

**Commissionerate of Women and Child Development,
Maharashtra State**

28, Queen's Garden, Near Old Circuit House, Pune 411 001(Maharashtra)
Phone : 020-26330040 Email: commissionerwcd@ymail.com

No.CWCDP/WD/MSK/Recruitments/2019-2020/

Date: February, 2020

Vacancy Circular

Hiring of personnel for the Mahila Shakti Kendra (MSK) under the Umbrella Scheme Pradhan Mantri Mahila Shashaktikaran Yojana(PMMSY).

Ministry of Women and Child Development has set up a scheme to provide interface for rural women to approach the government for availing their entitlements and for empowering them through awareness generation, training and capacity building. Student volunteers will encourage the spirit of voluntary community service and gender equality. These student volunteers will serve as “agents of change” and have lasting impact on their communities and the nation.

The Scheme Mahila Shakti Kendra is envisaged to work at various levels, While, National level (domain based knowledge support) and State level (State Resources Centre for Women) structures will provide technical support to the respective governments on issues related to women, the District and Block level Centres will provide support to MSK and also give a foothold to women empowerment shemes including Beti Bachao Beti Padhao(BBBP).

State Resource Centre for Women (SRCW) is meant for the State Level setup based in Pune, Maharashtra. District Level Centre for Women (DLCW) will be setup in 26 districts of Maharashtra (these districts are Beed, Jalgaon, Ahmednagar, Buldhana, Aurangabad, Washim, Kolhapur, Osmanabad, Sangli, Jalna, Hingoli, Solapur, Pune, Parbhani, Nashik, Latur, Mumbai Suburb, Mumbai City, Yavatmal, Thane, Nagpur, Raigad, Amaravati, Ratagiri, Nandurbar and Gadchiroli). Block level initiative will cover in 4 Aspirational Districts of Nandurbar, Osmanabad, Washim and Gadchiroli.

For the above purpose Commissionerate of Women and Child Development seeks to hire a team of personnels with expertise in the specific technical areas to provide technical and management support in the implementation of the project. Details of the positions are as follows:

(For State Resource Centre for Women (SRCW) based in Mumbai Maharashtra)

S.1 No.	Name of the Position	No. of Positions	Consolidated remuneration per month (Rs.)	Terms of Reference
1	State Project Coordinator	1	52,500	Annexure-1
2	Specialist Gender	1	36,750	Annexure-2
3	Research Officer	1	26,250	Annexure-3
4	Training and Research Officer	1	26,250	Annexure-4
5	Assistant	1	15,750	Annexure-5

For District Level Centre for Women-DLCW following total 03 positions for each district of Beed, Jalgaon, Ahmednagar, Buldhana, Aurangabad, Washim, Kolhapur, Osmanabad, Sangli, Jalna, Hingoli, Solapur, Pune, Parbhani, Nashik, Latur, Mumbai Suburb, Mumbai City, Yavatmal, Thane, Nagpur, Raigad, Amaravati, Ratagiri, Nandurbar and Gadchiroli).

S.1 No.	Name of the Position	No. of Positions	Consolidated remuneration per month (Rs.)	Terms of Reference
6	Women Welfare Officer	1	35,000	Annexure-6
7	District Coordinator	2	20,000	Annexure-7

Duration and type of contract:

All above positions are purely on contractual basis coterminous with the project period. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.

Separate Application Form to be filled for each position and separate application fees has to be paid online @ Rs.100/- (Rupees Hundred only) for each such application.

Only online applications from eligible candidates for the aforesaid positions is invited along with copies of the certificates/Mark sheet of essential qualification and experience. No offline application or application submitted in office by hand/ sent by post will be received. No any application sent by email will not be considered.

Instructions for filling the application form/s and Terms and Conditions of services are mentioned in **Annexure-8** and it will be applicable to all candidates. List of documents to be attached (upload) are shown in **Annexure-9**.

Applications received incomplete or after the due date will not be considered. The Commissionerate of Women and Child Development reserve the right to reject any or all applications without assigning any reason.

