



GOVERNMENT OF SIKKIM
SOCIAL JUSTICE, EMPOWERMENT AND WELFARE DEPARTMENT
(SOCIAL WELFARE DIVISION)
GANGTOK

Dated:- 19.06.2014

EMPLOYMENT NOTICE

Applications are invited from the local Sikkimese candidates for the following posts under Social Justice, Empowerment and Welfare Department. The appointment shall be under State Resource Centre for Women and Purna Shakti Kendra for implementation of National Mission for Empowerment of Women.

STATE RESOURCE CENTRE FOR WOMEN

No	Position	Qualifications & Experience	Consolidated Pay
1.	Project Advisor (1 No.)	<p><u>Essential</u> Master's Degree in Social Work/ Economics/ Women's Studies/ Law/ Governance/any other related field.</p> <p>Minimum experience of 5 years of working on women's issues, with at least 3 years spent in managing and leading projects and teams.</p> <p>Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.</p> <p>Excellent understanding and knowledge of women's issues and policies and programmes of the government at the National and State Level.</p> <p><u>Desirable</u> Ph.D. in the relevant field.</p> <p>Previous experience of working with the government on policy issues.</p> <p>Previous publications, articles and papers on the area of expertise, with particular emphasis on women.</p> <p>Knowledge of monitoring and evaluation techniques as well as conducting impact assessment studies.</p> <p><u>General Condition</u> Involves extensive travel within the State. Age of candidate should be between 40-50 years.</p>	Rs. 50000/- p.m

2.	State Coordinator (1 No)	<p><u>Essential</u> Master's Degree in Social Work/ Economics/ Women's Studies/ Law/ Governance/any other related field.</p> <p>Minimum experience of 3 years of working on women's issues.</p> <p>Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.</p> <p>Experience in the livelihood sector, including exposure to the microfinance sector.</p> <p><u>Desirable</u> Previous experience of working with the government.</p> <p><u>General condition</u> Involves extensive travel within the state. Maximum age limit of 45 years.</p>	Rs. 35000/- p.m
3.	Assistant Coordinator (2 Nos.)	<p><u>Essential</u> Master's Degree in Social Work/ Economics/ Women's Studies/ Law/ Governance/any other related field.</p> <p>Minimum experience of 3 years of working on women's issues.</p> <p>Must have computer knowledge and ability to work in various MS Office packages.</p> <p><u>One of the Assistant coordinator's has to be an expert in Training and Capacity Building while the other will be an expert in health and nutrition.</u></p> <p>Experience of working in the areas of training and capacity building.</p> <p>Experience of working in the health and nutrition sector.</p> <p><u>Desirable</u> Previous experience of working with the government.</p> <p><u>General condition</u> Involves extensive travel within the state. Maximum age limit of 45 years.</p>	Rs. 25000/- p.m.
4	Research Officer (1 No.)	<p><u>Essential</u> Master's Degree in Social Work/ Economics/ Women's Studies/ Law/ Governance/any other related field.</p> <p>Minimum experience of 3 years in Research field.</p> <p>Must have computer knowledge and ability to work in various MS Office, data analysis packages like SPSS,STATA etc.</p>	Rs. 25000/- p.m.

		<u>Desirable</u> Previous experience of working with the government. <u>General condition</u> Involves extensive travel within the state. Maximum age limit of 45 years.	
5.	Data Entry Operator (1No.)	<u>Essential</u> Graduate in any discipline Typing speed of 30 wpm is essential. Minimum work experience of 3 years. <u>Desirable</u> Diploma in computer applications. Managing computer systems and hardware. <u>General condition</u> Maximum age limit of 35 years.	Rs. 10000/- p.m.
6.	Peon (1 post)	Class VIII Pass	Rs. 5000/- p.m

