

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
HOUSING BOARD COMPLEX (Opp. to LIC)
NEW SARAM, PUDUCHERRY-13
PH.NO.0413-2244785

No. 547/DWCD/DD(WD)/A7/OSC/2023

Date: 10.08.2023

NOTIFICATION

RECRUITMENT OF VARIOUS POSTS UNDER MISSION SAKTHI-SAMBAL- ONE STOP CENTRE SCHEME IN THE U.T. OF PUDUCHERRY

The Department of Women and Child Development, Puducherry, invites application from the eligible Native/Residents of Union Territory of Puducherry through online for filling up of the following posts under Centrally Sponsored Scheme of Mission Sakthi – Sambal - One Stop Centre (OSC) scheme in the U.T. of Puducherry to be engaged on contract basis for a period of one year on consolidated wages. The details of post wise vacancies are as follows:

NAME OF THE POST	PUDUCHERRY	KARAIKAL	MAHE	YANAM	TOTAL NOS. OF POST	REMUNERATION PER MONTH
Centre Administrator (Only Women Candidates)	1 Nos	1 Nos	1 Nos	1 Nos	4 Nos.	Rs.25,000/- p.m.
Case Worker (Only Women Candidates)	2 Nos	2 Nos	2 Nos	2 Nos	8 Nos.	Rs.15,000/- p.m.
Para Legal Personel/Lawyer	1 Nos.	1 Nos.	1 Nos.	1 Nos.	4 Nos.	Rs.12,000/- p.m.
Para Medical Personel (Only Women Candidates)	1 Nos.	1 Nos.	1 Nos.	1 Nos.	4 Nos.	Rs.12,000/- p.m.
Psycho-Social Counselor (Only Women Candidates)	1 Nos.	1 Nos.	1 Nos.	1 Nos.	4Nos.	Rs.15,000/- p.m.
Office Assistant with Computer Knowledge	1 Nos.	1 Nos.	1 Nos.	1 Nos.	4 Nos.	Rs.15,000/- p.m.
TOTAL	7Nos.	7 Nos.	7 Nos.	7 Nos.	28Nos.	

The eligibility criteria and other terms and conditions may be referred in the detailed Notification available in the Department Website. <https://wcd.puducherry.gov.in> / <https://www.py.gov.in>.

The online google form can be accessed and submitted:

<https://presenter.jivrus.com/p/1TtFNuXt4BGULVcuBlrnyABBuRrAEJrkVW5rskfubsk8>



Last date for submission of online application is **28-08-2023**

(P.MUTHU MEENA)
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DIRECTOR

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No. 547/DWCD/DD(WD)/A7/OSC/2023

Date:10.08.2023

NOTIFICATION

Applications are invited from the Native/Resident of Union Territory of Puducherry for filling up of various posts on contract for a period of one year under Centrally Sponsored Scheme of **Sambal- One Stop Centre, sub schemes of Mission Sakthi**, Ministry of Women and Child Development, Government of India.

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT

S.No.	Name of the Post	No. of Post	Qualification	Remuneration Per Month
1.	Centre Administrator(Only Women Candidates)	Pdy-1 Nos. Kkkl-1 Nos. Mahe-1 Nos. Yan-1 Nos.	1. Any women having a Masters in Law/Social Work/ Sociology/Social Science/Psychology with at least 5 years experience of working on women related relevant domains in an administrative set – up with a Government or Non-Government project / programme and preferably with at least 1 year experience of counseling either within or outside the same set-up. 2.She should be preferably a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre. 3. She Should be flexible for 24/7 & to work in shift basis .	Rs.25,000/- p.m.
2.	Case Worker(Only Women Candidates)	Pdy-2 Nos. Kkkl-2 Nos. Mahe-2 Nos. Yan-2 Nos.	1.Any woman having a Bachelor in Law/ Social Work/ Sociology/Social Science/Psychology with at least 3 years experience of working on women related relevant domains in a Government or Non-Government project / programme. 2. She should be a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre. 3. She Should be flexible for 24/7 She Should be flexible for 24/7 & to work in shift basis	Rs.15,000/- p.m.

