
GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER,
LAHDC, LEH.
dswoleh@yahoo.com, 01982-252585.

The Deputy Director,
District Recruitment Board,
LAHDC,Leh.

No:- DSWO/ICPS-140/2016/S13-16

Dated:- 29-09-2016.

Subject:- Advertisement for appointment of Contractual staff under Integrated Child Protection Scheme (ICPS).

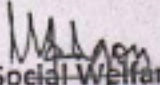
Sir,

Kindly find enclosed herewith two number of advertisement notice regarding appointment of contractual staff under newly implemented scheme "Integrated Child Protection Scheme" (ICPS) for filling up of posts as per the guidelines of the scheme. Application forms/ method of recruitment (qualification) stand finalized with prior approval of administrative department the same are appended herewith.

You are as such requested to disseminate the information for wider publicity amongst the eligible candidates of J&K state. The eligible candidates shall submit their application form in the Office of District Social Welfare Officer of the concern District by or before 20th of October, 2016.

Thanking you sir.

Yours Faithfully,


District Social Welfare Officer,
Leh. 29/9

Copy to the:-

1. Deputy Commissioner/CEO, LAHDC, Leh for information.
- ✓ 2. Technical Director, NIC, Leh for information, and uploading in their website.
3. Assistant Director, Information Leh. He is requested to give wide publicity of the advertisement through its publication in the leading daily newspapers of J&K state, as well as in local newspaper.
4. Station Director, Radio Kashmir Leh for broadcast/announcement of the contents of the above notice in the local news bulletin for information of all concerned.

**Government of Jammu and Kashmir
Social Welfare Department.
Office of the Mission Director Integrated Child Protection Scheme, J&K, Srinagar.**

**Advertisement No. 01 of 2016
Dated:- 22 -09-2016**

Applications on prescribed format are invited from the eligible candidates of J&K State, for contractual appointment of staff under Integrated Child Protection Scheme in each, District as per the detail of posts given below:

Only those candidates shall apply having high degree of motivation and commitment to children's cause as programme of this magnitude and nature requires a team of dedicated professionals to establish and run ICPS successfully. The contractual appointment shall be initially for a period of three years and extendable by further two years on the basis of the performance/appraisal report of the competent authority. Applicants must have essential qualification along with adequate experience in the relevant field and also possess computer knowledge.

The applicants should submit their application forms complete in all respects in the office of District Social Welfare Officer (District Child Protection Officer) of the concerned districts on or before 20th of October, 2016 upto 3.00 PM.

A. Detail of posts to be filled up on contractual basis is as under.

| S. NO | Name of the post | No. of the posts | Salary | Job description | Qualification |
|-------|-----------------------------------|---|-------------------|---|--|
| 1. | Assistant-cum-Data Entry Operator | Two in each district: i) One for Juvenile Justice Board ii) One for Child Welfare Committee Total 22*2 =44 posts in J&K State. | Rs.9000 Per Month | i) Ability to maintain required records and registers ii) Ability to work on MS Office | Essential:- Graduation in Computer Application or Graduation in Computer Sciences, with typing speed of at least 35 words per minute in English on computer Keyboard. |

B. Eligibility/Qualification and other conditions.

The applicant

- Should be permanent resident of the district in which he/she applies for contractual appointment.
- Should possess the requisite qualification for which he/she has applied for.
- Shall have a good moral character.
- Shall be of good health and physique. (Not applicable in case of Person with Disabilities).
- Age as on 01-01-2016 shall not be
 - below 18 years of age.
 - Above
 - 40 years in case of Open Merit
 - 43 years in case of SC/ST/RBA/ALC/OSC candidates.
 - 42 years in case of Physically Challenged candidates.
 - 48 years in case of Ex-Servicemen.
 - 40 years in case of Government Service/Contractual employees.
- Application form received incomplete in any respect shall be rejected without assigning any reason thereof.
- Application forms received after cut-off date shall not be entertained in any case.
- The candidates at the time of interview should be in possession of original documents/certificates. The date of interview shall be notified separately.
- The candidates are requested to be in touch with District Social Welfare Officers of the concerned district with regards to venue and date of interview/short listing etc.

10. The candidates are advised to fill up separate application forms for separate category of posts.

C. Procedure of Selection:

- a. Selection of the candidates shall be made on the basis of overall points/merit secured in the entire selection process as per the weightage assigned in the following manner:
- | | | |
|------|----------------------|-----------------------------------|
| i. | Basic Qualification | 40 Points (on pro rata basis) |
| ii. | Higher qualification | 10 Points (In the relevant field) |
| iii. | Computer Type Test | 30 Points |
| iv. | Via/voce | 20 Points |
| | Total | 100 Points |

Note: In case, more than one candidate have equal weightage of marks, the candidate with past experience of working in Public/Private Sector in the relevant field will be given preference and decision of authority to this effect shall be final.

