

**PUDUCHERRY CORPORATION FOR THE DEVELOPMENT OF WOMEN
AND DIFFERENTLY ABLED PERSONS LTD.,**

(A Govt. of Puducherry Undertaking),
No.30, 2nd Cross Street, Pon Nagar, Reddiyarpalayam,
Puducherry-605 010, Ph.No.0413-2203155.

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No.6/PCDW&DAP/PSRCW/ADVT/2013-2014

Date: 03.01.2014

NOTIFICATION

**RECRUITMENT TO THE POST OF PROJECT ADVISOR, STATE CO-ORDINATOR,
RESEARCH OFFICER AND DATA ENTRY OPERATOR IN THE PUDUCHERRY STATE
RESOURCE CENTRE FOR WOMEN, PUDUCHERRY**

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Puducherry State Resource Centre for Women functioning under the control of the Puducherry Corporation for the Development of Women and Differently Aabled Persons Ltd., invites application from the eligible Natives / Residents of Union Territory of Puducherry for filling up of the following vacancies in the Puducherry State Resource Centre for Women to be engaged on contract basis for a period of one year at a consolidated wages.

2. The details of post-wise vacancies, maximum age limit and consolidated wages are as follows:

| Sl.No. | Name of the Post    | Number of vacancies | Maximum age limit | Consolidated Wages per month |
|--------|---------------------|---------------------|-------------------|------------------------------|
| 1.     | Project Advisor     | 1                   | 40-50 years       | Rs.50,000/-                  |
| 2.     | State Co-ordinator  | 1                   | 45 years          | Rs.35,000/-                  |
| 3.     | Research Officer    | 1                   | 45 years          | Rs.25,000/-                  |
| 4.     | Data Entry Operator | 1                   | 35 years          | Rs.10,000/-                  |
|        | <b>Total</b>        | <b>4</b>            |                   |                              |

The eligibility criteria and other terms and conditions may be referred in the detailed notification available in the website given below. Interested and eligible candidates may send their application in the prescribed Proforma which can be downloaded from the website, in a sealed cover superscribed "**Application for the post of Project Advisor / State Co-ordinator / Research Officer / Data Entry Operator**" on or before 05.00 p.m. on 24.01.2014 at the following address.

**Managing Director,  
Puducherry Corporation for the Development of Women and  
Differently Aabled Persons Ltd.,  
(A Govt. of Puducherry Undertaking),  
No.30, 2<sup>nd</sup> Cross Street, Pon Nagar, Reddiyarpalayam, Puducherry-605 010,  
Ph.No.0413-2203155,**

Website: <https://www.py.gov.in/>

**(P.PRIYTARSHNY)  
MANAGING DIRECTOR**

**PUDUCHERRY CORPORATION FOR THE DEVELOPMENT OF WOMEN  
AND DIFFERENTLY ABLED PERSONS LTD.,**

(A Govt. of Puducherry Undertaking),  
No.30, 2<sup>nd</sup> Cross Street, Pon Nagar, Reddiyarpalayam,  
Puducherry-605 010, Ph.No.0413-2203155.

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No.6/PCDW&DAP/PSRCW/ADVT/2013-2014

Date: 03.01.2014

**NOTIFICATION FOR RECRUITMENT TO THE POST OF PROJECT ADVISOR /  
STATE CO-ORDINATOR / RESEARCH OFFICER AND DATA ENTRY OPERATOR  
IN THE PUDUCHERRY STATE RESOURCE CENTRE FOR WOMEN, PUDUCHERRY**

The candidates should read the notification carefully before filling in the application and they should satisfy themselves that they fulfill the eligibility conditions prescribed in the notification in all respects.

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|        | <b>Total</b>        | <b>4</b>            |                   |                              |

2. Eligibility Criteria:

| Sl. No. | Name of the Post         | Qualifications and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | <b>Project Advisor</b>   | <p><b><u>Essential</u></b></p> <p>Master's Degree in Social Work/Economics/Women's Studies/ Law/Governance/any other related field.</p> <p>Minimum experience of 5 years of working on women's issues, with at least 3 years spent in managing and leading projects and teams.</p> <p>Good knowledge of computers and ability to work in various MS Office packages. Working knowledge of spread sheet and presentation packages</p> <p>Excellent understanding and knowledge of women's issues and policies and programmes of the government at the National and State level.</p> <p><b><u>Desirable</u></b></p> <p>Ph.d in the relevant field.</p> <p>Previous experience of working with the government on policy issues.</p> <p>Previous publications, articles and papers on the area of expertise, with particular emphasis on women.</p> <p>Knowledge of monitoring and evaluation techniques as well as conducting impact assessment studies.</p> <p><b><u>General Condition</u></b></p> <p>Involves extensive travel within the state.</p> |
| 2.      | <b>State Coordinator</b> | <p><b><u>Essential</u></b></p> <p>Master's Degree in Social Work/ Economics/Women's Studies/ Law/Governance/any other related field.</p> <p>Minimum experience of 3 years of working on women's issues.</p> <p>Good knowledge of computers and ability to work in MS office packages. Working knowledge of spread sheet and presentation packages.</p> <p>Experience in the livelihood sector, including exposure to the Microfinance sector.</p> <p><b><u>Desirable</u></b></p> <p>Previous experience of working with the government.</p> <p><b><u>General Condition</u></b></p> <p>Involves extensive travel within the state.</p>                                                                                                                                                                                                                                                                                                                                                                                                               |