3.	Para Legal Personnel/Lawyer	Pdy-1 Nos. Kkkl-1 Nos. Mahe-1 Nos. Yan-1 Nos.	1. Any person having a degree in Law/with legal training or knowledge of laws with at least 3 years' experience of working within a Government or Non-Government women related project / programme at the district level or to any practising Lawyer with at least 2 years experience of litigation in any court of law. 2. He/She Should be flexible for 24/7 & to work in shift basis	Rs.12,000/- p.m.
4.	Para Medical Personnel(Only Women Candidates)	Pdy-1 Nos. Kkkl-1 Nos. Mahe-1 Nos. Yan-1 Nos.	1.Any women having professional degree / diploma in paramedics with a background in health sector and preferably with at least 3 years experience of working within a Government or Non-Government health project / programme at the district level. 2. She Should be flexible for 24/7 & to work in shift basis	Rs.12,000/- p.m.
5.	Psycho-social Counsellor(Only Women Candidates)	Pdy-1 Nos. Kkkl-1 Nos. Mahe-1 Nos. Yan-1 Nos.	1. Any women having professional degree / diploma in psychology / psychiatry / neurosciences with a background in health sector and preferably with at least 3 years experience of working within a Government or Non-Government health project / programmes at the district level. 2. She Should be flexible for 24/7& to work in shift basis.	Rs.15,000/- p.m.
6.	Office Assistant with Computer Knowledge	Pdy-1 Nos. Kkkl-1 Nos. Mahe-1 Nos. Yan-1 Nos.	Any person who is a graduate with at least diploma in computers / IT etc with a minimum of 3 years experience in data management, process documentation and web-based reporting formats, video conferencing at state or district level with government or Non-Government / IT based organization. 2. He/She Should be flexible for 24/7& to work in shift basis	Rs.15,000/- p.m.


(P.MUTHU MEENA)
DIRECTOR

THE GENERAL CONDITIONS AND PROCESS OF RECRUITMENT

A) Submission of Application:

1. Native/Resident of Union Territory of Puducherry shall apply for the posts mentioned in the notification. (Nativity Certificate obtained from the competent authority in /after the year 2015 is accepted)
2. **Age:** The candidates between 25- 45 years are eligible for the posts mentioned in S.No. 2-6 and 35-65 years are eligible for the post mentioned in S. No. 01.
3. The candidate having the necessary qualification and experiences should apply for the posts as mentioned in the Notification.
4. Candidates who wish to apply for any of the above said posts shall access the online google form in the ID /scan the QR code mentioned below and submit the application form through online only.

<https://presenter.jivrus.com/p/1TtFNUXt4BGULVcuBlrnyABBuRrAEJrkVW5rskfubsk8>



5. The online google form can be accessed from **14th August, 2023 at 10.00hrs** and the duly filled in Google Form shall be submitted through online on or before **28th August, 2023 at 17.00hrs.**
6. The Google Form only need to be submitted and **not to enclose any certificates.**
7. Candidate can apply for a maximum of 2 posts only. Submission of more than 2 applications / Google Forms will lead to rejection of both applications/ Google Forms.
8. The candidate fulfilling the required qualification and experiences **will only be called for certificate verification and personal interview at the respective State / Region headquarters.**
9. The **candidate of one District/Region will not be considered for appointment to another District / Region.**
10. **The marks scored in the essential qualification only be considered for the post and the scored marks should be entered in percentage only and not as Grade.**
11. Those who have **completed the course in grade/any other system shall convert the marks into percentage and then to be entered in the Google Form.**
12. Preference would be given for all posts who are ***well versed in Computer, Reporting and Documentation.***
13. No copies of the certificate are to be enclosed at the time of submitting the application/ Google Forms.
14. The Google Form **will be processed based on the information given by the candidate. Any discrepancy in the information provided will lead to punitive action against the candidate.**

15. Based on the information provided by the candidate, the list will be prepared and short listed. The short listed candidates for each category of posts will only be called for personal interview and they need to produce the originals for verification along with the copies of the relevant certificates. (both marks and experiences)
16. Certificate Verification Committee (CVC) constituted for the purpose will verify the certificates and experiences of short listed candidates for each category of posts.
17. The candidate who fulfils the required qualification and specified experiences will only be called for the certificate verification and personal interview.
18. **The experience certificates issued by NGOs, Voluntary Organisations (VOs) will be verified with the NGO DARPAN Portal maintained by NITI Aayog w.e.f. 1st January, 2015. <https://ngodarpan.gov.in>**
19. The Experience certificate issued by the NGOs/VOs registered in the NGO DARPAN portal will only be considered for counting the experiences.
20. The experience certificate issued by the NGOs/VOs other than those not registered in the NGO DARPAN will not be considered for recruitment.
21. In order to promote green and clean energy, All communication relating to recruitment (submission of application, date for certificate verification and date for personal interview) will only be sent through SMS on the registered mobile / Whats App/ E-Mail of the candidate. No paper /written communication will be sent to the candidates.
22. **The appointment will be subject to verification of original certificates and readiness of the candidate to join the post within a month.**
23. **The selected candidate has to produce the police verification report/ certificate before issuing of the contractual appointment order.**

