

RECRUITMENT TO SAKHI ONE-STOP CENTRE, SAS NAGAR

1. LIST OF VACANCIES/REQUIRED QUALIFICATIONS

| Sr. No. | Name of the Post (No. of vacancies) | Consolidated Monthly Salary (Tentative) in Rs. | Educational Qualification | Experience/ Other Qualifications | Remarks |
|---------|-------------------------------------|--|---|---|--------------|
| 1. | Centre Administrator (1) | 25,000 | <ul style="list-style-type: none"> • Degree in Law Or • Masters in Social Work | <ol style="list-style-type: none"> 1. Age: 30-45 years on the first of January, 2019. 2. Five years experience of working on violence against women issues in an administrative set-up with a Government or Non-Government project/ programme. 3. One year experience of counselling either within or outside the same set-up with a Government or Non-Government project/ programme. 4. She should be a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre. | Females only |
| 2. | Paralegal Personnel/Lawyer (1) | 16,000 | <ul style="list-style-type: none"> • Degree in Law Or • Masters in Social Science Subject | <ol style="list-style-type: none"> 1. Age: 18-45 years on the first of January, 2019. 2. Paralegal training or knowledge of laws with at least 3 years experience of working within a Government or Non-Government project/ programme on Violence Against Women (VAW) in the District. 3. Candidates with experience of working with District Legal Services Authority (DLSA) will be preferred. | Females only |

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|----|--|--------|--|--|--------------|
| 3. | Case Worker (1 General; 1 SC) | 24,000 | <ul style="list-style-type: none"> Degree in Law Or Masters in Social Work | <ol style="list-style-type: none"> Age: 18-45 years on the first of January, 2019. 3 years experience of working within a Government or Non-Government project/ programme on Violence Against Women (VAW) in the District. She should be a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre. | Females only |
| 4. | IT Staff (1 General; 1 SC) | 15,000 | <ul style="list-style-type: none"> Graduate with Diploma in Computer/IT | <ol style="list-style-type: none"> Age: 18-45 years on the first of January, 2019. Candidates with Master's Degree in IT/Computer Applications will be preferred. Minimum 3 years experience in data management, process documentation and web-based reporting formats, video-conference in an organization. | Female/Male |
| 5. | Counsellor (1) | 15,000 | <ul style="list-style-type: none"> Masters in Social Work/Clinical Psychology | <ol style="list-style-type: none"> Age: 18-45 years on the first of January, 2019. Minimum 3 years experience of working as Counsellor/ Psychotherapist in a reputed Mental Health Institute/ Clinic at District/State Level. | Females only |
| 6. | Multi-Purpose Helper (1 General; 1 SC) | 10,000 | <ul style="list-style-type: none"> Matriculation | <ol style="list-style-type: none"> Age: 18-45 years on the first of January, 2019. Minimum 3 years experience of working as a peon/helper etc. | Females only |

2. TERMS & CONDITIONS:

- a. The Applications may be sent only in the specified proforma downloaded from www.sasnagar.nic.in.
- b. Applications may be received at this Office on or before 08/02/2019, 17:00 Hrs.
- c. Application sent through any other mode except registered post will not be entertained.
- d. Age relaxation of 10 years over and above the upper age limit will be given to SC candidates for the posts reserved for them.

APPLICATION PROFORMA FOR THE RECRUITMENT FOR
SAKHI: ONE STOP CENTRE, SAS NAGAR

AFFIX A RECENT SELF-ATTESTED PASSPORT SIZE PHOTOGRAPH OF THE CANDIDATE

1. Name of the Post Applied for

2. Name of the Candidate (In Capitals)

3. Father's/Husband's Name

4. Date of Birth

5. Gender (M for Male/F for Female)

6. Marital Status (S for Single/M for Married)

7. Postal address

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8. Contact No.

9. Email ID

10. Educational Qualifications (Enclose Photocopies of Certificates as proof)

| Sr. No. | Examination passed/ Degree Obtained | Board/ University | Year of Passing | Maximum Marks | Marks Obtained | %ge | Special Remarks |
|---------|-------------------------------------|-------------------|-----------------|---------------|----------------|-----|-----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |

11. Professional/Work Experience (Enclose documents as proof)

| Sr. No. | Name of the Institution/ NGO/ Office | Post Held | Nature of the Post (Full/Part time/ Contract/ Adhoc/ Regular/ Permanent) | Period of Service | | Total Period of Service (In Completed Years) | Nature of Duty |
|---------|--------------------------------------|-----------|--|-------------------|-----------------|--|----------------|
| | | | | From (dd/mm/yyyy) | To (dd/mm/yyyy) | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |

12. Details of Enclosures

- a.
- b.
- c.

- d.
- e.
- f.
- g.
- h.
- i.

13. DECLARATION: I hereby declare that all the statements made in the application form are true and complete to the best of my knowledge and belief and I have not tried to hide any relevant information. I understand that I would be liable for action against me by the One Stop Centre Management Committee, SAS Nagar, in case I'm found to falsify/misrepresent any information provided herein.

Date:

Place:

(Signature of the candidate)

14. FOR OFFICE USE ONLY

- a. Date of Receipt of the Application in this Office
- b. Registered Post Consignment No.
- c. Diary No. allotted
- d. Received by

(Signature of the Dealing Clerk)