(Dr.Hrishikesh B.Yashod)
I.A.S.
Commissioner,
Women and Child Development,
Maharashtra State, Pune.

Name of Position: State Project Coordinator

Essential Qualification and experience:

- Graduation in relevant field with at least 60% marks.
- Masters in the field of Social Work / Humanities/Social Science/ or any relevant Master Degree with at least 60% marks.
- Minimum 5 years work experience in women related issues with a reputed organization.
- 03 years experience of working on Project or Group leadership and Management relating to women issues with a reputed organisation.
- Salary last drawn within last three months of date of application should be 5%± of Rs.52,500/-
- Capable for communicating in the local language / dialet effectively.
- Good oral and written communication skills both in English and Marathi.
- Proficiency with computers for report writing and MIS.
- Age limit of 45 to 50 years.

Desirable:

- PhD. Doctorate in relevant subject.
- Planning and organizational skills that result in successful implementation and follow through on project-based work.
- Experience in planning and strategy development.
- Demonstrated ability to work in a multi-disciplinary team environment, taking initiative and delivering quality inputs within the time-limits.

Duration and type of contract:

The position of State Project Coordinator is purely on contractual basis coterminous with the project period. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.

Remuneration and payment terms:

Consolidated remuneration will be Rs.52,500/- per month. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.

Name of Position: Specialist Gender

Essential Qualification and experience:

- Graduation in relevant field with atleast 60% marks.
- Masters in the field of Social Work /Humanities/Social Science/ or any relevant Master Degree with atleast 60% marks.
- Minimum 01 year work experience on women's problems and Public Health with a reputed organisation.
- Last Salary drawn within last three months of date of application should be 5% \pm of Rs.36,750/-
- Capable for communicating in the local language / dialet effectively.
- Good oral and written communication skills both in English and Marathi.
- Proficiency with computers for report writing and MIS.
- Age limit of 35 to 45 years.

Desirable:

- Planning and organizational skills that result in successful implementation and follow through on project-based work.
- Experience in planning and strategy development.

Duration and type of contract:

The position of Specialist Gender is purely on contractual basis coterminous with the project period. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.

Remuneration and payment terms:

Consolidated remuneration will be Rs.36,750/- per month. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.

Name of Position: Research Officer

Essential Qualification and experience:

- Graduation in relevant field with atleast 60% marks.
- Masters in the field of Social Work /Humanities/Social Science/ or any relevant Master Degree with atleast 60% marks.
- Minimum 03 years experience in Research and Capacity building on women related issues with reputed organisation
- Last Salary drawn within last three months of date of application should be 5% ± of Rs.26,250/-
- Capable for communicating in the local language / dialet effectively.
- Good oral and written communication skills both in English and Marathi.
- Ability to work on computer in MS Office, Data Analysis Packages- SPSS STATA etc. Proficiency with computers for report writing and MIS.
- Ability to analyse on various aspects of women related issues and analyse the data/MIS and convert into policy.
- Age limit upto 45 years.

Desirable:

- Planning and organizational skills that result in successful implementation and follow through on project-based work.
- Experience in planning and strategy development.

Duration and type of contract:

The position of Research Officer is purely on contractual basis coterminous with the project period. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.

Remuneration and payment terms:

Consolidated remuneration will be Rs.26,250/- per month. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.

Name of Position: Training & Research Officer

Essential Qualification and experience:

- Graduation in relevant field with atleast 60% marks.
- Masters in the field of Social Work /Humanities/Social Science/ or any relevant Master Degree with atleast 60% marks.
- Minimum 03 years experience in Research and Capacity building on women related issues with reputed organisation.
- Last Salary drawn within last three months of date of application should be 5% \pm of Rs.26,250/-
- Capable for communicating in the local language/dialet effectively.
- Good oral and written communication skills both in English and Marathi.
- Ability to work on computer in MS Office, Data Analysis Packages- SPSS STATA etc. Proficiency with computers for report writing and MIS.
- Ability to analyse on various aspects of women related issues and analyse the data/MIS and convert into policy.
- Age limit upto 45 years.

