

Requirement/Vacancy(Corrigendum)

In context of requirement published in Hindustan daily newspaper on 9 Dec'22, Extension of 15 days period is provided for inviting application from eligible candidates (ex-employees, who worked on various positions as on 30 Nov 2022 at WECD Uttarakhand engaged by any source are being given preference) through **outsourcing** against remaining vacant posts under '**Mission Shakti**' scheme for WECD Uttarakhand at State & District level. Details of vacant posts, required qualification & eligibility criteria may be viewed at official website website <https://wecd.uk.gov.in> & also at District Program Office of all districts.

Applications (with all necessary documents as per required eligibility criteria) are requested by email only at email: creativeservices.ua@gmail.com Time limit: 24 Dec'2022 to 07 Jan'23 upto 5 PM
Contact Nos: 7454842472, 9528032799

REQUIRED QUALIFICATION & ELIGIBILITY CRITERIA OF POSTS UNDER MISSION SHAKTI (*State Level*)

Sr.	Name of Post	Scheme	Essential Qualification and Experience
1	State Mission Coordinator	<i>SHEW</i>	Post-graduate preferably in Social Sciences/ Life sciences/ Nutrition/ Medicine /Health management / Social work/ Rural management Experience: At least 3 years experience of working with the Government/Non-Government organizations in related domain.
2	Gender Specialist	"	Postgraduate preferably in social work/ other social disciplines Experience: At least 3 years experience of working with the Government/Non-Government organizations in gender focussed themes
3	Accounts Assistant	"	Graduate / diploma in accounts/ other disciplines having accounts as a subject. Experience: At least 3 years experience of working with the Government/Non-Government organizations in related domain.
4	Office Assistant with computer knowledge	"	The services could be outsourced to any person who is a graduate with atleast diploma in computers/ IT etc with a minimum of 3 years experience in data management, process documentation and web-based reporting formats, video conferencing at state or district level with government or Non-Governmental/ IT-based organizations.
5	MTS	"	10th class pass under 10+2 system from any recognised board.
6	Helpline Administrative	<i>181 Women Helpline</i>	Any woman having a Masters in Law/ Social Work/ Sociology/Social Science/Psychology with at least 5 years experience of working on women related relevant domains in an administrative set-up with a Government or Non-Government project/programme and preferably with at least 1-year experience of counselling either within or outside the same set-up. • She should be preferably a resident of the local community so that local human resource and expertise is utilised for effective functioning of the centre.
7	Call responder	"	Can be outsourced to any women having good communication skills in Hindi, English and / or regional languages and having requisite qualifications and experience of working on telecom / web based relevant systems.
8	IT supervisor	"	The IT services could be outsourced to any person who is a graduate with at least diploma in computers/ IT etc with a minimum of 3 years experience in data management, process documentation and web-based reporting formats, video conferencing at state or district level with government or Non-Governmental/ IT-based organizations.
9	Multi-purpose Staff	"	The multi-purpose activity could be outsourced to any person who is literate with knowledge / experience of working in the relevant domain
10	Security Guard/ Night Guard	"	The services could be outsourced to any person having at least 2 years experience of working as security personnel in a government or reputed organization at the district/ state level. He/ she should preferably be retired military / para-military personnel.

REQUIRED QUALIFICATION & ELIGIBILITY CRITERIA OF POSTS UNDER MISSION SHAKTI (*District Level*)

