

## Recruitment Notification

### Department of Social Welfare

Recruitment of Legal Advisor, State Project Coordinator, Gender Specialist and Training and Research Officer in Commissionerate of Social Welfare

(14067/SRCW/2020 Dated : 07.10.2020)

The posts of Legal Advisor, State Project Coordinator, Gender Specialist and Training and Research Officer are to be filled on consolidated pay by the Commissioner of Social Welfare on contract basis through the selection committee. Applications are invited from eligible candidates for the above mentioned post.

The application form, educational qualification, age and other details are given in the website [www.tn.gov.in](http://www.tn.gov.in), <https://www.tnsocialwelfare.org/> (Social Welfare & Nutritious Meal Programme Department).

Eligible candidates can apply for the above said post in the prescribed application form along with a pass-port size photograph which is to be sent to the following address.

The Commissioner  
Commissionerate of Social Welfare,  
2<sup>nd</sup> floor, Panagal Malligai,  
Saidapet, Chennai-15.

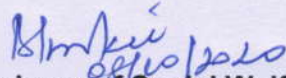
The deadline for submission of application through post is from 09.10.2020 to 20.10.2020. The process of selection will be written test among eligible applicants followed by shortlisted candidates will be called for an interview by the Commissioner of Social Welfare after scrutinizing all applications.

The applications should reach this office within the stipulated date. The interview dates will be intimated to qualified applicants. The appointment will be purely on merit and experience basis. The discretion of the selection committee will be final in this regard.

Sd/-T.Abraham

Commissioner of Social Welfare

//By Order//

  
For Commissioner of Social Welfare

  
8/10/2020

## Application for the post of Legal Advisor

Office of the Commissioner of Social Welfare & NMP, 2<sup>nd</sup> Floor, Panagal Maaligai, Saidapet,  
Chennai-600 015.

Photo

1. Name of the applicant :
2. Designation at the time of retirement :
3. Date of birth :
4. Age :
5. Date of Retirement :  
(if retired Govt. official) "
6. Educational Qualification :
7. Working experience. :
8. Computer knowledge if any :
9. Extra curricular activities :
10. Contact No. with email.id. :

Station

Date:

**Signature of the Applicant**



**PERSONNEL AT COMMISSIONERATE OF SOCIAL WELFARE**  
**POSITION AND QUALIFICATION**

**Legal Advisor**

- Applicants should be well versed with drafting and filing of counter affidavits with computer knowledge and also attend the court work.
- A sum of Rs.40,000/- (Rupees forty thousand only) will be paid as consolidated pay per month on contract basis.

**Eligibility:**

- 1) Qualification : Graduation with B.L
- 2) Age : 25 to 62 years
- 3) The Government officials who retired from Government service should not be below the cadre of Assistant Director.



# State Resource Centre for Women

Application form for the post of State Project Coordinator

**Affix Recent  
Passport size  
Photograph**

<b>1.</b>	<b>Name of the Candidate</b>			
<b>2.</b>	<b>Gender</b>			
<b>3.</b>	<b>Date of Birth</b>			
<b>4.</b>	<b>Marital Status</b>			
<b>5.</b>	<b>Address</b>			
<b>6.</b>	<b>Mobile No</b>			
<b>7.</b>	<b>E-Mail ID</b>			
<b>8.</b>	<b>Educational Qualification (Certificate copy to be attached)</b>			
<b>9.</b>	<b>Service Particulars and Experience:</b>			
<b>10.</b>	<b>Designation</b>	<b>Organization</b>	<b>Duration</b>	<b>Brief Description of Duties</b>
<b>11.</b>	<b>Additional information, if any, in support of suitability for the post: (Any other National or State level Recognition/Awards won/ Publications/experience/ assignments relevant to the requirements of the post applied.)</b>			



**It is certified that,**

**a. The information furnished in the application form and enclosed documents is correct.**

**b. If selected, I shall not hold office of profit or pursue any profession or carry on any business other than my designated position of State Project Coordinator at the State Resource Centre for Women (SRCW).**

**(Signature of the applicant)**

**Place:**

**Date:**

**Note: filled in applications with relevant enclosures / documents duly self attested to be sent only through registered post / speed post so as to reach on or before 20.10.2020 by 5.00pm to the following address. Applications received after the above date or through any other mode will be summarily rejected. Original certificates should not be sent along with application. The envelop may be super scribed with Application for the post of State Project Coordinator @ State Resource Centre for Women (SRCW)**

**State Resource Centre for Women,**  
**Commissionerate of Social Welfare,**  
**Panagal maligai, 2nd Floor,**  
**Saidapet, Chennai 15.**