B) Merit List

The merit list would be prepared based on the performance of the candidate in the interview. In case of tie in marks the woman or senior in age will be considered as first.

The appointment is purely on temporary engagement for a period of one year contract. The contract may be renewed based on the performance of the candidate up to the financial year 2025-2026 or terminate the contract services at any time by giving one month's notice. Likewise, the selected candidates in turn may also discontinue their engagement after giving one month's notice. However, in case of non – performances, their engagement would be terminated forthwith by the Secretary (Welfare) without any notice.

C) Payment of Monthly Remuneration

Monthly remuneration will be paid as mentioned against each posts and not entitled for any allowances i.e, DA, TA, Bonus/allowances etc.

D) Waitlist and Its Operation

5 Nos. of Candidates for each posts will be waitlisted for a period of one year.

E) Other Terms and Conditions

- a. The positions are purely temporary, time bound and co-terminus with the scheme or earlier depending on the performance.
- b. The appointment will be terminated either with the termination of the scheme or even before at the discretion of the competent authority.
- c. The Department of Women and Child Development, Puducherry will have no liability, whatsoever, for the persons recruited under the scheme.
- d. The State Level Apex Committee reserves the right to fill up or not to fill up the posts as notified in this advertisement.
- e. Canvassing/political pressure in any form will lead to disqualification of the candidature for the contractual position.
- f. The decision of the State level Apex Committee constituted under Mission Shakti will be the final and binding in all aspects.
- g. No TA/DA will be provided for appearing in the interview.

F) Consolidation of Application

The application submitted through online mode will be segregated at State and District level. Then, post wise application will be segregated and from among the posts the candidates who are fulfilling both the qualification and experiences will be shortlisted for the certificate verification and personal interview.

G) Selection Process

Post wise segregation of application will be done at the first stage. Secondly, the candidate who have fulfilled both educational qualification and requisite experiences will be shortlisted. Based on, the short listed candidate against each posts will be called for certificate verification and personal interview on the same day(Originals).

Based on the certificate verification and performance in the personal interview, the selected candidate will be instructed to furnish a Police Verification Certificate within two weeks of their selection for consideration of contractual appointment. Accordingly, a letter of offer of appointment will be served to the individual to join the post within two weeks of the offer of appointment.

H) The Interview Committee comprises of:-

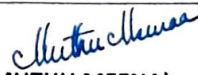
1. The Director, Department of Women and Child Development, Pondicherry - Chairperson
2. The Director Social Welfare - Member
3. The Director ADW & STWD, Pondicherry - Member
4. One Professor / Associate Professor dealing with Women's Studies / Social Work nominated By Vice Chancellor, Pondicherry University - Experts
5. Deputy Director/Senior Accounts Officer, DWCD-Member Secretary

I) Certificate Verification Committee

1. The Superintendent, Estt. DWCD – Chair Person.
2. The Superintendent, WD, DWCD - Co - Chairperson
3. DCPO, ICPS- Member
4. The Assistant, Estt. DWCD – Member
5. The In-charge of Mission Shakti-Sambal-OSC – Member.

J) Time Frame for the completion of recruitment process/Activities

Sl.No	Name of the Activity	Duration/time frame
1	Hosting of on-line Google Form	14 th August,2023 at 10.00hrs.
2	Receiving of online Google form	14 th August,2023 to 28 th August, 2023
3	Consolidation of Google Forms	15 Working Days from 28 th August, 2023
4	Certificate Verification and personal interview of the short listed candidates	3rd Week of September, 2023
5	Calling for Police Verification Certificate	Up to 15 th October, 2023
6	Offer of appointment letter	1 st Week of November,2023


(P.MUTHU MEENA)
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