

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, 3rd Floor, Collectorate
Dadra & Nagar Haveli
Email:- mskdadranagarhaveli@gmail.com

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

Date : 01/09/2023

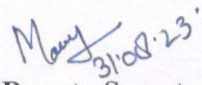
“State Hub for Empowerment of Women” and “District Hub for Empowerment of Women” of the U.T. of Dadra & Nagar Haveli and Daman & Diu under “Mission Shakti” are inviting applications from the interested and eligible candidates from below mentioned posts on purely Short Term Contract Basis to engage the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

State Hub for Empowerment of Women (SHEW) for UT of DNH & DD				
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"> • Post-graduate preferably in Social Sciences/ Life sciences/ Nutrition/ Medicine /Health management / Social work/ Rural management. • At least 3 years experience of working with the Government/Non-Government organizations in related domain.
2	Gender Specialist (Rs. 34,000/-)	2	40	<ul style="list-style-type: none"> • Postgraduate preferably in social work/ other social disciplines. • At least 3 years experience of working with the Government/Non-Government organizations in gender focused themes.
3	Research and Training Specialist (Rs. 25,000/-)	2	45	<ul style="list-style-type: none"> • Graduate preferably in Social work/ other social disciplines. • At least 3 years experience of working with the Government/Non-Government organizations in training and research on women related development work.
4	Accounts Assistant (Rs. 28,000/-)	1	45	<ul style="list-style-type: none"> • Graduate / diploma in accounts/ other disciplines having accounts as a subject. • Experience: At least 3 years experience of working with the Government/Non-Government organizations in related domain.
5	Office Assistant with Computer Knowledge (Rs. 15,000/-)	1	45	<ul style="list-style-type: none"> • 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.
6	MTS (Rs. 12,000/-)	1	35	<ul style="list-style-type: none"> • 10th class pass under 10+2 system from any recognized board

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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"> Graduate preferably in Social Sciences/ Life sciences/ Nutrition/ Medicine /Health management / Social work/ Rural management Experience: At least 3 years" experience of working with the Government/Non- Government organizations in related domain
2	Gender Specialist (Rs.27,000/-)	2 post for each district	45	<ul style="list-style-type: none"> Graduate in social work/ other social disciplines. Post-graduates will be preferred. Experience: At least 3 years experience of working with the Government/ Non- Government organizations in gender focused theme.
3	Specialist in Financial Literacy (Rs.22,000/-)	1 post for each district	45	<ul style="list-style-type: none"> Graduate in Economics / Banking / other similar disciplines. Postgraduates will be preferred. Experience: At least 3 years experience of working with the Government/Non -Government organizations in financial literacy / financial inclusion focused themes.
4	Accounts Assistant (Rs.20,000/-)	1 post for each district	45	<ul style="list-style-type: none"> Graduate / diploma in accounts/ other disciplines having accounts as a subject. Experience: At least 3 years experience of working with the Government/Non- Government organizations in related domain
5	DEO for PMMVY Work (Rs. 12,000/-)	1 post for each district	45	<ul style="list-style-type: none"> 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.
6	MTS (Rs. 11,000)	1 post for each district	35	<ul style="list-style-type: none"> 10th class pass under 10+2 system from any recognized board.

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, 3rd 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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Application for the Post of _____ Kindly tick 01 from below mentioned Districts: - 1. SHEW 2. DHEW: DISTRICT : - <input type="radio"/> DNH <input type="radio"/> Daman <input type="radio"/> Diu	Paste self-attested recent passport size Photograph
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1.	Applicant's Name	
2.	Father's Name	
3.	Residential Address	
4.	Mobile No.	
5.	Email Id	
6.	Date of Birth	
7.	Age as on last date of Application	_____ Years _____ Months _____ Days

(Tick in the below boxes as applicable)

8.	Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
9.	Caste category (Whether SC/ ST/ OBC)	<input type="radio"/> SC <input type="radio"/> ST <input type="radio"/> OBC <input type="radio"/> EWS <input type="radio"/> GENERAL
10	Marital Status (<input checked="" type="checkbox"/>)	Married / Unmarried
11	Domicile of DNH/Daman/Diu	
12	Educational Qualification	

Sr. No.	Qualification	Board / University	Year of Passing	Mark Obtained out of Total Marks	Percentage
1	SSC				
2	HSC				
3	Diploma in (Prin. Sub: _____)				
4	Graduation in (Prin. Sub: _____)				
5	Post-Graduation in (Prin. Sub: _____)				
6	Professional Qualification				

13. EXPERIENCE						
Sr. No.	Name of the Organization/ Department	Post held	Worked		Pay Scale	Brief of service
			From	To		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
14.	Any other achievements with respect to the applied post:-					

Note: - 1. Candidate should attach supporting documents (*Tick \checkmark in the below boxes as applicable*)

- | | |
|---|---|
| <input type="radio"/> Leaving Certificate | <input type="radio"/> Experience Certificate |
| <input type="radio"/> HSC Mark sheet | <input type="radio"/> Domicile (<i>if applicable</i>) |
| <input type="radio"/> Graduation/Diploma Degree Certificate | <input type="radio"/> SSC Mark sheet |
| <input type="radio"/> Post-Graduation Degree Certificate | <input type="radio"/> Post-Graduation & Graduation Mark Sheet |

2. Application should be filled up by Computerized only in Block Letters.

DECLARATION

I, _____ hereby declare that, I fulfill all the conditions for the engagement to the applied post. I am also aware that the post for which I have applied is contractual in nature and does not have any right for regularization in future in any case.

I declare that, all statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that, in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/engagement is liable to be cancelled.

Dated: -

Place: -

SIGNATURE OF THE CANDIDATE