



F.No. 1-1/OSC/CN/2018-19/80
**OFFICE OF THE CHAIRPERSON
(DEPUTY COMMISSIONER)
ONE STOP CENTRE
NICOBAR DISTRICT
CAR NICOBAR**

Car Nicobar, dated 19th May, 2021

VACANCY NOTICE

**APPOINTMENT OF VARIOUS POSTS FOR ONE STOP CENTRE NICOBAR,
PURELY ON CONTRACT BASIS**

Sl. No.	Designation	Consolidated Pay	Age	Education Qualification
1.	Centre Administrator (01 No.)	Rs. 40,000/- per month	Not above 35 years	Essential: <ul style="list-style-type: none">Any woman having a Law Degree (or)Masters in Social WorkMinimum 5 years experience of working on violence against women issues in an administrative setup with a Government or Non-Government Project / ProgrammeDiploma in Computer Applications. Desirable: <ul style="list-style-type: none">1-2 years Work Experience in Counselling.Capable of communicating in Local Language.
2.	Case Worker (01 No.)	Rs. 30,000/- per month	Not above 35 years	Essential: <ul style="list-style-type: none">Any woman having a Law Degree (or)Masters in Social WorkMinimum 3 years experience of working on violence against women issues in an administrative setup with a Government or Non-Government Project / ProgrammeDiploma in Computer Applications. Desirable: <ul style="list-style-type: none">Well versed in Counselling to the women who are in need.Capable of communicating in Local Language.
3.	Legal Counselor (01 No.)	Rs. 35,000/- per month	Not above 35 years	Essential: <ul style="list-style-type: none">Graduate in Law. (or)Graduate in Social Science with para legal training or knowledge of laws.Minimum 3 years experience of working within a Government or

				Non-Government Project / Programme on VAW at the district. <ul style="list-style-type: none"> • Diploma in Computer Applications. Desirable: <ul style="list-style-type: none"> • Capable of communicating in Local Language.
4.	Psycho-social Counselor (01 No.)	Rs. 20,000/- per month	Not above 35 years	Essential: <ul style="list-style-type: none"> • Any woman having a post graduate degree in Social work/ Clinical psychology. • Minimum 3 years of experience of working as Counselor/Psychotherapist in a reputed Mental Health Institute/ Clinic at the district/ State level. • Diploma in Computer Applications. Desirable: <ul style="list-style-type: none"> • Capable of communicating in Local Language.
05	IT staff (01 No.)	Rs. 15,000/- per month	Not above 35 years	Essential: <ul style="list-style-type: none"> • Graduate with a Diploma in computers / IT etc. • Minimum 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-government/ IT based organization Desirable: <ul style="list-style-type: none"> • Capable of communicating in Local Language.
06	Multi-Purpose Helper (01 No.)	Rs. 10,000/- per month	Not above 35 years	Essential: <ul style="list-style-type: none"> • Matriculation Pass Desirable: <ul style="list-style-type: none"> • 3 years work experience as peon / helper in Govt. • Capable of communicating in Local Language.

Document to be procured during the submission of Application

Original Mark sheet and Certificates in support of education qualifications (Eg, Degree Certificate, Mark sheet), Employment Card, Aadhaar card, Computer Certificate, Experience certificate, etc.

General Information:

1. Interested candidate may apply to Office of the Child Development Protection Officer, Nicobar District, Car Nicobar Pin: 744301, directly or by speed post or can send their application in the prescribed format with necessary documents by email (ID: -osccarnic@gmail.com or icdscarnic@gmail.com) by send postal service/email.