Desirable:

- Ability to design training programs based on the schematic data and other available material and to deliver trainings on various levels.
- Planning and organizational skills that result in successful implementation and follow through on project-based work.
- Experience in planning and strategy development.

Duration and type of contract:

The position of Training and Research Officer is purely on contractual basis coterminous with the project period. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.

Remuneration and payment terms:

Consolidated remuneration will be Rs.26,250/- per month. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.

Name of Position: Assistant

Essential Qualification and experience:

- Commerce graduate with atleast 60% marks.
- Minimum 03 years experience of work in Non-Government, Government or Private Institution with reputed organisation
- Last Salary drawn within last three months of date of application should be 5% \pm of Rs.15,750/-
- Capable for communicating in the local language / dialet effectively.
- Good oral and written communication skills both in English and Marathi.
- Ability to work on computer in MS Office, excel, power point etc. Proficiency with computers for report writing and MIS.
- Age limit upto 35 years.

Desirable:

- Knowledge of administrative system and procedures, maintaining financial records, accounting software will be an added advantage.

Duration and type of contract:

The position of Asssitant is purely on contractual basis coterminous with the project period. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.

Remuneration and payment terms:

Consolidated remuneration will be Rs.15,750/- per month. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.

Name of Position: Women Welfare Officer

Essential Qualification and experience:

- Graduation in relevant field with atleast 60% marks.
- Masters in the field of Social Work /Humanities/Social Science/ or any relevant Master Degree with atleast 60% marks.
- Previous experience of working with reputed Civil Society Organisation
- Last Salary drawn within last three months of date of application should be 5% \pm of Rs.35,000/-
- Well versed with the issues related to women in the district.
- Capable of communicating in the local language/dialect and effectively liaison with district officials.
- Good oral and written communication skills both in English and Marathi.
- Ability to analyse on various aspects of women related issues and analyse the data/MIS and convert into policy.
- Age limit upto 35 years.

Desirable:

- Preferably women and resident of same district.
- Planning and organizational skills that result in successful implementation and follow through on project-based work.
- Experience in planning and strategy development.

Duration and type of contract:

The position of Women Welfare Officer is purely on contractual basis coterminous with the project period. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.

Remuneration and payment terms:

Consolidated remuneration will be Rs.35,000/- per month. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.

Name of Position: District Coordinator

Essential Qualification and experience:

- Graduation in relevant field with atleast 60% marks.
- Masters in the field of Social Work /Humanities/Social Science/ or any relevant Master Degree with atleast 60% marks.
- Previous experience of working with reputed Civil Society Organisation
- Last Salary drawn within last three months of date of application should be 5% \pm of Rs.20,000/-
- Well versed with the issues related to women in the district.
- Capable of communicating in the local language/dialect and effectively liaison with district officials.
- Good oral and written communication skills both in English and Marathi.
- Ability to analyse on various aspects of women related issues and analyse the data/MIS and convert into policy.
- Age limit upto 35 years.

Desirable:

- Preferably women and resident of same district.
- Planning and organizational skills that result in successful implementation and follow through on project-based work.
- Experience in planning and strategy development.

Duration and type of contract:

The position of District Coordinator is purely on contractual basis coterminous with the project period. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.

Remuneration and payment terms:

Consolidated remuneration will be Rs.20,000/- per month. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.