POORNA SHAKTI KENDRA

1. District Convergence and Facilitation Centers(DCFC)

No.	Position	Qualifications & Experience	Consolidated Pay
1.	District Coordinator (1 No.)	<u>Essential</u> Master's Degree in Social Work/ Economics/ Women's Studies/ Law/ Governance/ any other related field. Minimum experience of 3 years of working on women's issues. Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages. Good understanding and knowledge of women's issues and policies and programmes of the government. Good communication skills in public relations, public dealing, information dissemination etc. <u>Desirable</u> Previous experience of working with the government. <u>General condition</u> Involves extensive travel within the district. Maximum age limit of 45 years.	Rs. 22000/- p.m

2.	Data Entry Operator (2 Nos.)	<p><u>Essential</u> Graduate with a minimum of 3 years experience.</p> <p>Good communication skills in public relations, public dealing, information dissemination etc.</p> <p>Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.</p> <p><u>Desirable</u> Diploma in computer applications.</p> <p><u>General condition</u> Maximum age limit of 35 years.</p>	Rs. 8000/- p.m.
3.	Support Staff(Peon) 1post	Class VIII Pass	Rs. 5000/- p.m.

2. Tehsil/Block Convergence and Facilitation Centre(TCFC/BCFC)

No.	Position	Qualifications & Experience	Consolidated Pay
1.	Tehsil Coordinator	<p><u>Essential</u> Graduate with 3 years work experience in development sector. Resident of the same block.</p> <p>Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.</p> <p>Good communication skills in public relations, public dealing, information dissemination etc. Must have means of mobility and communication.</p> <p><u>General condition</u> Involves extensive travel within the district. Maximum age limit of 45 years.</p>	Rs. 10000/- p.m.
2.	Support staff (Peon) 1 post	Class VIII Pass	Rs. 4000/- p.m.

3. Village Convergence and facilitation Centre (VCFC)

No.	Position	Qualifications & Experience	Consolidated Pay
1.	Village Coordinator (2 Nos.)	<u>Essential</u> Atleast class Xth Pass/12 th Class pass Resident of same Gram Panchayat. Good communication skills in public relations, public dealing, information dissemination etc. <u>General condition</u> Maximum age limit of 45 years.	Rs. 4000/- p.m

The above manpower shall be appointed subject to the following conditions.

1. They shall be on contract basis for a period of one year on consolidated pay, as prescribed by the Government of India.
2. Preference will be given to women candidates in some of the posts based on merit.
3. The above appointment shall not confer any right for regularization in future and they should not bring or attempt to bring any outside influence to bear interest for regularization.
4. The services of all the employees appointed under State Resource Center for Women and Poorna Shakti Kendra shall be terminated at any time in the event of non-availability/release of fund by the Government of India.
5. The post like Tehsil Coordinator shall be posted in the Block Level Office and Village Coordinator shall be posted at the village level.
6. The candidates shall be selected through interview/oral test or any other method as deemed fit.
7. The candidates fulfilling the above eligibility criteria as prescribed against each post shall only apply.
8. The candidates possessing Master Degree in Sociology will not be considered for appointment. Hence, the candidate having Master Degree in Social Work scan only apply.
9. A candidate must be in good health and free from any physical defect likely to interfere with the discharge of his/her duties.

The interested candidates fulfilling the eligibility criteria may submit their RESUME on or before 14th July, 2014. No application received after the above stipulated date shall be entertained. The venue and the date of the interview shall be notified in due course of time.

The candidate shall enclose the following documents while submitting RESUME:-

1. Mark sheet and Certificate of Degree from a recognized University alongwith Class X Pass Certificate/Mark sheet/Admit Card containing date of birth of the applicant;
2. Local Employment Card;
3. Sikkim Subject Certificate/Certificate of Identification as the case may be;
4. No Objection Certificate from the Secretary/Heads of Department in case of any temporary employee serving in Government Department;
5. Experience Certificate;
6. No TA/DA shall be admissible for attending the interview.

(K.B.Pradhan)
Joint Secretary to the Government
(Social Welfare Division)
Social Justice, Empowerment and Welfare Department