



**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**  
**HOUSING BOARD COMPLEX (Opp. to LIC), NEW SARAM, PUDUCHERRY-13**  
**PH.NO.0413-2244964 / 2242621 / 2243181**

No. 180423/DWCD/DD (WD)/HUB/A6/2023

Date: 17.07.2023

**NOTIFICATION**

**RECRUITMENT FOR FILLING UP OF VARIOUS POSTS IN PUDUCHERRY STATE /DISTRICT HUB FOR EMPOWERMENT OF WOMEN, PUDUCHERRY**

Applications are invited from the Native/Resident of Union Territory of Puducherry for filling up of various posts in Puducherry State/District Hub for Empowerment of Women, Puducherry on contract for a period of one year under Centrally Sponsored Scheme of **Samarthya, sub scheme of Mission Shakti**. Ministry of Women and Child Development, Government of India.

The details of posts to be filled are as follows:

**PUDUCHERRY STATE / DISTRICT HUB FOR EMPOWERMENT OF WOMEN**

Name of the Posts	No. of Posts	Remuneration Per month (approximate)
State Mission Coordinator	01	Rs.45000/-p.m
Gender Specialist	02	Rs.36000/-p.m
Research & Training Specialist	02	Rs.33000/-p.m
Accounts Assistant	01	Rs.20000/-p.m
Office Assistant with Computer Knowledge	01	Rs.20000/-p.m
Multi Tasking Staff (MTS)	01	Rs.12000/-p.m

Name of the Posts	No. of Posts	Remuneration Per month (approximate)
District Mission Coordinator	1	Rs.35000/- p.m
Gender Specialist	2	Rs.30000/-p.m
Specialist in Financial Literacy	1	Rs.23000/-p.m
Accounts Assistant	1	Rs.20000/-p.m
DEO for PMMVY Work	1	Rs.20000/-p.m
MTS	1	Rs.12000/-p.m

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

**The online google form can be accessed and submitted:**

<https://presenter.jivrus.com/p/1JgTpV21BgtLF7yM9m6RXp15-XWewfC6sW-L5Mmb7244>



Last date for submission of online application is **05.08.2023**

*P. Muthu Meena*  
17/7/23  
**(P.MUTHU MEENA)**  
**DIRECTOR**

**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**  
**HOUSING BOARD COMPLEX (Opp. to LIC)**  
**NEW SARAM, PUDUCHERRY-13**  
**PH.NO.0413-2244964 / 2242621 / 2243181 (Ext – 303/304)**

No. 180423/DD (WD)/SHEW/A6/CSS/2023

Date: 17.07.2023

**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 & Samarthya, sub schemes of Mission Shakti**. Ministry of Women and Child Development, Government of India.

**UT PUDUCHERRY HUB FOR EMPOWERMENT OF WOMEN**

Name of the Posts	Qualifications & Experience prescribed by MWCD	No. of Posts	Remuneration Per month (approximate)
State Mission Coordinator	<ul style="list-style-type: none"> <li>➤ Post Graduate preferably in Social Sciences/life Sciences/Nutrition/Health Management/ Social Work/Rural Management.</li> <li>➤ Experience of at least 3 years of working with the Government/Non – Government organizations in related Domain.</li> </ul>	01	Rs.45000/-p.m
Gender Specialist	<ul style="list-style-type: none"> <li>➤ Post graduate preferably in Social Work/other social disciplines.</li> <li>➤ Experience of at least 3 years of working with the Government/Non – Government organizations in gender focused themes.</li> </ul>	02	Rs.36000/-p.m
Research & Training Specialist	<ul style="list-style-type: none"> <li>➤ Post graduate preferably in Social Work/other social disciplines.</li> <li>➤ Experience of at least 3 years of working with the Government/Non – Government organizations in training and research on women related development work.</li> </ul>	02	Rs.33000/-p.m
Accounts Assistant	<ul style="list-style-type: none"> <li>➤ Graduate/Diploma in accountant/other disciplines having accounts as a subject.</li> <li>➤ Experience of at least 3 years of working with the Government/Non – Government organizations in related domain.</li> </ul>	01	Rs.20000/-p.m
Office Assistant with Computer Knowledge	<ul style="list-style-type: none"> <li>➤ Graduate with at least diploma in computer/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 organizations.</li> </ul>	01	Rs.20000/-p.m
Multi Tasking Staff (MTS)	<ul style="list-style-type: none"> <li>➤ 10<sup>th</sup> Class pass under 10+2 system from any recognized board.</li> </ul>	01	Rs.12000/-p.m



