



**THE ADMINISTRATION UNION TERRITORY OF LADAKH
DIRECTORATE OF SOCIAL & TRIBAL WELFARE**

Email directorsocialwelfareladakh@gmail.com

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Dated: 15 /05/2023

**ADVERTISEMENT NOTICE FOR VARIOUS CONTRACTUAL APPOINTMENT UNDER
DEPARTMENT OF SOCIAL & TRIBAL WELFARE, UT LADAKH 2023-24**

1. Applications are invited for filling up of various posts under Mission Vatsalya, Mission Shakti and Mission Poshan 2.0. The details of the posts and qualification against each are tabulated as under accordingly.
2. Age limit for all position is between 18 to 45 years as on 30th April 2023.
3. Applications may be addressed to the Director, Social/Tribal Welfare UT of Ladakh Civil Secretariat Leh.
4. The application form along with requisite document shall be submitted to this office, either by hand /post or mail on ID stw-ladakh@ladakh.gov.in within 14 days of publication of this notification.

S. No	Post Name	Location	No. of Post	Remuneration (in Rs.) per month	Qualification	Assessment Parameters
A) Mission Vatsalya						
i) State Child Protection Society (SCPS)						
1	Program Manager	Leh	1	46,340	i. Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University ii. 3 Years of experience in project formulation/ implementation,	i. Marks – 15 marks <55 =5 55-70% = 10 70+ =15 ii. Relevant Exp – 15 marks 3-5 years = 10 5+ years =15 iii. Computer skill- 5

					monitoring and supervision, preferably in the field of Women & Child Development / Social Welfare. iii. Proficiency in Computers.	marks Interview-15 marks
2	Accountant officer	Leh	1	23,170	i. Graduate in Commerce/Mathematics degree from a recognized university. ii. At least 1 year experience of working in desired field. Computer Skills & command on Tally.	i. Marks – 15 marks <55 = 5 55-70% = 10 70+ =15 ii. Relevant Exp – 15 marks 1-2 years = 10 2+ years =15 iii. Computer skill- 10 marks Interview-10 marks
3	Assistants cum Data Entry Operator	Leh	2	13,240	i. 12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. ii. At least 1 year experience of working with Govt./NGO	
ii) State Adoption Resource Agency (SARA)						
1	Program Manager	Leh	1	46,340	i. Post Graduate degree in Social Work /Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University ii. 3 Years of experience in project formulation/ implementation, monitoring and supervision, preferably in the field of Women & Child Development / Social Welfare. iii. Proficiency in Computers.	i. Marks – 15 marks <50 =5 55-70% = 10 70+ =15 ii. Relevant Exp – 15 marks 3-5 years = 10 5+ years =15 iii. Computer skill- 5 marks iv. Interview-15 marks
2	Program Officer	Leh	1	34755	Post Graduate degree in Social Work /Sociology/ Child Development/ Rights Public Administration/Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University. OR Graduate in Social Work /Sociology/	For PG i. Marks – 20 marks <50 =10 55-70% = 15 70+ =20 ii. Computer skill- 10 marks iii. Interview-20 marks For Graduate

					Child Development/Human Rights Public Administration/ Psychology/Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development / Social Welfare Proficiency in Computers.	i. Marks – 15 marks <50 =5 55-70% = 10 70+ =15 ii. Relevant Exp – 15 marks 2-4 years = 10 4+ years =15 ii. Computer skill- 5 marks. v. Interview-15 marks
3	Program Assistant	Leh	1	13240	i. 12th passed from a recognize Board/ Equivalent Board Good Communication Skills ii. Weightage for work experience candidate.	i. Marks in 12 th -20 <50 =5 50-60=10 60+-70=15 70+=20 ii. Experience – 15 1-5 yrs.=10 5+yrs=15 iii) Interview - 15
B. Mission Shakti						
i) PMU SHEW						
1	State Mission Coordinato r	Leh	1	46,340	i. Post-graduate preferably in Social Sciences/ Life sciences/ Nutrition/ Medicine /Health management / Social work/ Rural management. ii. At least 3 years" experience of working with the Government/Non-Government organizations in related domain.	i. Marks – 15 marks <50 =5 55-70% = 10 70+ =15 ii. Relevant Exp – 15 marks 3-5 years = 10 5+ years =15 iii. Computer skill- 5 marks iv. Interview-15 marks
2	Gender Specialist	Leh	1	44,023	i. Post-graduate preferably in social work/ other social disciplines ii. At least 3 years" experience of working with the	i. Marks – 15 marks <50 =5 55-70% = 10 70+ =15 ii. Relevant Exp – 15 marks