2. Engagement of above posts are purely on contractual basis for a period of 11 months which is likely to be extended on mutual consent and this does not confer any right / privilege for regular appointment or continuity of service in the department.
3. Interested candidate shall be ready to work in remote / hard area and when directed also may have to travel to remote / hard areas and when required.
4. The Deputy Commissioner (N), A&N Administration, reserves the right to terminate the engagement of contract without assigning any reason thereof after serving one month notice or by paying one month salary one without serving any notice or reason. Similarly, the incumbent shall have to give a notice of month before he/ she may decide to resign from the post or deposit a month's salary in lieu of the same.
5. In case of any clarification / queries, candidates are requested to contact on 03193-265121 / 9476004354.
6. IN CASE IT IS DETECTED AT ANY STAGE OF SELECTION THAT A CANDIDATE DOES NOT FULFILL THE ELIGIBILITY NORMS AND / OR THAT HE/SHE HAS FURNISHED ANY INCORRECT/FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACTS, HIS OR HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF HIS SHORT COMING IS/ARE DETECTED EVEN AFTER SELECTION HIS OR HER SERVICES ARE LIABLE TO BE TERMINATED ANY REASON HEREOF.

How to Apply:

- I. All aspirant candidates for the posts of One Stop Centre should submit their application in the prescribed Performa addressed to the Office of the Child Development Project Officer.
- II. The candidate applied for the posts shall be shortlisted on merit basis for selection of eligible candidate.
- III. The merit list will be prepared on the basis of the weight-age / marks fixed as below:

Name of the Post	Essential Qualification		Knowledge of Computer	Interview
	Academic	Experience		
Centre Administrator, Case Worker, Legal Counselor, Psycho-social Counselor, IT Staff, Multi-Purpose Helper	As per the qualification specified for designation Weightage - 40 marks	Weightage - 20 marks	Minimum 1 Year Computer Course Weightage - 10 marks	Weightage - 30 marks

- IV. To make the whole process thoroughly transparent, the candidate should himself/herself do the self-marking of Essential Qualification and Computer knowledge as per following method and fill in the application form:

➤ **Essential Qualification (Academic):**

$$\frac{\text{Marks obtained} \times \text{Weightage marks}}{\text{Maximum marks}}$$

➤ **Essential Qualification (Experience):**

No. of Month of Experience x Weightage marks

Required experience in Month

THE MAXIMUM MARKS FOR EXPERIENCE SHALL BE 20. MARKS FOR EXPERIENCE
IF MORE THAN ESSENTIAL MONTH SHALL BE 20 ONLY.

➤ **Knowledge of Computer:**

Duration of Computer course (in month) x Weightage marks

12

THE MAXIMUM MARKS FOR EXPERIENCE SHALL BE 10. MARKS FOR COMPUTER
COURSE IF MORE THAN ESSENTIAL MONTH SHALL BE 10 ONLY.

V. Last date of receipt of application is 15/06/2021 till 4:30 PM.

Jocelyn
10/05/21
Nodal Officer (OSC)
CDPO, ICDS (TP)
Car Nicobar
dk

PROFORMA

APPLICATION FOR THE POST OF

- 1. Full Name in Block Letter :
- 2. Date of Birth :
- 3. Father's/Husband's Name :
- 4. Mailing Address with Contact No. :

Affix Passport size
recent photo

- 5. Permanent Address with Contact No. :

- 6. Email ID :
- 7. Marital Status :
- 8. Category (SC/ST/OBC/General) :
- 9. Education Qualifications :
(Proof to be enclosed)

Examination / Degree (Fill only the higher qualification sought for the post)	Name of the Board/Collage/University	Year of Passing	Marks		
			Full Marks	Marks Scored	Calculated Marks (Weightage 40)

- 10. Experience
(Proof to be enclosed)

Name of the Employer	Designation	Nature of Duties	Duration in Month	Calculated Marks (Weightage 20)
			Total	

(Use separate sheet if necessary)

- 11. Computer Knowledge
(Proof to be enclosed)

Name of the Computer Course	Duration in Month	Calculated Marks (Weightage 10)

DECLARATION

I do hereby declare that the information given above is true, complete and correct to the best of my knowledge and brief. I understand that in the event of / any information stated above being false or incorrect or my intelligibility being detected after the test/ appointment, my candidature/ appointment is liable to be cancelled/ terminated.

Place:

Date:

(Signature of the Candidate)