**DISTRICT LEVEL HUB FOR EMPOWERMENT OF WOMEN**

Position	Qualifications & Experience	No.of Posts	Remuneration (Per Month)
District Mission Coordinator	Graduate preferably in Social Sciences/ Life sciences/ Nutrition/ Health management / Social work/ Rural management. <b>Experience:</b> At least 3 years" experience of working with the Government/Non-Government organizations in related domain.	1	Rs.35000/- p.m**
Gender Specialist	Graduate preferably in social work/ other social disciplines. <b>Experience:</b> At least 3 years" experience of working with the Government/Non-Government organizations in gender focused themes.	2	Rs.30000/-p.m
Specialist in Financial Literacy	Graduate in Economics / Banking / other similar disciplines. Post-graduates will be preferred. <b>Experience:</b> At least 3 years" experience of working with the Government/Non-Government organizations in financial literacy / financial inclusion focused themes.	1	Rs.23000/-p.m
Accounts Assistant	Graduate / diploma in accounts/ other disciplines having accounts as a subject. <b>Experience :</b> At least 3 years" experience of working with the Government/Non-Government organizations in related domain	1	Rs.20000/-p.m
DEO for PMMVY Work	Graduate with working knowledge in computers/ IT etc with a minimum of 3 years experience in data management, process documentation and web-based reporting formats, at state or district level with government or Non-Governmental/ IT-based organizations.	1	Rs.20000/-p.m
MTS	10th class pass under 10+2 system from any recognized board.	1	Rs.12000/-p.m

**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 21- 65 years are eligible for the posts mentioned.
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/1JgTpV21BgtLF7yM9m6RXp15-XWewfC6sW-L5Mmb7244>

5.



6. The online google form can be accessed from 20<sup>th</sup> July, 2023 at 10.00hrs and the duly filled in Google Form shall be submitted through online **on or before 5<sup>th</sup> August, 2023 at 17.00hrs.**
7. The Google Form only need to be submitted and **not to enclose any certificates.**
8. Candidate can apply for a maximum of 2 posts only (both State/District). Submission of more than 2 applications will lead to rejection of both applications.
9. The candidate fulfilling the required qualification and experiences **will only be called for certificate verification and personal interview at the respective District headquarters.**
10. The candidate of one District/Region will not be considered for appointment to another District except the State.
11. The **marks scored at the essential qualification (without arrear/attempt) only be considered for the post and the scored marks should be entered in percentage only and not as Grade.**
12. 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.**
13. Preference would be given to women candidate.



14. No copies of the certificate are to be enclosed at the time of submitting the application.
15. 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.**
16. 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)
17. Certificate Verification Committee (CVC) constituted for the purpose will verify the certificates and experiences of short listed candidates for each category of posts.
18. The remuneration for the retired Government servant would be decided as per Memorandum dated 11.04.2014 (formulation of uniform procedure and guidelines for the engagement of retired Govt. officials) by the Finance Department.
19. The candidate who fulfils the required qualification and specified experiences will only be called for the **certificate verification and personal interview.**
20. **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>**
21. The Experience certificate issued by the NGOs/VOs registered in the NGO DARPAN portal will only be considered for counting the experiences.
22. The experience certificate issued by the NGOs/VOs other than those not registered in the NGO DARPAN will not be considered for recruitment.
23. 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 of the candidate. No paper /written communication will be sent to the candidates.
24. **The appointment will be subject to verification of original certificates and readiness of the candidate to join the post within a month.**
25. 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.
- h. For any enquires/assistance reach us on 0413-2244964 (Ext-303/304) or write to [deputydirectorwd@gmail.com](mailto:deputydirectorwd@gmail.com).

**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 the 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. Director, Department of Women and Child Development, Pondicherry  
- Chairperson
2. Director Social Welfare - Member
3. 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 - Chair
3. Programme Manager/DCPO, ICPS - Member
4. The Assistant, Estt. DWCD - Member
5. The Welfare Officer, In-charge of Mission Shakti - 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	20 <sup>th</sup> July, 2023 at 10.00hrs.
2	Receiving of online Google form	20 <sup>th</sup> July to 5 <sup>th</sup> August, 2023
3	Consolidation of Google Forms	15 Working Days from 16 <sup>th</sup> August, 2023
4	Certificate Verification and personal interview of the short listed candidates	1 <sup>st</sup> Week of September, 2023
5	Calling for Police Verification Certificate	Up to 30 <sup>th</sup> September, 2023
6	Offer of appointment letter	1 <sup>st</sup> Week of October, 2023

  
(P.MUTHU MEENA)  
DIRECTOR