

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
HOUSING BOARD COMPLEX (Opp. to LIC)
NEW SARAM, PUDUCHERRY-13
PH.NO.0413-2244964 / 2242621 / 2243181**

No.547/DWCD/DD(WD)/A7/C.A/OSC/2020/

Date:

NOTIFICATION

The Department of Women and Child Development, Government of Puducherry, intends to engage two retired Government Officers, who has rendered services in the Government of Puducherry, and conversant with Women and Child issues of the State/Central Governments as Centre Administrator for the One Stop Centre Scheme (OSC), on contract basis, initially for a period of six months in terms of ID Note / Memorandum No.46324/FD/F3/2014 dated 11.09.2014 of the Finance Department, Puducherry. The applicant should be a retired Officer within the age limit of 60 to 65 years.

The details of the No. of post, maximum age limit and remuneration are as follows.

Sl.No.	Name of the Post	Number of Post	Maximum age limit	Consolidated wages per month
1.	Centre Administrator	1	60 -65 years	25,000/-

Interested retired Govt. Officials may apply in the Application Proforma appended to this Notification. **The last date for receipt of Application is up to 5.45 PM on 11.09.2020.** The application may be downloaded from the official website of the Government of Puducherry <https://wcd.py.gov.in> & <https://www.py.gov.in> and the filled in application with all required documents shall be sent to the following address by post within the stipulated time in an envelope super scribed as "APPLICATION FOR THE POST OF CENTRE ADMINISTRATOR" for One Stop Centre Scheme (OSC), in Puducherry District.

The Director,
Department of Women and Child Development,
Housing Board Complex (Opp to LIC)
New Saram, Puducherry-605 013.


(S.ASOKAN)
DIRECTOR

Annexure -11

SERVICE DELIVERY FRAMEWORK –ROLES AND RESPONSIBILITIES

Centre Administrator:

- a. The Centre Administrator would be a woman with requisite qualification available at OSC.
- b. The Centre Administrator would be in charge of functioning of OSC. She would be the first point of contact with the woman who is accessing OSC.
- c. The Centre Administrator would interact with every woman seeking OSC's intervention for addressing violence.
- d. The Centre Administrator will listen to the grievance, document the case history and register the case in the online/web-based case management system to generate a Unique Identity Number (UID).
- e. The Centre Administrator would be responsible for supervision of each case, taking it to a logical conclusion and later following up with the aggrieved woman.
- f. As soon as the complaint is registered, the Centre Administrator will send a text message (SMS/Internet) to the DPO/PO/CDPO/ SHO/ DM/ SP/ DYSP/CMO of the district in which the women is located at the time of accessing OSC.
- g. The Centre Administrator would be responsible for coordination with all stakeholders (police station, hospital, legal aid, counselling), registration of cases in the absence of the IT Staff.
- h. The Centre Administrator will consolidate a list of agencies/individuals providing/willing to provide legal/medical/psycho-social counselling services at OSC.
- i. The Centre Administrator will coordinate with CBOs specialized in addressing violence against women, Gender Cells, Women's Study Centres at Universities to seek technical inputs in terms of training and capacity building of women affected by violence.
- j. The Centre Administrator will monitor the functioning of OSC, (including the work of the staff), facilitate capacity building, guide and support the team of caregivers.
- k. The Centre Administrator would approve the quarterly report prepared by the IT Staff to be submitted to the Management Committee (MC) through Implementing Agency (IA).
- l. The Centre Administrator would also document the case studies/success stories as per the prescribed format.

- m. The Quarterly Report has to be submitted 15 days prior to the end of each Quarter.
- n. The Centre Administrator will meet the MC on a monthly basis for guidance, support.
- o. The footage of the CCTV would be under the vigilance of the Centre Administrator.
- p. The Centre Administrators can design their own feedback forms for the purpose of Social Audit.

Terms and Conditions for engagement of Retired Govt. Official in the post of Centre Administrator and Women Police Officer for One Stop Centre(OSC), Scheme, Puducherry

(In terms of provisions under Rule 163-177 GFR)

1. Job Requirement: Should be a retired Govt. official below 65 years, preferably a Women.

The official applying for Centre Administrator shall be conversant in dealing with schemes of MWCD and the Central / State Governments.
2. Service to be Performed and scope of required work: As appended in Annexure -11
3. Duration of engagement : Six months at initial stage and extendable to 6 monthly periods up to 2 years or 5 years.

Full time basis. The retired Govt. Official shall not take up any other assignment during the period of consultancy.
4. Qualification and Experience : **Centre Administrator:** Any woman having a Law degree/ Master in Social Work / Master Degree in Sociology with at least 5 years' experience of working on violence against women issues 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 a resident of the local community
5. Allowances : No allowances admissible except TA on official tour @ applicable to a Govt. Officer holding equal post on regular basis.
6. Leave : 12 days in a Calendar years on pro-rata basis. Other conditions stipulated at para (viii) of the ID Note / Memorandum No. 46 324/FD/F3/2014, dated 11.09.2014 applies.
7. Nature of Engagement : Purely on temporary basis subject to execution of the Agreement appended to the above said ID Note. The appointment will be cancelled at anytime by the employer without assigning any reason.
8. Mode of selection : Application received will be short listed by the Consultancy Evaluation Committee and subject to concurrence of Finance Department and approval by competent authority.


DIRECTOR

ANNEXURE-I

PROFORMA

Application for engagement of retired Government officials as Centre Administrator for One Stop Centre scheme in Puducherry District.

- 1.Name :
- 2.Date of Birth :
3. Address for communication :
4. Contact Number :
5. E-mail id :
6. Particulars of Government Service :
 - 6.1 Date of Joining in Govt.Service :
 - 6.2 Date of retirement and the post on which retired :
 - 6.3 Name of the Department/
Organization from which retired :
 - 6.4 Last Pay drawn
(Copy of PPO to be enclosed) :
7. Educational Qualification :
- 8.Details of knowledge in computer :
- 9.Brief particular of Experience with nature of duties performed (Starting from last appointment) :

Sl.No	Name of the Department / Ministry	Period		Post held	Nature of Work
		From	To		

10. Additional information if any, in :
Support of the suitability of the post

Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement.

Signature of Applicant

Place:

Date:

Terms and Conditions for Candidates:

- The positions are purely temporary, time bound and co-terminus with the scheme or earlier depending on the performance
- The appointment will be terminated either with the termination of the scheme or even before at the discretion of the competent authority.
- The Department of Women and Child Development, Puducherry will have no liability, whatsoever, for the persons recruited under the scheme.
- The Competent Authority reserves the right to fill up or not to fill up the posts as notified in this advertisement.
- No TA/DA will be paid to attend the interview.
- Canvassing/political pressure in any form will render the candidate disqualification for the position.
- The decision of the Department of Women and Child Development will be final and binding on all aspects.
- Merely conformity to the job requirement will not entitle a candidate to be called for interview/considered for appointment, the committee reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number of candidates to be called for interview. The recruitment process can be cancelled / suspended/ terminated without assigning any reasons.
- In order to regulate the number of candidates to be called for interview, if so required, the Department of Women and Child Development, Puducherry reserves the right to raise the minimum standards/criteria or to relax the minimum eligibility criteria/standards.
- Preference may be given to women.