Annexure - 8

अर्ज भरण्याबाबत सूचना:

१. महिला शक्ती केंद्र या केंद्र शासन पुरस्कृत योजनेअंतर्गत महाराष्ट्र राज्यात महिलांसाठी राज्यस्तरीय माहिती केंद्र (चडकऱ) साठी ५ पदे आणि महाराष्ट्रातील निवडक २६ जिल्हास्तरावरी महिलांसाठी जिल्हास्तरीय केंद्र (ऋक्कऱ) साठी प्रत्येक जिल्हयात महिला कल्याण अधिकारी ०१ पद आणि जिल्हा समन्वयक ०२ पदे तात्पुरत्यास्वरुपात कंत्राट पध्दतीद्वारे भरावयाची आहेत.
२. राज्यस्तरीय माहिती केंद्र (चडकऱ) साठी भरावयाची ५ पदे ही सध्यस्थितीत मुंबई साठी असतील तथापी राज्यस्तरीय माहिती केंद्र (चडकऱ) चे कार्यालय भविष्यात मुंबई येथुन पुणे किंवा राज्यातील इतर ठिकाणी स्थलांतरीत झाल्यास राज्यस्तरावरील पदांसाठी निवड झालेल्या उमेदवारांना त्या ठिकाणी कार्य करावे लागेल.
३. अर्ज केवळ ऑनलाईन पध्दतीनेच भरावयाची आहेत. ऑफलाईन किंवा हस्तेपोहोच किंवा डाकेद्वारे कोणत्याही प्रकारचे अर्ज स्विकारले जाणार नाहीत. ईमेलद्वारे प्राप्त झालेले अर्ज विचारात घेतले जाणार नाहीत.
४. अर्ज भरतांना दिलेल्या सूचना व्यवस्थीत वाचून अर्ज भरावा. अर्धवट भरलेले, चुकलेले अर्ज कोणत्याही परिस्थितीत ग्राह्य धरले जाणार नाहीत.
५. ऑनलाईन अर्ज भरतांना उमेदवाराने त्याची ओळख सांगण्यासंदर्भात सादर केलेले आधार कार्ड किंवा इतर प्रमाणपत्रामध्ये तफावत आढळुन आल्यास किंवा नावात फेरबदल असलेले एकापेक्षा अधिक आधार कार्डचा वापर करुन अर्ज सादर केल्याचे निदर्शनास आल्यास अशा अर्जदारांची उमेदवारी रद्द करण्यात येईल व अशा अर्जदारांस एश्टुड्ट थ्व्द्वद्व केले जाऊ शकेल यांची नोंद घ्यावी.
६. ऑनलाईन अर्ज भरतांना उमेदवाराने अर्जासोबत जोडलेले(द्वद्वथ्व्द्वद्व) केलेले कागदपत्र हे त्याने अर्जात नमुद केलेली शैक्षणिक पात्रता, अनुभव इत्यादींशी सुसंगतच असावेत. अर्जात भरलेली माहिती आणि त्याच्या पुष्टयार्थ जोडलेले(द्वद्वथ्व्द्वद्व केलेले) प्रमाणपत्र/दस्तावेज विसंगत असल्यास तसेच अनावश्यक कागदपत्र, छायाचित्र(ऋक्कऱ) किंवा इतर कोणतेही विसंगत असे दस्तावेज जोडल्यास(द्वद्वथ्व्द्वद्व केल्यास) असे अर्ज अपात्र ठरविण्यात येतील व असे उमेदवार कायदेशीर कारवाईस देखील पात्र असतील याची नोंद घ्यावी.
७. ऑनलाईन अर्जामध्ये उमेदवाराने स्वतःचा कार्यान्वीत असलेला भ्रमणध्वनी क्रमांक आणि ईमेल आयडी नोंदविणे आवश्यक आहे. उमेदवारांचे अर्ज प्राप्त झाल्यानंतर पुढील प्रक्रियेबाबतच्या सूचना या संकेतथळावर अथवा उमेदवारांच्या ईमेलद्वारे किंवा भ्रमणध्वनी(गृडलथ्व्द्व) द्वारे कळविण्यात येतील.
८. ऑनलाईन अर्जामधील चिन्हांकीत सर्व बाबी पुर्ण भरणे आवश्यक राहिल. माहिती पुर्ण न भरल्यामुळे अर्ज भरण्याची प्रक्रीया पुर्ण न झाल्यास त्याची सर्वस्वी जबाबदारी संबंधीत उमेदवारांची असेल.
९. एका पदापेक्षा जास्त पदांसाठी अर्ज भरावयाचा असल्यास प्रत्येक पदासाठी वेगळा अर्ज भरावा लागणार आहे आणि अशा प्रत्येक पदासाठी भरलेल्या प्रत्येकी अर्जासाठी रु.१००/- शुल्क ऑनलाईन पध्दतीनेच भरणे आवश्यक आहे.
१०. प्रत्येक पदासाठी नमुद केलेली शैक्षणिक पात्रता, अनुभव व इतर अटीची पुर्तता होत नसल्यास असे अर्ज अपात्र ठरविण्यासत येतील.

