

Directorate of Women and Child Development, Himachal Pradesh
Cedar Home, Brent Wood Estate, Himland, Shimla-171001,
Phone No. 0177-2622033, 2623113

Advertisement

Applications are invited from eligible candidates for the post of **Specialist Gender, Training and Research Officer, Research Officer (one each)** to be filled up in “**State Resource Centre for Women**” under the **Directorate of Women and Child Development**, HP set up under **Centrally Sponsored Mahila Shakti Kendra Scheme purely on Contract basis and on fixed salaries**. The applications alongwith all requisite documents should reach this office by 26.06.2020 before 5:00 P.M. Details of post-wise eligibility criteria for each post, application form and documents to be enclosed with application form can be seen on the Department Website <http://wcdhp.nic.in>.

These posts will be filled up initially for a period of one year in the first instance and the tenure may be extended keeping in view the conduct and performance of the appointees. These posts are co-terminus with **the Mahila Shakti Kendra Scheme (Centrally Sponsored)**. Once the scheme is discontinued by the Government of India or the grants under the scheme are stopped, the posts shall automatically stand abolished and the services of the appointees shall also stand terminated. The services can also be terminated earlier if the conduct and work is not found satisfactory. No TA/DA or any charges shall be paid to the candidates for interview.



**Director (Women and Child Development)-Cum-
Vice President (HP State Resource Centre for Women)**

Annexure-A

**Application Form for the Post of to
be filled up in HP State Resource Centre for Women under Centrally Sponsored
Mahila Shakti Kendra Scheme.**

Paste your
recent
Photograph here

1. Personal Information:

- a) Name:
- b) Father's/Husband's/ Spouse's Name:
- c) DOB/as per Matriculation Certificate:
- d) Permanent Address:

e) Address for Correspondence :

f) Contact No:

g) Email Id:

2. Details of Academic/Professional Qualification:

Sr. No.	Course/Degree (with subjects)	University/Board	Year of passing	Max. Marks	Marks obtained	/Percenta ge
1						
2						
3						
4						
5						
6						

3. Working Experience:

Sr.No	Institution/Department/ Organization etc.	Designation	Duration of Working	Working Area/Field	Attach Experience Certificate from the concerned Department / Agency
1					
2					
3					
4					

Note: 1. Please attach self attested photocopies of all testimonials / certificates in support of qualification, working experience, etc.

2. Also attach Character Certificate issued by the Executive Magistrate/ Tehsildar.

Declaration

I hereby declare that the above information is true/ correct to the best of my knowledge and I understand that in case of any false information, my candidature is liable to be cancelled.

Place:

Date:

Signature of the candidate

Sr. No	Post	No. of Post	Remuneration per month consolidated	Duration of Contract	Age limit	Basis of Filling-up of Posts	Responsibility	Qualification
1.	Specialist Gender	1	Rs. 36,750/- per month	One year extendable based on performance appraisal	Age between 35 to 45 years.	Purely on Contract with Resource Centre for Women till receipt of Grant-in-Aid from G.O.I.	Coordinate with NRCW for research and knowledge base on critical issues impacting women/girl child including building common mandates with the States to address gender concerns priority and all activities concerning government schemes and programmes.	<u>Essential</u> Master's Degree in Social Work/Sociology/Economics /Women's Studies/Law/ Public Administration /any other related field. Minimum experience of One year in working on women's issues and public Health Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages, and Data Analysis packages like SPSS, STATA.

						<p>Undertake any other activity as may be required to further the aims and objectives of SRCW.</p> <p>Should be prepared to travel extensively.</p>	<p><u>Desirable</u></p> <p>Previous experience of working with the Government.</p> <p><u>General Condition</u></p> <p>Knowledge of customs, manners and dialect of Himachal Pradesh. Involves extensive travel within the state.</p>
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Sr. No	Post	No. of Post	Remuneratio n per month consolidated	Duration of Contract	Age limit	Basis of Filling-up of Posts	Responsibility	Qualification
2	Training and Research Officer	1	Rs. 26250/- per month	One year extendable based on performance appraisal	Age between 30 to 45 Years	Purely on Contract with Resource Centre for Women till receipt of Grant-in-Aid from G.O.I.	Collaborate with NRCW for strengthening training and capacity building activities related to different domain areas such as livelihoods, health, Gender Budgeting /mainstreaming, Education awareness building etc. including training of village coordinators. Undertake any other activity as may be required to further the aims and objectives of SRCW. Should be prepared to travel extensively	<u>Essential</u> Master's Degree in Social Work/Economics/Women's Studies /Law/Public Administration/ Bachelor of Business Administration in HR or any other related field. Minimum experience of one year in the training and capacity building on issues related to women. Good knowledge of computers and ability to work in MS Office packages. Working knowledge of Spreadsheet and presentation packages.

Sr. No	Post	No. of Post	Remuneration per month consolidated	Duration of Contract	Age limit	Basis of Filling-up of Posts	Responsibility	Qualification
	Research Officer	1	Rs. 26,250/- per month	One year extendable based on performance appraisal	Age between 30 to 45 years	Purely on Contract basis with Society till receipt of Grant- in Aid from G.O.I	Collate and document Gender disaggregated data relating to various sectorial areas like health, education etc., particularly with regard to women.	<u>Essential</u> Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/ any other related field.
							Undertake empirical as well as desk-based studies to review implementation of gender sensitive health policies and programmes.	Minimum experience of 2 years in Research field.
							Generate ideas/ themes to undertake research studies to studies in framing policies and	Must have computer knowledge and ability to work in various MS Office, SPSS, STATA etc. <u>Desirable</u> Previous experience of working with the

