

APPLICATION FORM FOR

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
STATE RESOURCE CENTRE FOR WOMEN

Affixed
passport
photo duly
attested

A. PERSONAL PARTICULARS	
Post Applied For:	
Name in full (in block letters):	
Gender (Male/Female):	
Marital Status (Married/Unmarried):	
Date of Birth (as in Secondary School Certificate): dd/mm/yyyy	
Father /Husband's Name:	
Mother's Name:	
Nationality:	
State of Domicile:	
Community (SC/ST/OBC/General):	
Physically Handicapped : (Y/N) If, yes then give the details:	
Mailing Address (in block letters) with pin code:	_____ _____
Permanent Address (in block letters) with pin code:	_____ _____
Email address:	
Alternate email address:	
Mobile Number:	
Telephone(Office)	
Telephone (Residence)	
B. Computer skills (Like Expertise in MS Office or software development:	
C. Language(s) Known:	

D. Educational Qualifications(Please and additional degree/diploma/any other additional qualifications, if any):				
Degree	Stream/Discipline	Aggregate Marks (in % only) or Grade	Name of Board/ University	Year of Passing
Bachelor Degree				
Master Degree				

E. How do you think you are the best person for the job you are applying (not more than 500 words), separate sheet may be attached.

Declaration:

I hereby declare that the foregoing information is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted.

Place:

Date:

Signature of Applicant

- The applications will be invited through advertisement and the merit list will be prepared on the basis of following guidelines:
- The Weightage for percentage / Grade for possessing the required UG/PG qualification will be calculated as follows:-
 - Below 50% or 'E' grade minus 5 marks
 - Below 70% or 'D' minus 3 marks
 - Below 80% or 'C' grade minus 2 marks
- The Master/Bachelor Degree course should have been completed within the prescribed duration of course.

- 1 mark will be deducted for every additional attempt in any paper. It is applicable for both semester and non-semester system.
- 5 marks will be deducted for completing the course on the next year after the qualifying degree course period and 10 marks will be deducted for completing the course after two years of the qualifying degree course period and so on.
- After arriving the qualifying marks in the respective Degree courses, if there is a Tie of marks among the applicants, the merit list based on consideration of their Date of Birth (i.e. Senior in Age will be considered as first) shall be followed.
- If there is any gradation in the marks of the bachelor/Master degree of concerned subject, it will be referred to Directorate of Higher and Technical Education, Puducherry for its equivalent marks of that concerned subject of Degree before arriving the qualifying marks for preparation of merit list.
- After evaluation of marks, the candidates will be filtered based on the weightage of marks and written exam will be conducted.

-----X-----


DIRECTOR
Dept. of Women &
Child Development
Puducherry

**Government of Puducherry
Department of Women and Child Development
Terms of Reference
Roles and Responsibilities**

Position	Responsibilities	Qualifications & Experience
Specialist Gender	<ul style="list-style-type: none"> ➤ Coordinate with NMEW for research and knowledge base on critical issues impacting women/girl child including building common mandates with the States to address gender concern on priority and all activities concerning government schemes and programmes. ➤ Generate ideas/themes to undertake research studies to assist in framing policies and programmes under the convergence mandate of the Mission. ➤ Coordinate and monitor the commissioned studies. ➤ Undertake any other activity as may be required to further the aims and objectives of SRCW. ➤ Should be prepared to travel extensively. 	<p>Essential</p> <ul style="list-style-type: none"> ➤ Master's Degree in Social work/Economics/Women's Studies/Law/Governance/ any other related field. <p>General Condition</p> <ul style="list-style-type: none"> ➤ Good knowledge of computers and ability to work in MS Office packages. ➤ Working knowledge of spread sheet and presentation packages. ➤ Involves extensive travel within the state. ➤ Age of candidate preferably between 30-45 years. ➤ Salary to Rs.36,750/- per month.
Research Officer	<ul style="list-style-type: none"> ➤ Collate and document information, gender disaggregated data relating to various sectoral areas like livelihoods, health, education etc. particularly with regard to women. ➤ Undertake empirical as well as desk based studies to review implementation of gender sensitive health policies and programmes. ➤ Assist specialist Gender to undertake research studies in framing policies and programmes under the convergence mandate of the mission. ➤ Undertake any other activity as may be required to further the aims and objectives of SRCW. 	<p>Essential</p> <ul style="list-style-type: none"> ➤ Master's Degree in Social Work/Economics/Women's Studies/Law/ Governance/any other related field. <p>General Condition</p> <ul style="list-style-type: none"> ➤ Must have computers knowledge and ability to work in various MS Office, data analysis packages like SPSS, STATA etc. ➤ Involves extensive travel within the state. ➤ Maximum age limit of 45 years. ➤ Salary Rs. 26,250 per month.