११. ऑनलाईन अर्ज पुर्ण भरुन आवश्यक ते शुल्क ऑनलाईन पध्दतीने यशस्वीरित्या भरणा झाल्यानंतरच अर्ज सबमीट होणार आहे याची उमेदवारांची नोंद घ्यावी.
१२. ऑनलाईन अर्ज यशस्वीरित्या सबमीट झाल्यानंतरच प्रत्येक उमेदवारांस त्याच्या अर्जनिहाय युनिक आयडी प्राप्त होणार आहे. तसेच सादर झालेल्या अर्जाची प्रिंट काढण्याची व्यवस्था याद्वारे केलेली आहे.
१३. एकदा निवड झाल्यानंतर कोणत्याही परिस्थितीत जिल्हा किंवा पद बदलता येणार नाही.
१४. सदरची भरती प्रक्रियेत अथवा पदांमध्ये फेरबदल तसेच भरती प्रक्रिया काही अपरिहार्य कारणास्तव स्थगित अथवा रद्द करण्याचे अधिकार मा.आयुक्त, महिला व बाल विकास, महाराष्ट्र राज्य, पुणे यांचेकडे राखुन ठेवण्यात येत आहेत.

उमेदवारांसाठीच्या अटी व शर्ती खालील प्रमाणे असतील.

१. महिला शक्ती केंद्रासाठीची सर्व पदे संपुर्णतः कंत्राटी तत्वार व तात्पुरत्या स्वरूपाची ११ महिने किंवा योजना कार्यान्वीत असेल यापैकी जे आधी घडेल या मुदतीकरीता असतील. कराराची मुदत संपल्यावर कंत्राटी तत्वावर कार्यरत व्यक्तीचा सदर पदावर कोणताही हक्क राहणार नाही.
२. सदरची नियुक्ती ही करारपध्दतीने असल्यामुळे संबंधीतास शासनाच्या कोणत्याही संवर्गात सेवा समावेशनाबाबत/सामावून घेण्याबाबतचे व नियमित सेवेचे इतर कोणतेही लाभ मिळणे अनुज्ञेय असणार नाहीत.
३. सदरची पदे ही ११ महिन्यांच्या करार तत्वावरील व अस्थाई स्वरूपाची असल्याने संबंधीतास शासनाच्या कोणत्याही संवर्गात सेवा समावेशनाबाबत / सामावून घेण्याबाबत न्यायालयात दाद मागता येणार नाही त्याबाबत रु.१००/- च्या स्टॅम्प पेपरवर बंधपत्र / हमीपत्र नियुक्तीच्या वेळी सादर करणे आवश्यक राहिल.
४. अधिकारी / कर्मचारी शारिरीक, मानसिक व आरोग्याच्या दृष्टीने सक्षम असावा तसेच प्रस्तावीत सेवेसाठी त्याच्याकडे आवश्यक क्षमता असावी.
५. नियुक्त करण्यात आलेल्या कंत्राटी कर्मचा-यांचा कराराचा कालावधी ११ महिने पुर्ण झाल्यानंतर आणि योजना कार्यान्वीत असल्यास सदरचा कालावधी संपल्यानंतर कर्मचा-यांच्या कामकाजाचे मुल्यमापन करुन पुढील ११ महिन्यांकरीता करार कालावधीमध्ये वाढ करण्याचा अंतिम अधिकार राज्यस्तरावर नियुक्ती प्राधिकरणाचा आणि जिल्हास्तरावर संबंधीत जिल्हाधिकारी यांचा राहिल.
६. करार कालावधी मध्ये वाढ झाल्यास पुनश्च करारनामा करणे बंधनकारक राहिल. नियुक्तीच्या कालावधीत पदनिहाय दिलेल्या कर्तव्य व जाबदा-या पार पाडण्याची जबाबदारी ही संबंधीत व्यक्तीची राहिल व त्याबाबत रु.१००/- च्या स्टॅम्प पेपरवर बंधपत्र / हमीपत्र नियुक्तीच्या वेळी सादर करणे आवश्यक राहिल.
७. नियुक्ती प्राधिकारी यांना विशेष परिस्थितीत कोणत्याही वेळी सदरचा कंत्राटी सेवा समाप्त करण्याचा अधिकारी राहिल.
८. नियुक्त झालेला अधिकारी / कर्मचारी हा त्याच्यावर सोपविलेली जबाबदारी पार पाडण्याच्या कामात व्यत्यय निर्माण होईल अशा कोणत्याही व्यवसायीक व इतर कामात गुंतलेला नसावा.
९. करार पध्दतीवरील नियुक्त कर्मचा-यास कार्यालयात प्राप्त होणारी प्रकरणे, कागदपत्रे व साधनसामुग्री याबाबत गोपनीयता पाळणे बंधनकारक राहिल. अशा गोपनीयतेचा भंग झाल्याचे निदर्शनास आल्यास आवश्यक ती कार्यालयीन / कायदेशीर कारवाई करण्यात येईल.