## PERSONNEL AT STATE RESOURCE CENTRE FOR WOMEN

### POSITION AND QUALIFICATION

#### State Project Coordinator:

##### **Responsibilities**

- Overall responsibility for effective implementation of the mission in the State including ensuring that the SRCW delivers on the objectives of NMEW.
- Prepare the annual work plans for SRCW in consultation with NMEW and nodal department in the State. Also ensure that all staff and institutional partners have clear work plans consistent with the annual work plans.
- Lead a team of professionals and manage partner organizations in different aspects of the mission.
- Operationalize partnerships with government departments at the state level to work on convergence of programmes and schemes.
- Anchor mechanisms for on-field convergence between different activity areas (social, economic, political and legal) and identify opportunities for convergence with government programmes and schemes.
- Operationalize physical and financial progress trackers and ensure quality and thematic integration in mission's strategies.
- Provide oversight to project components in the "pilot convergence" model by implementing partners and ensure that they deliver on outputs agreed as per project conditions.
- Coordinate with various thematic experts in NMEW to implement interventions including IEC, training and capacity building, research studies including impact assessments, midterm reviews, exploratory research etc.
- Prepare and submit the following reports/documents: Annual and Quarterly Work Plans, Quarterly and Annual Progress Reports and update on Monitoring Plans as may be required by NMEW.
- Prepare briefing notes, documents and reports on the project for various committees and the advisory group.
- Organizing meetings of the State Mission Authority (SMA) at least twice a year, putting up agendas, preparations of minutes, follow up on actions decided to be taken etc.
- Establish knowledge partners/forums/ advisory groups consisting of experts/ academic institutions, technical resource agencies, financial institutions and private sector.



- Undertake any other activity as may be required to further the aims and objectives of SRCW.

### **Qualifications & Experience**

#### **Essential**

- Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field.
- Minimum experience of 5 years of working on women's issues, with at least 3 years spent in managing and leading projects and teams.
- Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.
- Excellent understanding and knowledge of women's issues and policies and programmes of the government, at the National and State level.

#### **Desirable**

- Ph.D. in the relevant field.
- Previous experience of working with the government on policy issues.
- Previous publications, articles and papers on the area of expertise, with particular emphasis on women.
- Knowledge of monitoring and evaluation techniques as well as conducting impact assessment studies.

#### **General Condition**

- Involves extensive travel within the state.
- Salary Rs. 52,500 per month
- Age of candidates preferably between 40 – 55 years.
- Involves extensive travel within and outside the state.
- The post is contractual and renewable every one year on satisfactory performance.

**No.of Vacancies : 1**



# State Resource Centre for Women

## Application form for the post of Gender Specialist

**Affix Recent  
Passport size  
Photograph**

1.	<b>Name of the Candidate</b>			
2.	<b>Gender</b>			
3.	<b>Date of Birth</b>			
4.	<b>Marital Status</b>			
5.	<b>Address</b>			
6.	<b>Mobile No</b>			
7.	<b>E-Mail ID</b>			
8.	<b>Educational Qualification (Certificate copy to be attached)</b>			
9.	<b>Service Particulars and Experience:</b>			
10.	<b>Designation</b>	<b>Organization</b>	<b>Duration</b>	<b>Brief Description of Duties</b>
11.	<b>Additional information, if any, in support of suitability for the post: (Any other National or State level Recognition/Awards won/ Publications/experience/assignments relevant to the requirements of the post applied.)</b>			



**It is certified that,**

**a. The information furnished in the application form and enclosed documents is correct.**

**b. If selected, I shall not hold office of profit or pursue any profession or carry on any business other than my designated position of Gender Specialist at the State Resource Centre for Women (SRCW).**

**(Signature of the applicant)**

**Place:**

**Date:**

**Note: filled in applications with relevant enclosures / documents duly self attested to be sent only through registered post / speed post so as to reach on or before 20.10.2020 by 5.00pm to the following address. Applications received after the above date/ or through any other mode will be summarily rejected. Original certificates should not be sent along with application. The envelop may be superscribed with Application for the post of Gender Specialist @ State Resource Centre for Women (SRCW)**

**State Resource Centre for Women,**  
**Commissionerate of Social Welfare,**  
**Panagal maligai, 2nd Floor,**  
**Saidapet, Chennai 15.**



## **Gender Specialist:**

### **Responsibilities**

- Coordinate with NMEW for research & knowledge base on critical issues impacting women/ girl child including building common mandates with the States to address gender concerns on priority and all activities concerning Government scheme and programmes.
- Generate ideas/themes to undertake research studies to assist in framing policies and programmes under the convergences mandate of the mission.
- Coordinate and monitor the commissioned studies.
- Undertake any other activity as may be required to further the aims and objectives of SRCW.
- Should be prepared to travel extensively.
- Coordinate with various thematic experts in NMEW to implement interventions including IEC, training and capacity building, research studies including impact assessments, midterm reviews, exploratory research etc.
- Prepare and submit the following reports/documents: Annual and Quarterly Work Plans, Quarterly and Annual Progress Reports and update on Monitoring Plans as may be required by NMEW related to gender.
- Prepare briefing notes, documents and reports on the project for various committees and the advisory group with regard to gender issues.
- Undertake any other activity as may be required to further the aims and objectives of SRCW.