Sr.	Name of Post	Scheme	Essential Qualification and Experience
1	District Mission Coordinator	<i>DHEW</i>	Graduate preferably in Social Sciences/ Life sciences/ Nutrition/ Medicine /Health management / Social work/ Rural management Experience: At least 3 years experience of working with the Government/Non-Government organizations in related domain.
2	Gender specialist	"	Graduate in social work/ other social disciplines. Post-graduates will be preferred. Experience: At least 3 years experience of working with the Government/Non-Government organizations in gender focussed themes
3	Specialist in financial literacy	"	Graduate in Economics / Banking / other similar disciplines. Post-graduates will be preferred. Experience: At least 3 years experience of working with the Government/Non-Government organizations in financial literacy / financial inclusion focussed themes.
4	Accounts Assistant	"	Graduate / diploma in accounts/ other disciplines having accounts as a subject. Experience: At least 3 years experience of working with the Government/Non-Government organizations in related domain.
5	DEO for PMMVY Work	"	Graduation with working knowledge in computers/ IT etc with a min of 3 years experience in data management, process documentation and web-based reporting formats, at state or district level with government or Non-Governmental/ IT-based organisation.
6	MTS	"	10th class pass under 10+2 system from any recognised board.
7	Central Administrator	<i>OSC</i>	Any woman having a Masters in Law/ Social Work/ Sociology/Social Science/Psychology with at least 5 years experience of working on women related relevant domains in an administrative set-up with a Government or Non-Government project/programme and preferably with at least 1 yr exp of counselling either within or outside the same setup. • She should be preferably a resident of the local community so that local human resource and expertise is utilised for effective functioning of the centre.
8	Case Worker	"	Any woman having a Bachelor in Law/ Social Work/Sociology/Social science/ Psychology with at least 3 years experience of working on women related relevant domains 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 utilised for effective functioning of the centre.
9	Psycho-social Counsellor	"	The service could be outsourced to any woman having professional degree / diploma in psychology / psychiatry / neurosciences with a background in health sector and preferably with at least 3 years experience of working within a Government or Non-Government health project/programme at the district level.
10	Office Assistant with computer knowledge	"	The services could be outsourced to any person who is a graduate with at least diploma in computers/ IT etc with a minimum of 3 years experience in data management, process documentation and web-based reporting formats, video conferencing at state or district level with government or Non-Governmental/ IT-based organizations.
11	Multipurpose Staff/ Cook	"	The multi-purpose activity could be outsourced to any person who is literate with knowledge / experience of working in the relevant domain. High School pass or equivalent will be preferred.
12	Security Guard/ Night Guard	"	The services could be outsourced to any person having at least 2 years experience of working as security personnel in a government or reputed organization at the district/ state level. He/ she should preferably be retired military / para-military personnel.

Honorarium Structure for Mission Shakti Scheme :

Sr. Posts	Scheme Name	Net Honorarium (In Hand)	EPF Contribution	ESI Contribution	GST Dedudction	Gross/ Billing Amount
1 Helpline Adminsitrative	181 Women Helpline	24722.00	3750.00	0.00	5338.98	35000
2 Call responder	"	9459.00	2364.75	378.36	2288.10	15000
3 IT supervisor	"	15949.00	3750.00	637.96	3813.52	25000
4 Multi-purpose Staff	"	8560.01	2140.00	342.40	2070.64	13574
5 Security Guard/ Night Guard	"	8560.01	2140.00	342.40	2070.64	13574
6 State Mission Coordinator	SHEW	28788.50	3750.00	0.00	6101.52	40000
7 Gender Specialist	"	27975.50	3750.00	0.00	5949.06	39000
8 Accounts Assistant	"	10720.35	2680.09	428.81	2593.22	17000
9 Office Assistant with computer knowledge	"	10720.35	2680.09	428.81	2593.22	17000
10 MTS	"	8560.01	2140.00	342.40	2070.64	13574
11 District Mission Coordinator	DHEW	19860.00	3750.00	794.40	4576.23	30000
12 Gender specialist	"	15949.00	3750.00	637.96	3813.52	25000
13 Specialist in financial literacy	"	19078.00	3750.00	763.12	4423.73	29000
14 Accounts Assistant	"	10720.00	2680.00	428.80	2593.13	17000
15 DEO for PMMVY Work	"	10720.00	2680.00	428.80	2593.13	17000
16 MTS	"	8560.01	2140.00	342.40	2070.64	13574
17 Central Administrator	OSC	24722.00	3750.00	0.00	5338.98	35000
18 Case Worker	"	12612.00	3153.00	504.48	3050.80	20000
19 Psycho-social Counsellor	"	13873.00	3468.25	554.92	3355.83	22000
20 Office Assistant with computer knowledge	"	10720.00	2680.00	428.80	2593.13	17000
21 Multipurpose Staff/ Cook	"	8560.01	2140.00	342.40	2070.64	13574
22 Security Guard/ Night Guard	"	8560.01	2140.00	342.40	2070.64	13574

List of Posts Vacant at Mission Shakti

S.No.		Scheme Name	Name of Post	Vacant Nos.	Placing at
01	1	181 Women Helpline	Helpline Adminsitrative	01	Dehradun 181 Women Helpline
	2		IT Supervisor	01	
	3		Multi-purpose Staff	01	
02	1	SHEW (State Hub)	State Mission Coordinator	01	Dehradun
	2		Gender Specialist	02	
	3		Accounts Assistant	01	
	4		Office Assistant with computer knowledge	01	
	5		MTS	01	
3	1	DHEW (District Hub) (in All 13 Districts) Dehradun Haridwar Pauri Tehri Chamoli Uttarkashi Rudraprayag U.S. Nagar Nainital Almora Pithoragarh Champawat Bageshwar	District Mission Coordinator	01	District DPO Office
	2		Gender specialist	01	
	3		Specialist in financial literacy	01	
	4		Accounts Assistant	01	
	5		DEO for PMMVY Work	01	
	6		MTS	02	

List of Posts Vacant at One Stop Centre (OSC)