D. Agreement:

- a) The candidates upon their selection against a particular post shall have to execute an agreement with the employer through medium of a prescribed affidavit duly executed/sworn before learned Judicial Magistrate to the effect that he/she will have no claim/ any right for permanent absorption/regularization in the State Government at any later stage.

E. Documents to be attached:

- I. Self attested photocopies of all academic/technical/degree certificates.
- II. Certificate of experience, if any.
- III. Self attested valid Category Certificate, if any.
- IV. Permanent Resident Certificate.

Mission Director
Integrated Child Protection Scheme, J&K

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Government of Jammu and Kashmir
Social Welfare Department.
Office of the Mission Director Integrated Child Protection Scheme, J&K, Srinagar.

Advertisement No. 02 of 2016

Dated:- 22 -09-2016

Applications on prescribed formats are invited from the eligible candidates of J&K State, for contractual appointment of staff under Integrated Child Protection Scheme in each, District of State as per the detail of posts given below:

Only those candidates shall apply who are having high degree of motivation and commitment to children's cause as programme of this magnitude and nature requires a team of dedicated professionals to establish and run ICPS successfully. The contractual appointment shall be initially for a period of three years and extendable by further two years on the basis of the performance/appraisal report of the competent authority. Applicants must have essential qualification along with adequate experience in the relevant field and also possess computer knowledge, wherever necessary.

The applicants should submit their application forms complete in all respects in the office of District Social Welfare Officer (District Child Protection Officer) of the concerned districts on or before **20th of October, 2016 upto 3.00 PM.**

A. Details of posts to be filled up in each district of State is as under.

| S. NO | Name of the post | No. of the posts | Salary | Job description | Qualification |
|-------|--|---|----------------------|---|--|
| 1. | Protection Officer, Institutional Care | One post for each district of State. Total=22 Posts | Rs.21000/- per month | <ol style="list-style-type: none"> I. Ability to work in a team, excellent oral and written communication skills in English and Local language. II. Knowledge of working with government departments. III. Ability to work on MS-Office with ease. IV. Ability to work with various stakeholders partners in the field. | Post Graduation from a recognized University. Preference shall be given to the candidates with Social Work /Sociology/Home Science/ Child Development as one of the subjects at graduation level and experience in the field of Child Development/Counseling/Care. |
| 2 | Protection Officer, Non-Institutional Care | One post for each district of State. Total=22 Posts | Rs.21000/- per month | <ol style="list-style-type: none"> I. Ability to work in a team, excellent oral and written communication skills in English and Local language. II. Knowledge of working with government departments. III. Ability to work on MS-Office with ease. IV. Ability to work with various stakeholders partners in the field. | Post Graduation from a recognized University. Preference shall be given to the candidates with Social Work /Sociology/Home Science/ Child Development as one of the subjects at graduation level and experience in the field of Child Development/Counseling/Care. |
| 3 | Legal-cum-Probationary Officer | One post for each district of State. Total=22 Posts | Rs.21000/- per month | <ol style="list-style-type: none"> I. Understanding of application of laws related to children II. Knowledge/Experience of working in Juvenile Justice System or with government departments. III. Ability to work with various stakeholders/partners in the field. | LLB from a recognized University. Preference shall be given to the candidates with Sociology/Psychology as one of the subjects at Graduation level and experience in the field of Juvenile Justice/Child Welfare. |
| 4 | Counselor | One post for each district of State. Total=22 Posts | Rs.14000/- per month | <ol style="list-style-type: none"> I. Skill of working at individual and group level. II. Ability to work in a team. III. Ability to work on MS-Office with ease. IV. Ability to work with various stakeholders/partners in the field. | Graduation from a recognized university. Preference shall be given to the candidates with Social Work/Sociology/Home Science/Child Development as one of the subjects and experience in the field of Child Development/Counseling/Care |