Training and Research Officer	<ul style="list-style-type: none"> ➤ Creation of training modules at the State, District and Block Levels with Government and Non-governmental institutions. ➤ Formulates training outlines and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops. ➤ Coordinates or performs administrative functions necessary to deliver and document training programs. ➤ Assists in analyzing and assessing training and development needs for individuals, communities, and/or university departments. 	Essential <ul style="list-style-type: none"> ➤ Master's Degree in Social Work / Economics/ Women's Studies / Law/ Governance / any other related field. General Condition <ul style="list-style-type: none"> ➤ Good knowledge of computers and ability to work in MS Office packages. ➤ Working knowledge of spread sheet and presentation. Should have high level English proficiency in speaking and writing. Female candidates preferred. ➤ Involves extensive travel within the state. ➤ Maximum age limit of 24-35 years. ➤ Salary Rs. 26,250 per month.
Assistant	<ul style="list-style-type: none"> ➤ Assistant for accounts will provide administrative support undertaking clerical tasks such as typing, filing, making phone calls, and basic bookkeeping. ➤ Working with spreadsheets, purchase ledgers and journals. Preparing statutory accounts. ➤ Calculating and checking to make sure payments, amounts and records are correct. ➤ Sorting out incoming and outgoing daily post and answering any queries. ➤ Managing petty cash transactions. 	Essential <ul style="list-style-type: none"> ➤ Bachelors or Masters Degree with strong accounting background. General Condition <ul style="list-style-type: none"> ➤ Good knowledge of computers and ability to work in MS Office packages. ➤ Working knowledge of spread sheet and presentation. Female candidates preferred. ➤ Involves extensive travel within the state. ➤ Maximum age limit of 24-35 years. ➤ Salary Rs. 15,750 per month.

The final date for submission of applications, for the above mentioned SRCW staff vacancies, to the Department of Women and Child Development, Housing Board Complex, Opposite to LIC Building, New Saram, Puducherry-13 is 16.03.2020.

//By Order//


(S.YESVANTHAIYAH)
DIRECTOR

Terms and Conditions for Candidates:

- The positions are purely temporary, time bound and co-terminus with the scheme or earlier depending on the performance.
- The appointment will be terminated either with the termination of the scheme or even before at the discretion of the competent authority.
- The Department of Women and Child Development, Puducherry will have no liability, whatsoever, for the persons recruited under the scheme.
- The Competent Authority reserves the right to fill up or not to fill up the posts as notified in this advertisement.
- No TA/DA will be paid to attend the interview.
- Canvassing/political pressure in any form will render the candidate disqualification for the position.
- The decision of the Department of Women and Child Development will be final and binding on all aspects.
- Merely conformity to the job requirement will not entitle a candidate to be called for interview/considered for appointment, the committee reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number of candidates to be called for interview. The recruitment process can be cancelled / suspended/ terminated without assigning any reasons.
- In order to regulate the number of candidates to be called for interview, if so required, the Department of Women and Child Development, Puducherry reserves the right to raise the minimum standards/criteria or to relax the minimum eligibility criteria/standards.
- Preference may be given to women.

----- X -----


DIRECTOR
Dept. of Women &
Child Development
Puducherry