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APPLICATION FORM FOR THE POST OF _____

1.	Name of the Candidate (in Capital Letters)	
2.	Gender	
3.	(a) Date of Birth (Proof to be attached)	
	(b) Age as on 10.07.2018	
4.	Marital Status	
5.	Name of the Parent / Guardian / Husband	
6.	Nationality	
7.	Education Qualification with passing month, year, class, starting from most recent, in a separate sheet. (Certificate Copy to be attached)	
8.	Experience if any with number of years, starting from most recent, in a separate sheet. (Certificate Copy to be attached) (i) Government (ii) Private	
9.	Address for Communication	
10.	Contact Numbers (mobile / landline)	

11.	E-mail Address	
12.	Other Certification / Workshops / Trainings Undertaken	

It is certified that:

- a. The information furnished in the application form and enclosed documents is correct.

Signature of the Candidate

Place :

Date :

Note: Filled in applications with relevant enclosures / documents duly self attested to be sent to the below address so as to reach on or before 30 of July, 2018 by 5:45 p.m. Applications received after the above date will summarily rejected. Original Certificates should not be sent along with the application. The envelope may be superscribed with "Application for the post of _____ @ District Social Welfare Office, Kanchipuram.

**District Social Welfare Officer,
O/o District Social Welfare Office,
No.43, Gandhi Nagar 2nd Street,
Near Indian Overseas Bank,
Kanchipuram – 631 501.**

ELIGIBILITY CRITERIA FOR THE PERSONELL OF ONE STOP CENTRE

NAME OF THE POST	NO OF THE POST	CONSOLIDATED SALARY	ELIGIBILITY CRITERIA
OSC CENTRE ADMINISTRATOR	1	Rs.30,000/-	Any women having a Law degree/ Masters in Social Work with at least 5 years experience of working of violence against women issues in an administrative setup with a Government or Non-Government project/programme and preferably with at least 1 years experience of counseling either within or outside the same setup. She should be a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre. She will be residential staff attached to OSC.
CASE WORKER I	1	Rs.12,000/-	Any women having a Law degree / Master in Social Work with at least 3 years experience of working on violence against women issues in a Government or Non-Government project/programme. She should be a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre. Case workers will work in shifts to provide 24 hour service at OSC.
CASE WORKER II	1	Rs.12,000/-	Any women having a Law degree / Master in Social Work with at least 3 years experience of working on violence against women issues in a Government or Non-Government project/programme. She should be a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre. Case workers will work in shifts to provide 24 hour service at OSC.
IT STAFF	1	Rs.18,000/-	Any person who is a graduate with a diploma in computers / IT etc with a minimum of 3 years of experience in data management, process documentation and web based reporting formats, video conferencing in either at the level of state/ district/ Non-Governmental / IT based organization
MULTI-PURPOSE HELPER	1	Rs.6,400/-	Any person who is literate with at least 3 years of experience of working as a helper, peon etc.