१०. उमेदवाराविरुद्ध भारतातील कोणत्याही पोलीस ठाण्यात गुन्ह्याची नोंद नाही याबाबत स्वसाक्षांकीत हमीपत्र द्यावे लागेल. याबाबत मागाहून काही खुलासा झाल्यास किंवा तशी नोंद आढळून आल्यास उमेदवाराची नियुक्ती तात्काळ रद्द करण्यात येईल.
११. सेवा सोडायची असेल तर १ महिना अगोदर लेखीस्वरूपात अर्ज सादर करावा लागेल किंवा एक महिन्याचे मानधन द्यावे लागेल.
१२. सेवेत नियुक्त अधिकारी / कर्मचारी यांना कार्यालयीन कामकाजाच्या वेळेव्यतिरिक्त कार्यालयीन कामकाजाची व्याप्तीनुसार अधिकचा वेळ काम करावे लागेल तसेच कार्यालयीन कामकाजानिमित्त संपुर्ण जिल्ह्यात / राज्यात / देशात प्रवास करावा लागल्यास तो करावा लागणार आहे.
१३. नियुक्त अधिकारी / कर्मचारी यांच्या ताब्यात असलेल्या कार्यालयीन मालमत्तेची योग्य काळजी त्यास घ्यावी लागेल, सदर मालमत्तेचे त्यांच्याकडून नुकसान झाल्यास संबंधीत अधिकारी / कर्मचा-यांकडून त्याची नुकसान भरपाई घेण्यात येईल.

Annexure-9

LIST OF DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM (Self Attested Copy)
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- 1 Graduation Marks Sheet & Degree Certificate
- 2 Post Graduation Marks sheet & Degree Certificate
- 3 Experience Certificate on letter head of organisation.
- 4 Last Pay Certificate / Salary Slip (not more than 90 days old)
- 5 Copy of bank passbook in which salary is deposited
- 6 Age Certificate - SSC Certificate.
- 6 Domicile Certificate. Should be of relevant district.

LIST OF ADDITIONAL DOCUMENTS (IF ANY)

- 1 PhD Certificate
- 2 MS-CIT Certificate
- 3 Tally Certificate
- 4 Typewriting Certificate

Any other (if any)

(Dr.Hrishikesh B.Yashod)
I.A.S.
Commissioner,
Women and Child Development,
Maharashtra State, Pune.