obtained in Requisite qualification (qualification of eligibility) only.
- **Viva-Voce: 20 points**
- **Candidates shall be shortlisted based on the merit of their educational qualification points in the ratio of 1:5 i.e. 5 candidates for one post.** Candidates obtaining equal merit shall also be called for interview. In case, the number of forms of eligible candidates are less than the ratio of 1:5, all eligible candidates shall be called for interview.

- List of shortlisted candidates shall be intimated through print and electronic media and candidates may be required to bring original testimonials for verification and checking before the interview committee constituted for the purpose.
- Any misrepresentation of facts on the application form disturbing the short listing may invite legal action/disqualification.
- No individual interview call letters shall be issued. No TA/DA will be paid.

Terms and conditions:-

1. The engagement/ hiring of the staff is purely on temporary basis initially for a period of one year, on consolidated honorarium as per the guidelines of the scheme, subject to the satisfactory performance, continuation of the scheme and funding from the government.
2. The selected candidates shall be paid fixed monthly Honorarium as per the guidelines/ norms of the scheme issued by the Govt. from time to time. .
3. Applicant must be a Domicile of the Union Territory of J&K belonging to District Kishtwar.
4. Applicants should be medically fit for field visits in different blocks/ villages of District Kishtwar
5. The engagement being a temporary arrangement is terminable if the performance is not satisfactory as assessed by the District Level Committee headed by the District Magistrate/District Development Commissioner.
6. There shall be no right to seek permanent absorption in any department or regularization of any sort (Affidavit for the same sworn before judicial Magistrate 1st Class needed to be executed upon selection before joining).
7. Candidates must possess the required eligibility/qualification by or before the last date for submission of the application form.
8. Application found incomplete in any manner during the scrutiny shall be rejected without any further notice to the candidates.
9. Any claim regarding qualification made after the closing date of receiving application forms shall not be entertained. The last date of receipt of application forms shall be the cut-off date for determining the eligibility.
10. Candidate must have good moral character.
11. No. of posts can be increased or decreased any time and the Selection Committee has the right to reject any application on relevant grounds.
12. The Selection Committee at any time reserves the right to cancel/put in abeyance the advertisement notice without assigning any reason thereof.
13. The Selection list to be issued shall be provisional and subject to the verification report regarding authenticity of the documents from the issuing bodies/organizations. Any adverse report received regarding the documents produced based on which selection is obtained shall invite legal/penal action under relevant rules/laws and selection so obtained shall be cancelled ab-initio.

Forms complete in all respect along with self- attested copies of qualification/ experience must reach in the office of the District Social Welfare Office Kishtwar, by or before 20/07/2023 (before 04:00 PM).

Documents to be attached with the application form:-

1. Self-Attested copies of all Academic/Technical qualification certificates.
2. Self-Attested copy of Date of Birth Certificate.
3. Self-Attested copy of Domicile Certificate.
4. Experience Certificate from recognized / registered Civil Society Organization / Institution / recognized / registered in the relevant field.
5. Character Certificate from Police Station or any Gazetted officer.

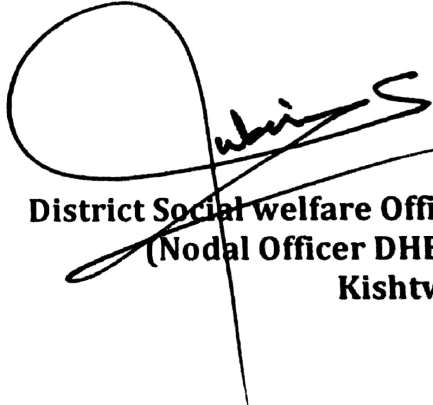
**Sd/-
District Development Commissioner
Kishtwar.**

No:- DCK/PS/23/1242

Dated :- 12-07-2023

Copy to the:-

1. Commissioner/ Secretary to Government Social Welfare Department, Government of J&K for favour of information.
2. Mission Director, Mission Shakti, J&K, for favour of information.
3. District Information Officer, Kishtwar, for wide publicity.
4. District Informatics Officer, NIC Kishtwar, for information and with the request to upload the advertisement on the official website of the District.
5. Notice Board.
6. Office record.


**District Social welfare Officer
(Nodal Officer DHEW)
Kishtwar.**

APPLICATION PROFORMA FOR THE RECRUITMENT OF CONTRACTUAL STAFF
FOR DISTRICT HUB FOR EMPOWERMENT OF WOMEN DHEW KISHTWAR,

1. Name of the post applied for : _____
2. Name of the Candidate (in Capital Letters): _____
3. Father's / Husband's Name: _____
4. Date of Birth : _____ Gender _____ Marital Status _____
5. Permanent Address:
Village _____ Tehsil _____ District _____
6. Postal Address: _____ PIN Code: _____
7. Contact No: _____
8. E. mail ID _____
9. Age on 01.01.2023: _____ Years: _____ Days: _____

Recent passport size Photographs.
One pasted and one attached.

10. Educational Qualifications (Enclose self attested photocopies of certificates as proof)

S. No	Examination Passed./ Degree	Board/ University	Year of Passing	Maximum Marks	Marks Obtained	%	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							



11. Work Experience (Enclose self attested photocopies as proof)

S. No	Name of Institution / NGO / Office	Post Held	Nature of Post Permanent/Contractual/Adhoc)	Period of Service		Total Period of service (In completed Years)	Nature of Duty
				From	To		
1							
2							
3							
4							

12. Detail of Enclosures:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____

DECLARATION:-

I hereby declare that all the statements in the application form are true & complete to the best of my knowledge and belief and I have not tried to hide any relevant information. I undertake that if any misrepresentation of facts or concealment of any information in the application is found at any stage, my candidature/ selection shall be liable to be cancelled without given notice to me.

Date:-

Place

(Signature of the candidate)

