

संघ प्रदेश दमण एवं दीव प्रशासन / U. T. Administration of Daman & Diu,  
समाज कल्याण विभाग समाहर्तालया / Social Welfare Department, Collectorate  
मोटी दमण- 396 220 / Moti Daman - 396 220.

NO.SW/OSC-DMN/2019-20/178

Dated 30/10/19.

**ADVERTISEMENT FOR WALK IN INTERVIEW**

The Office of the Social Welfare Dept., Daman is conducting a walk in interview from the eligible candidates for below mentioned posts to engage professional staff for the scheme of One Stop Centre (OSC) in Daman district, purely on short term contract basis for period of 11 months:

Sr. No	Details of the post	No. of Post	Pay per Month	Age Limit	Qualification and Criteria
01	<b>Center Administrator</b> (Female only)	01	30,000	45 years	a) Any women having a Law degree/Master in Social Work from a recognized University. b) At least 5 years experience of working on violence against women issues in an administrative set up with a government or non Government Project/Programme. c) At least 1 year experience of counseling either within or outside the same set up.
02	<b>Case Worker</b> (Female only)	01	16,000/-	40 years	a. Any women having a Law degree/Master in Social Work from a recognized University. b. 5 years experience of working on violence against women issues in an administrative set up with a government or non Government Project/Programme.
03	<b>IT Staff</b>	01	14,000/-	Age: below 35 years	a. Graduate with a Diploma in Computer/ IT from a recognized University. • Minimum 3 years of experience in data management, process documentation and web based reporting formats, video conferencing in either at the level of the State/ District/ non-government/ IT based organization.

04	<b>Multi Purpose Helper</b> (Female only)	02	10,000/-	below 40 years	a. 10 <sup>th</sup> passed or above • A person with functional literacy
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Eligible and desirous candidates may come for walk -in - interview for the posts **on 12/11/2019 at 08:30 a.m. in the Chamber of Secretary (Social Welfare), Collectorate, Dholar, Moti Daman-396220** with a copy of Bio Data and Original certificates of their educational qualification and experience along with Photo Copy of the certificates duly self attested. **Document verification will be carried out at Collectorate, Dholar, Moti Daman.** No T.A / D.A shall be paid for attending the interview.

*Ankita Mishra*

उप सचिव (समाज कल्याण)

समाज कल्याण विभाग,

दमण

**Bio-Data for the Post of**

(Application should be neatly typed)

Paste recent Self Attested
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1. Name of Candidate(Full Name) :
2. Father's Name :
3. Present Postal Address :
4. E-mail :
5. Mobile No. :
6. Nationality :
7. Date of Birth (DD/MM/YYYY) : \_\_/\_\_/\_\_\_\_ (Age as on 01/11/2019 \_\_/\_\_/\_\_\_\_)
8. Domicile of Daman/Diu : Yes/No

## Education Qualification:

- Law degree
- Master in Social Work
- Graduate with a Diploma in Computer/ IT

Sr.No	Year	Degree /Diploma/ Course	University/Board	Percentage*

## Eligibility Criteria :-

- **Capable of communicating in local language**
- **Previous experience with Government or non Government organizations**
- **Proficiency with computers for report writing and MIS**

From (Date)	To (Date)	Name of the Organization	Total Experience in Year / Months YY/MM	Responsibility / Project Handled
Total Relevant Experience			_____ Years and _____ Months	

- Any other relevant information:

Declaration:

I, declare that I fulfill all the condition of eligibility of Education Qualification, Experience etc. for the post of\_\_\_\_\_.

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 interview, my candidature / appointment is liable to be cancelled.

Date:

(Signature of Candidate)

The following Certificates / Documents (Self Certified Copied) as application shall be attached with application:

1. SSC Mark Sheet.
2. HSC Mark Sheet.
3. Degree Certificate along with all mark sheet (Semester / Years Wise).
4. Master / Post Graduate Degree Certificate along with all mark sheets. (Semester/ Year Wise)
5. Computer Certificate Course.
6. Experience Certificate.
7. Any other relevant documents.