Sr.	Scheme	District	Name of Post	Vacant Nos.	Placing at	
1	OSC (One Stop Centre)	Champawat	Psycho-social Counsellor	01	OSC Champawat	
2			Multi Purpose Staff/ Cook	01		
3			Security Guard/ Night Guard	01		
4		Dehradun	Center Administrative	01	OSC Dehradun	
5			Psycho-social Counsellor	01		
6			Office Assistant with Computer knowledge	01		
7			Multi Purpose Staff/ Cook	02		
8		Security Guard/ Night Guard	02			
9		Bageshwar	Center Administrative	01	OSC Bageshwar	
10			Psycho-social Counsellor	01		
11			Case Worker	01		
12			Office Assistant with Computer knowledge	01		
13			Multi Purpose Staff/ Cook	02		
14		Security Guard/ Night Guard	01			
15		Uttarkashi	Center Administrative	01	OSC Uttarkashi	
16			Psycho-social Counsellor	01		
17		Almora	Center Administrative	01	OSC Almora	
18			Psycho-social Counsellor	01		
19			Case Worker	01		
20			Office Assistant with Computer knowledge	01		
21			Multi Purpose Staff/ Cook	01		
22		Security Guard/ Night Guard	02			
23		U.S. Nagar	Center Administrative	01	OSC U.S. Nagar	
24			Psycho-social Counsellor	01		
25			Case Worker	01		
26			Office Assistant with Computer knowledge	01		
27			Multi Purpose Staff/ Cook	01		
28		Security Guard/ Night Guard	01			
29		Haridwar	Center Administrative	01	OSC Haridwar	
30			Psycho-social Counsellor	01		
31			Case Worker	01		
32			Multi Purpose Staff/ Cook	02		
33		Security Guard/ Night Guard	01			
34		Rudraprayag		Psycho-social Counsellor	01	OSC Rudraprayag
35		Tehri	Center Administrative	01	OSC Tehri	
36			Psycho-social Counsellor	01		
37			Office Assistant with Computer knowledge	01		
38			Multi Purpose Staff/ Cook	01		
39		Security Guard/ Night Guard	02			
40		Pithoragarh	Center Administrative	01	OSC Pithoragarh	
41			Multi Purpose Staff/ Cook	01		
42			Security Guard/ Night Guard	01		
43		Pauri	Psycho-social Counsellor	01	OSC Pauri	
44			Case Worker	01		
45			Office Assistant with Computer knowledge	01		
46			Multi Purpose Staff/ Cook	01		
47		Security Guard/ Night Guard	01			
48		Chamoli		Psycho-social Counsellor	01	OSC Chamoli
49		Nainital	Center Administrative	01	OSC Nainital	
50			Psycho-social Counsellor	01		
51			Case Worker	01		
52			Multi Purpose Staff/ Cook	02		
53			Security Guard/ Night Guard	02		

To,

HR Manager
M/s Creative Services

Subject : Declaration regarding application for Employment through outsourcing.

Sir/Madam,

I _____ S/o / D/o Sh. _____

Aged about ____ years, resident of _____

District _____, State _____ hereby declare that :

1. I am submitting my application/request letter* to apply for work as outsource employee under your outsource company. I am applying for the post _____ under 'Mission Shakti' scheme at WECD Uttarakhand in _____ District; for which I find myself eligible according to educational qualification & eligibility criteria given for this post & willing to do the job in prescribed honorarium as per outsourcing rules.
2. Earlier I had worked in the post of _____ under _____ scheme through _____ at _____ from date ___/___/_____ to ___/___/_____ for ___ years.
3. ***I am hereby attaching all required documents viz. detailed updated bio-data, Aadhar, passport photo, Marksheets & Certificates of all educational qualification, professional qualification, Required Experience Certificate/appreciation letter, Domicile & other necessary documents. I am also submitting mandatory 'Experience Certificate of working upto 30.11.2022 at WECD Uttarakhand' (issued by DPO).***
4. All the documents attached by me are 'color scan' of my original documents and/or self attested.
5. I will present original/supporting papers & any additional documents as & when required by you.
6. All the information given/ submitted by me is correct, authentic, true & valid.
7. I am fully aware that this post/service is purely on outsourcing basis & could be terminated at any time by the principal employer (WECD Uttarakhand).

I further submit that I shall only be responsible for any corrupt/non-readable/duplicate/wrong documents uploaded/attached by me; & also know that any wrong fact/ invalid documents submitted by me or not presenting the required necessary documents may lead to rejection of my application.

Sincerely Yours

Date: _____

_____ (Signature)

Place: _____

Name : _____

Contact No.: _____

Address: _____

Email_id: _____

*** Application must be submitted before 07.01.2023 upto 5 PM by email: creativeservices.ua@gmail.com**