					Government/Non-Government organizations in gender focused themes.	3-5 years = 10 5+ years =15 iii. Computer skill- 5 marks iv. Interview-15 marks
3	Research & Training Specialist	Leh	1	33,100	i. Graduate preferably in Social Work/ other social disciplines. ii. At least 3 years "experience of working with the Government/Non-Government organizations in training and research on women related development work".	i. Marks – 15 marks <50 =5 55-70% = 10 70+ =15 ii. Relevant Exp – 15 marks 3-5 years = 10 5+ years =15 iii. Computer skill- 5 marks iv. Interview-15 marks
4	Accounts Assistant	Leh	1	13240	i. Graduate / diploma in accounts/ other disciplines having accounts as a subject. ii. At least 3 years" experience of working with the Government/Non-Government organizations in related domain.	i. Marks – 15 marks <50 =5 55-70% = 10 70+ =15 ii. Relevant Exp – 15 marks 3-5 years = 10 5+ years =15 iii. Computer skill- 5 marks iv. Interview-15 marks
5	Office Assistant with computer knowledge	Leh	1	13240	i. Graduate with at least diploma in computers/ IT etc. ii. 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	i. Marks – 15 marks <55 =5 55-70% = 10 70+ =15 ii. Relevant Exp – 15 marks 3-5 years = 10 5+ years =15 iii. Computer skill- 5 marks iv. Interview-15 marks

					organization”.	
6	MTS	Leh	1	9930	10th class pass under 10+2 system from any recognized board and not more than 12 th pass.	
ii) WCD CONTROL ROOM						
1	Helpline Administrator	Leh	1	33100	<p>i. A woman having a Masters in Law/ Social Work/ Sociology/Social Science/Psychology</p> <p>ii. 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 counseling either within or outside the same set-up”.</p> <p>iii. She should be preferably a resident of the local community so that local human resource and expertise is utilized for effective functioning of the center.</p>	<p>i. Marks in masters – 15 marks <55 =5 55-70% = 10 70+ =15</p> <p>ii. Relevant Exp – 15 marks 3-5 years = 10 5+ years =15</p> <p>iii. Counseling experience</p> <p>iv. Computer skill- 5 marks</p> <p>v. Interview-15 marks</p>
2	Call Operator	Leh	3	13240	A woman having good communication skills in Hindi, English and / or regional languages	Interview

					and having requisite qualifications and experience of working on telecom / web based relevant systems.	
3	IT Supervisor	Leh	1	23170	<ul style="list-style-type: none"> i. Graduate with at least diploma in computers/ IT etc ii. 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 	<ul style="list-style-type: none"> i) Marks in Computer qualification: 20 <ul style="list-style-type: none"> <55 =5 55-70% = 7 70+ =10 ii) Relevant Exp – 15 marks <ul style="list-style-type: none"> 3-5 years = 10 5+ years =15 iii) Interview-15 marks
4	MTS	Leh	1	9930	10th class pass under 10+2 system from any recognized board and not more than 12 th pass.	Interview
C. Mission Poshan						
1	Consultant Planning, Monitoring & Evaluation	Leh	1	60000	<ul style="list-style-type: none"> i. PG degree/diploma in Management /Computer Applications/Computer Science or B. Tech/BE in IT/ Computer Engineering or PG in Science with formal training on IT/computer with at least 55% marks. ii. At least 3 years' experience in IT/ICT Systems implementation and analysis. iii. Project management experience. iv. Extensive experience in development and implementation of web-based applications and mobile applications and demonstrated knowledge and 	<ul style="list-style-type: none"> i. Marks – 10 marks <ul style="list-style-type: none"> 55-70% = 5 70+ =10 ii. Total Exp – 10 marks <ul style="list-style-type: none"> 3-5 years = 5 5+ years =10 iii. Project management Exp- 10 marks <ul style="list-style-type: none"> 1-2 years=5 marks 2+ years= 10 marks iv. Exp of development of web-based management= 5 marks v. Computer skill- 5 marks

					<p>proficiency in M&E methodologies</p> <p>v. Excellent oral and written communication skills in English and conversant in local language.</p> <p>vi. Good computer skills.</p>	vi. Interview-10 marks
2	Consultant Health & Nutrition	Leh	1	60000	<p>i. PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development Community Medicine with at least 55% marks</p> <p>ii. At least 3 years' experience in planning, implementation and monitoring of child and women nutrition programmes.</p> <p>iii. For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience.</p> <p>iv. Expertise in MS Office including Word, Excel and PowerPoint.</p> <p>v. Good understanding of decentralized planning and supportive supervision.</p> <p>vi. Excellent oral and written communication skills in English and ability to converse in local language.</p>	<p>i) Marks – 15 marks 55-70% = 10 70+ =15</p> <p>ii) Relevant Exp – 15 marks 3-5 years = 10 5+ years =15</p> <p>iii) Computer skill- 5 marks</p> <p>iv) Interview-15 marks</p>
3	Consultant Capacity Building & BCC	Leh	1	60000	<p>i. PG degree in Social Sciences/ Health Communication/ Mass Communication/ Rural Development that includes courses on training/capacity building management in nutrition/public health with at</p>	<p>i. Marks – 15 marks 55-70% = 10 70+ =15</p> <p>ii. Relevant Exp – 15 marks 3-5 years = 10 5+ years =15</p>