### **Qualifications & Experience**

#### **Essential**

- Master's Degree in Social Work/Gender Studies/Women's Studies/Law
- Minimum experience of 5 years of working on Gender issues.
- Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.
- Excellent understanding and knowledge of women's issues and policies and programmes of the government, at the National and State level.

#### **Desirable**

- Previous experience of working with the government.



### General Condition

- Involves extensive travel within the state.
- Salary Rs. 36,750/- per month
- Age of candidates preferably between 35 – 45 years
- The post is contractual and renewable every one year on satisfactory performance.

**No.of Vacancies : 1**



# State Resource Centre for Women

Application form for the post of Training and Research Officer

**Affix Recent  
Passport size  
Photograph**

1.	<b>Name of the Candidate</b>			
2.	<b>Gender</b>			
3.	<b>Date of Birth</b>			
4.	<b>Marital Status</b>			
5.	<b>Address</b>			
6.	<b>Mobile No</b>			
7.	<b>E-Mail ID</b>			
8.	<b>Educational Qualification (Certificate copy to be attached)</b>			
9.	<b>Service Particulars and Experience:</b>			
10.	<b>Designation</b>	<b>Organization</b>	<b>Duration</b>	<b>Brief Description of Duties</b>
11.	<b>Additional information, if any, in support of suitability for the post: (Any other National or State level Recognition/Awards won/ Publications/experience/ assignments relevant to the requirements of the post applied.)</b>			



**It is certified that,**

**a. The information furnished in the application form and enclosed documents is correct.**

**b. If selected, I shall not hold office of profit or pursue any profession or carry on any business other than my designated position of Training and Research Officer at the State Resource Centre for Women (SRCW).**

**(Signature of the applicant)**

**Place:**

**Date:**

**Note: filled in applications with relevant enclosures / documents duly self attested to be sent only through registered post / speed post so as to reach on or before 20.10.2020 by 5.00pm to the following address. Applications received after the above date or through any other mode will be summarily rejected. Original certificates should not be sent along with application. The envelop may be super scribed with Application for the post of Training and Research Officer @ State Resource Centre for Women (SRCW)**

**State Resource Centre for Women,**  
**Commissionerate of Social Welfare,**  
**Panagal maligai, 2nd Floor,**  
**Saidapet, Chennai 15.**



## **Training and Research Officer :**

### **Responsibilities**

- Coordinate with NMEW 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 DLCWs and student volunteers at block level Centre for Women.
- Collate and document information, gender disaggregated data relating to various sectoral areas like livelihoods, health, education etc, particularly with regard to women.
- Undertake empirical as well as desk based studies to review implementation of District level centre for women and Block level component in MSK.
- Generate ideas/themes to undertake research studies to assist in framing policies and programmes under the convergences mandate of the mission.
- Monitoring the functioning of DLCWs and Block level Component.
- Assist Gender Specialist to undertake research studies to assist in framing policies and programmes under the convergence mandate of the Mission.
- Coordinate and monitor the commissioned studies.
- Undertake any other activity as may be required to further the aims and objectives of SRCW.
- Should be prepared to travel extensively.
- Coordinate with various thematic experts in NMEW to implement interventions including IEC, training and capacity building, research studies including impact assessments, midterm reviews, exploratory research etc.
- Prepare and submit the following reports/documents: Annual and Quarterly Work Plans, Quarterly and Annual Progress Reports and update on Monitoring Plans as may be required by NMEW related to gender.
- Prepare briefing notes, documents and reports on the project for various committees and the advisory group with regard to gender issues.
- Undertake any other activity as may be required to further the aims and objectives of SRCW.

### **Qualifications & Experience**

#### **Essential**

- Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field.



- Minimum experience of 3 years of working on women's issues.
- Must have computer knowledge and ability to work in various MS Office, data analysis packages like SPSS, STATA etc
- Excellent understanding and knowledge of women's issues and policies and programmes of the government, at the National and State level.

**Desirable**

- Previous experience of working with the government.

**General Condition**

- Involves extensive travel within the state.
- Salary Rs. 26,250/- per month
- Age of candidates preferably between 25 to 35 years
- The post is contractual and renewable every one year on satisfactory performance.

**No.of Vacancies : 1**