|    |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. | <b>Research Officer</b>    | <p><b><u>Essential</u></b></p> <p>Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field.</p> <p>Minimum experience of 3 years in Research field.</p> <p>Must have computer knowledge and ability to work in various MS Office, data analysis packages like SPSS, STATA etc.</p> <p><b><u>Desirable</u></b></p> <p>Previous experience of working with the government.</p> <p><b><u>General Condition</u></b></p> <p>Involves extensive travel within the state.</p> |
| 4. | <b>Date Entry Operator</b> | <p><b><u>Essential</u></b></p> <p>Graduate in any discipline<br/>Typing speed of 30 wpm is essential<br/>Minimum work experience of 3 years.</p> <p><b><u>Desirable</u></b></p> <p>Diploma in Computer applications.<br/>Managing Computer systems and hardware.</p>                                                                                                                                                                                                                                          |

### 3. Terms and Conditions of Contract:

i) The candidates will be engaged on contract basis for a period of one year subject to the following conditions:-

ii) The positions are purely temporary, time bound and co-terminus with the scheme or earlier depending on the performance

iii) The appointment will be terminated either with the termination of the scheme or even before at the discretion of the competent authority

iv) Puducherry State Resource Centre for Women will have no liability, whatsoever, for the persons recruited under the scheme.

v) The candidates are not entitled to leave of any kind other than casual leave of one day for every completed month of service and public holidays and regular holidays.

vi) The candidates are not entitled to any service benefits including pension, invalid pension, Gratuity, bonus and other retirement benefits etc. taking into account the period of their contract service.

vii) The service rendered by them will not be reckoned for the purpose of seniority and promotion or for any other benefit under other Service Rules. It will not give them any right to claim regular appointment under Govt. under any circumstances.

viii) Their services may be terminated by the Puducherry State Resource Centre for Women after issue of one month notice, if their services are not upto the expected standard or for any other specific reasons. They may also discontinue their services after giving one month notice, if they do not want to continue.

ix) They should enter into an agreement with the Puducherry State Resource Centre for Women before appointment.

4. Nativity Condition : a) Nativity by birth: The applicant should have been born in the Union Territory of Puducherry and should have been ordinarily residing within the Union Territory prior to the date of application.

b) Nativity by continuous residence: The applicant should have been residing continuously for five years in the Union Territory prior to the date of application.

#### **5. How to apply:**

Candidates fulfilling the eligibility criteria shall download the blank application form along with the notification from the website <https://www.py.gov.in/> which will be available from 03.01.2014 to 24.01.2014. After download, send the application form with signature and affixed colour photograph along with attested true copies of testimonials required by registered post with acknowledgement due, to avoid loss in transit to the Managing Director, Puducherry Corporation for the Development of Women and Differently Abled Persons Ltd., (A Govt. of Puducherry Undertaking), No.30, 2<sup>nd</sup> Cross Street, Pon Nagar, Reddiarpalayam, Puducherry-605 010, Ph.No.0413 2203155, superscribed as “**Application for the post of Project Advisor / State Co-ordinator / Research Officer / Data Entry Operator**”. The last date for submission of application is on or before 05.00 p.m. on 24.01.2014.

The candidates should submit separate application for each post and to submit the applications along with the following copies of the certificates duly attested by a Gazetted Officer

- a. Education Qualification Certificates
- b. Birth Certificate
- c. Experience Certificate
- d. Nationality Certificate
- e. Nativity / Residence Certificate

#### **6. Mode of Recruitment: By Recruitment Committee**

## 7. General Instructions:

i) The application should be filled in neatly and legibly without any overwriting / erasures in Block letters only using a ball pen.

ii) No original certificate should be sent along with the application.

iii) Original certificates will have to be produced at the time of verification of certificates.

iv) Persons who are already in service in any Central / State Government Departments / Public Sector Undertakings should send their application through proper channel before the due date.

v) Applications received after the due date will be summarily rejected. Similarly incomplete applications and applications without the required certificates will also be rejected.

vi) No correspondence will be entertained with regard to the recruitment process.

vii) Change of Address, if any, after submission of application should be intimated to the PCDW&DAP or otherwise the PCDW&DAP will not be responsible for any delay / non-delivery of letters.

viii) No T.A /D.A will be paid for attending the Interview.

ix) Puducherry State Resource Centre for Women reserves the right to relax any or all the conditions in respect of any person if he / she is found to be otherwise eligible for the post.

x) Puducherry State Resource Centre for Women further reserves the right to cancel the recruitment process without assigning any reasons there for. No enquires will be entertained in this regard.

xi) Canvassing / political pressure in any form will render the candidate disqualification for the position.

xii) The decision of the Recruitment Committee will be final and binding on all aspects.

xiii) 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.

xiv) In order to regulate the number of candidates to be called for interview, if so required, Puducherry State Resource Centre for Women reserves the right to raise the minimum standards/criteria or to relax the minimum eligibility criteria/standards.

xv) Preference may be given to women.

(P.PRIYTARSHNY)  
MANAGING DIRECTOR