					<p>least 55% marks</p> <p>ii. At least 3 years' experience in planning and implementing behavior change communication and capacity building interventions in public health/ nutrition programmes.</p> <p>iii. Expertise in MS Office including Word, Excel and PowerPoint.</p> <p>iv. Professional experience in planning, implementation and monitoring of training programs and state and district levels.</p> <p>v. Excellent oral and written communication skills in English and ability to converse in local language.</p>	<p>iii. Computer skill- 5 marks</p> <p>iv. Interview-15 marks</p>
4	Project Associate	Leh	1	25000	<p>i. Graduate in Computer Science or IT</p> <p>ii. At least 2 years' work experience in the relevant field.</p> <p>iii. Formal training in IT/mobile applications.</p> <p>iv. Experience in working with technology and software application support.</p> <p>v. Previous experience in working with front line workers of Government Department and training on IT/Mobiles/Computer</p> <p>vi. Good oral and written communication skills in local language.</p> <p>vii. Computer literacy must.</p>	<p>i. Marks – 15 marks <55 =5 55-70% = 10 70+ =15</p> <p>ii. Relevant Exp – 15 marks 2-5 years = 10 5+ years =15</p> <p>iii. Computer skill- 10 marks</p> <p>iv. Interview-10 marks</p>

5	Accountant	Leh	1	30000	<p>i. PG degree in Commerce/ Accounting/ CWA-Inter/CA-Inter with at least 50% marks.</p> <p>ii. At least 3 years' experience in accounting with exposure in budgeting & audit out of which 1 year should be in Government/ PSU.</p> <p>iii. Expertise in MS Office including Word, Excel and PowerPoint.</p> <p style="text-align: center;">Or</p> <p>Government employees retired as Accountant with at least five years' experience/Accounts Officer/Audit Officer with at least 3 years' experience.</p>	<p>i. Marks PG – 15 marks <55 =5 55-70% = 10 70+ =15</p> <p>ii. Relevant Exp – 15 marks 3-5 years = 10 5+ years =15</p> <p>iii. Computer skill- 10 marks</p> <p>iv. Interview-10 marks</p>
6	Secretarial Assistant	Leh	2	15000	<p>i. Graduate with at least diploma in computers / IT etc.</p> <p>ii. With a minimum of 3 years" experiences 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.</p>	<p>i. Marks – 15 marks <55 =5 55-70% = 10 70+ =15</p> <p>ii. Relevant Exp – 15 marks 3-5 years = 10 5+ years =15</p> <p>iii. Computer skill- 5 marks</p> <p>iv. Interview-15 marks</p>
7	Office Messenger	Leh	2	8000	10th class pass under 10+2 system from any recognized board and not more than 12 th pass.	Interview

Terms & Condition

1. The appointment is purely on contractual basis and continuous working/renewal of contract shall not confer any right of claiming regularization / permanent absorption against the post.
2. The applicants who want to fill more than one post, shall fill separate forms for each post.
3. Background verification of staff by police is mandatory prior to their appointment to ensure credibility and accountability of staff.
4. The provisions regarding income tax / other taxes shall apply as per rules.

5. PMU shall be eligible for 12 days leave in a calendar year, thereafter remuneration would be deducted on pro-rata basis.
6. Travel allowance shall be provided according to the rule as framed by the Administration of Union Territory of Ladakh, Social/Tribal Welfare Department.
7. Any other incentives if provided under respective scheme guidelines shall be applicable.

Sd/-
Padma Angmo, IIS
Commissioner/ Secretary

Copy to the: -

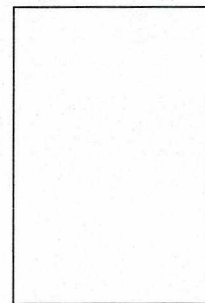
1. Deputy Commissioner/CEO, LAHDC Kargil/Leh for favor of information.
2. Joint Director, Information, UT Ladakh with a request to advertise in local newspaper of Leh and Kargil Districts – expenditure shall be met by the STW Department.
3. Technical Director, NIC Ladakh with a request to upload advertisement notice and prescribed form on the NIC portal.
4. OSD to Commissioner Secretary Social/Tribal welfare UT of Ladakh for favor of information.



Suman Beniwal, IFS
Director.

APPLICATION FORM
DEPARTMENT OF SOCIAL/TRIBAL WELFARE UT OF LADAKH

1. Advertisement Notice No:- _____ Post Applied for _____
2. Name of Candidate _____
3. Parentage (Father/Mother Name) _____
4. Date of Birth _____
5. Age as on 30th April 2023 _____
6. Gender _____
7. Address _____
Block _____ District _____
8. E-mail _____
9. Contact No _____



10. Academic Qualifications:

Degree	Examining body/ University	Year of passing	Marks obtained	Total Marks	Percentage (%)

11. Experience Details: -

Name of Organisation/Institution	Number of years

12. Declaration:

I hereby declare that all the information furnished above by me in the application are true, complete and correct to the best of my knowledge and belief. I do understand that in the event of any information found false or incorrect or ineligibility being detected before or after my selection, my candidature/ appointment is liable to be cancelled/terminated.

List of enclosures:

Place:

Date

(Signature of the applicant)

List of supporting documents to be submitted with application: -

- i. Address Proof:- Passport/Aadhar/Pan Card.
- ii. Date of Birth Proof
- iii. Requisite Educational Degree from recognised institution.
- iv. Experience certificate.