| | | | | | |
|---|-----------------------------------|--|----------------------|--|--|
| 5 | Social Worker | Two posts for each district of State. Total=44 posts | Rs.14000/- per month | I. Ability to work on MS-Office. II. Ability to work with various stakeholders/partners in the field. III. Ability to consistently meet reporting deadlines. IV. Ability to travel up to 50% of time essential. | Graduation from a recognized university. Preference shall be given to the candidates with Social Work/Sociology/Home Science/Child Development as one of the subjects and experience in the field of Child Development/Counseling/Care |
| 6 | Accountant | One post for each district of State. Total=22 Posts | Rs.14000/- per month | I. Ability to work on MS-Office II. Ability to maintain various records/registers pertaining to accounts. III. Submitting monthly financial progress as per the approved budget lines. | Graduation from a recognized university. Preference shall be given to the candidates with B.Com degree from a Recognized University. |
| 7 | Data Analyst | One post for each district of State. Total=22 Posts | Rs.14000/- per month | I. Ability to maintain required records and registers. II. Ability to work on MS-Office III. Processing and analyzing of data | Graduation from a Recognized University with one of the subject as Statistics or Economics or Accountancy. |
| 8 | Assistant-cum-Data Entry Operator | One post for each district of State. Total=22 Posts | Rs.10000/- per month | I. Ability to maintain required records and registers. II. Ability to work on MS-Office | Graduation in Computer Application/Sciences or Graduate with at least one year diploma in computer application from a Recognized Institute with typing speed 35 words per minute in English. |
| 9 | Outreach Worker | Two posts for each district of State. Total=44 posts | Rs. 8000/- per month | I. Sensitivity to issues related to community II. Ability to work with individuals groups and community. III. Ability to work as a team member. | Minimum Qualification Matric pass and Maximum 10+2 from J&K State Board of School Education/CBSE or recognized Institution. |

B. Eligibility/Qualification and other conditions.

The applicant

1. Should be permanent resident of the district in which he/she applies for contractual appointment.
2. Should possess the requisite qualification for which he/she has applied for.
3. Shall have a good moral character.
4. Shall be of good health and physique. (Not applicable in case of Person with Disabilities).
5. Age as on 01-01-2016 shall not be
 - c) below 18 years of age.
 - d) Above
 - i. 40 years in case of Open Merit
 - ii. 43 years in case of SC/ST/RBA/ALC/OSC candidates.
 - iii. 42 years in case of Physically Challenged candidates.
 - iv. 48 years in case of Ex-Servicemen.
 - v. 40 years in case of Government Service/Contractual employees.
6. Application form received incomplete in any respect shall be rejected without assigning any reason thereof.
7. Application forms received after cut-off date shall not be entertained in any case.
8. The candidates at the time of interview should be in possession of original documents. The date of interview shall be notified separately.
9. The candidates are requested to be in touch with District Social Welfare Officers of the concerned District (District Child Protection Officer) with regards to venue and date of interview/short listing etc.
10. The candidates are advised to fill up separate application form for separate category of posts.

C. Procedure of Selection:

- Selection of the candidates shall be made on the basis of overall points/merit secured in the entire selection process as per the weightage assigned in the following manner:
- Weightage in respect of Serial No. 1,2,3, 4,5,6 and 7 shall be as under:

| | | |
|------|--------------------------|-------------------------------|
| I. | Basic Qualification | 55 Points (on pro rata basis) |
| II. | Degree in relevant field | 10 Points |
| III. | Experience | 15 Points |
| IV. | Viva Voce | <u>20 Points</u> |
| | Total | <u>100 Points</u> |

- Weightage in respect of Sr. No. 8 (Post of Data Entry Operator) shall be as under:-

| | | |
|------|----------------------|-----------------------------------|
| i) | Basic Qualification | 40 Points (on pro rata basis) |
| ii) | Higher qualification | 10 Points (In the relevant field) |
| iii) | Computer Type Test | 30 Points |
| iv) | Viva/voce | <u>20 Points</u> |
| | Total | 100 Points |

- Weightage in respect of Sr. No. 9 (Post of Outreach worker) shall be as under:-

| | | |
|------|----------------------|-----------------------------------|
| i) | Basic Qualification | 50 Points (on pro rata basis) |
| ii) | Higher qualification | 10 Points (In the relevant field) |
| iii) | Experience | 15 Points |
| iv) | Viva/voce | <u>25 Points</u> |
| | Total | 100 Points |

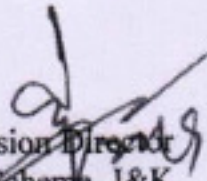
Note: In case, more than one candidate have equal weightage of marks, the candidate with past experience of working in Public/Private Sector in the relevant field will be given preference and decision of authority to this effect shall be final.

D. Agreement:

The candidates upon their selection against a particular post shall have to execute an agreement with the employer through medium of a prescribed affidavit duly executed/sworn before learned Judicial Magistrate to the effect that he/she will have no claim/ any right for permanent absorption/regularization in the State Government at any later stage.

E. Documents to be attached:

- Self attested photocopies of all academic/technical/degree certificates.
- Certificate of experience, if any..
- Self attested valid Category Certificate, if any.
- Permanent Resident Certificate


 Mission Director
 Integrated Child Protection Scheme, J&K