

**UT Administration of Dadra & Nagar Haveli and Damam & Diu**  
**Department of Women and Child Development**  
**C/o. Office of District Child Protection Unit**  
**A -block, 3<sup>rd</sup> Floor, Collectorate**  
**Dadra & Nagar Haveli**  
**Email:- [mskdadranagarhaveli@gmail.com](mailto:mskdadranagarhaveli@gmail.com)**

F.NO.SW/MISSION SHAKTI/DMN/RECRUITMENT/2022-23/13

Date : 01/09/2023

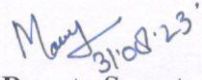
“State Hub for Empowerment of Women” and “District Hub for Empowerment of Women” of the U.T. of Dadra & Nagar Haveli and Daman & Diu under “Mission Shakti” are inviting applications from the interested and eligible candidates from below mentioned posts on purely Short Term Contract Basis to engage the professional staff for State level and District level structure under Mission Shakti (Samarthya).

<b>State Hub for Empowerment of Women (SHEW) for UT of DNH &amp; DD</b>				
Sr. No.	Name of the Post and Salary per Month	No. of Post	Upper Age Limit in Yrs.	Qualification or Specialized Knowledge Experience Required
1	State Mission Coordinator  (Rs. 50,000/-)	1	45	<ul style="list-style-type: none"> <li>• Post-graduate preferably in Social Sciences/ Life sciences/ Nutrition/ Medicine /Health management / Social work/ Rural management.</li> <li>• At least 3 years experience of working with the Government/Non-Government organizations in related domain.</li> </ul>
2	Gender Specialist  (Rs. 34,000/-)	2	40	<ul style="list-style-type: none"> <li>• Postgraduate preferably in social work/ other social disciplines.</li> <li>• At least 3 years experience of working with the Government/Non-Government organizations in gender focused themes.</li> </ul>
3	Research and Training Specialist  (Rs. 25,000/-)	2	45	<ul style="list-style-type: none"> <li>• Graduate preferably in Social work/ other social disciplines.</li> <li>• At least 3 years experience of working with the Government/Non-Government organizations in training and research on women related development work.</li> </ul>
4	Accounts Assistant  (Rs. 28,000/-)	1	45	<ul style="list-style-type: none"> <li>• Graduate / diploma in accounts/ other disciplines having accounts as a subject.</li> <li>• Experience: At least 3 years experience of working with the Government/Non-Government organizations in related domain.</li> </ul>
5	Office Assistant with Computer Knowledge  (Rs. 15,000/-)	1	45	<ul style="list-style-type: none"> <li>• The services could be outsourced to 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-Governmental/ IT based organizations.</li> </ul>
6	MTS  (Rs. 12,000/-)	1	35	<ul style="list-style-type: none"> <li>• 10<sup>th</sup> class pass under 10+2 system from any recognized board</li> </ul>

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District Hub for Empowerment of Women (DHEW) for Dadra & Nagar Haveli , Daman and Diu Districts				
Sr. No.	Name of the Post and Salary per Month	No. of Post	Upper Age Limit in Yrs.	Qualification or Specialized Knowledge Experience Required
1	District Mission Coordinator (Rs. 36,000/-)	1 post for each district	45	<ul style="list-style-type: none"> <li>Graduate preferably in Social Sciences/ Life sciences/ Nutrition/ Medicine /Health management / Social work/ Rural management</li> <li>Experience: At least 3 years" experience of working with the Government/Non- Government organizations in related domain</li> </ul>
2	Gender Specialist (Rs.27,000/-)	2 post for each district	45	<ul style="list-style-type: none"> <li>Graduate in social work/ other social disciplines.</li> <li>Post-graduates will be preferred.</li> <li>Experience: At least 3 years experience of working with the Government/ Non- Government organizations in gender focused theme.</li> </ul>
3	Specialist in Financial Literacy ( Rs.22,000/-)	1 post for each district	45	<ul style="list-style-type: none"> <li>Graduate in Economics / Banking / other similar disciplines. Postgraduates will be preferred.</li> <li>Experience: At least 3 years experience of working with the Government/Non -Government organizations in financial literacy / financial inclusion focused themes.</li> </ul>
4	Accounts Assistant (Rs.20,000/-)	1 post for each district	45	<ul style="list-style-type: none"> <li>Graduate / diploma in accounts/ other disciplines having accounts as a subject.</li> <li>Experience: At least 3 years experience of working with the Government/Non- Government organizations in related domain</li> </ul>
5	DEO for PMMVY Work (Rs. 12,000/-)	1 post for each district	45	<ul style="list-style-type: none"> <li>Graduation 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.</li> </ul>
6	MTS (Rs. 11,000)	1 post for each district	35	<ul style="list-style-type: none"> <li>10<sup>th</sup> class pass under 10+2 system from any recognized board.</li> </ul>

The candidates should submit the detailed Bio-data/Resume in the prescribed format suggested below with a recent passport size photograph, duly self attested by themselves and photocopies of testimonials in support of qualification, experience and age should be sent by RPAD/Courier or by hand on or before 20/09/2023 in sealed cover subscribing in the bold letter application for the post (NAME OF THE POST APPLIED FOR) in the name of Dy. Secretary, (SW/WCD), DNH & DD, C/o. Office of District Child Protection Unit, A -block, 3<sup>rd</sup> Floor, Collectorate, Dadra & Nagar Haveli- 396230.

  
 Director - cum- Deputy Secretary (SW/WCD)  
 DNH & DD

**Note :-**

1. Age relaxation may be given as per the UT Administration of DNH & DD norms.
2. No TA/DA will be provided for attending the interview.
3. Eligible candidates will be informed through Telephonic/SMS/E-mail.
4. If any candidates fulfill the eligibility criteria for more than one post, he or she has to apply separately for the other post.
5. If any candidate found submitted wrong information, the department will take appropriate action against him/her.
6. The department have right to cancel any above-mentioned position interview without any justification.
7. The department will conduct typing test for Sr. No. 5,11.(Minimum Typing Speed of 30 WPM)
8. Applicants are requested to submit a copy of all required documents in respect to the above information along with copy of one identity proof.

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