

GOVERNMENT OF MANIPUR
DIRECTORATE OF SOCIAL WELFARE

N O T I F I C A T I O N
Imphal, the 11th March, 2024

No.1/161/2023-D(SW)Estt/Hubs: In pursuant to Govt. letter No.CSSS-501(5)/3/2022-SW-SW –Part(1) dated 12th February, 2024 applications in prescribed format are invited from the intending candidates for recruitment of the following categories of posts for State Hub for Empowerment of Women and District Hub for Empowerment of Women under “Mission Shakti” in the Social Welfare Department on **contractual basis**. All willing candidates shall **submit application form online** on Department’s official website www.socialwelfare.mn.gov.in on or before 10th April, 2024. (Submission of online application form shall commence on 27th March, 2024)

(A) State Hub for Empowerment of Women:

Sl. No.	Name of Post	Prescribed Education Qualification as per guidelines.	Consolidated salary per month(50% of Minimum Level of pay + PBH)	Reserved & Unreserved Post					Total No. of posts
				UR	OB C (M)	OBC (MP)	SC	ST	
1.	State Mission Co-ordinator	Post-graduate preferably in Social Science/ Life science/ Nutrition/Medicine /Health management/ Social work/Rural management Experience: At least 3 years’ experience of working with the Government/ Non-Government organizations in related domain.	50,000/-	1	-	-	-	-	1
2.	State Gender Specialist	Post-graduate preferably in social work/other social disciplines. Experience: At least 3years’ experience of working with the Government/Non-Government organizations in gender focused theme.	36,000/-	2	-	-	-	-	2
3.	Research and Training Specialist	Graduate preferably in social work/other social disciplines Experience: At least 3 years’ experience of working with the Government/Non-Government organization in training and research on women related development work.	36,000/-	2	-	-	-	-	2
4.	Account Assistant	Graduate/diploma in accounts/other disciplines having accounts as a subject. Experience: At least 3 years’ experience of working with the Government/Non-Government organizations in related domain.	15,500/-	1	-	-	-	-	1

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5.	Office Assistant	Graduate with at least diploma in computers/IT etc. Experience: 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-Government/IT based organizations.	15,500/-	1	-	-	-	-	1
6.	Multi-Tasking Staff (MTS)	10 th class pass under 10+2 system from any recognized board.	10,000/-	1	-	-	-	-	1
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(B) District Hub for Empowerment of Women:

Sl. No.	Name of Post	Prescribed Education Qualification as per guidelines.	Consolidated salary per month	Reserved & Unreserved Post					Total No. of posts
				UR	OB C (M)	OBC (MP)	SC	ST	
1.	District Mission Co-ordinator	Graduate preferably in Social Science/Life Sciences/ Nutrition/ Medicine/ Health management/ Social work/ Rural management. Experience: At least 3 years' experience of working with the Government/Non-Government organizations in related domain.	45,000/-	10	2	-	-	4	16
2.	District Gender Specialist	Graduate in social work/other social disciplines. Post graduates will be preferred. Experience: At least 3 years' experience of working with the Government/ Non-Government organizations in gender focused themes.	30,000/-	18	4	1	-	9	32
3.	Specialist Financial Literacy	Graduate in Economics/ Banking /other similar disciplines. Postgraduate will be preferred. Experience: At least 3 years' experience of working with the Government/ Non-Government organizations in financial literacy/ financial inclusion focused themes.	30,000/-	10	2	-	-	4	16
4.	Accounts Assistant	Graduate/diploma in accounts/ other disciplines having accounts as a subject. Experience: At least 3 years' experience of working with the Government/ Non-Government organizations in related domain.	13,000/-	10	2	-	-	4	16

5.	DEO (PMMVY)	Graduate with working knowledge in computers/ IT etc. Experience: Minimum of 3 years' experience in data management, process documentation and web-based reporting formats, at state or district level with Government or Non-Government/ IT- based organizations.	13,000/-	10	2	-	-	4	16
6.	Mutli-Tasking Staff (MTS)	10 th Class pass under 10+2 system form any recognized board.	9,000/-	10	2	-	-	4	16

- 1) **Age Limits:** 18 years to 38 years. Upper age limit is relaxable for Govt. Servants as per rules. 5 yrs. relaxation for SC & ST candidate (i.e. 43 yrs.) & 3 yrs. relaxation for OBC Candidates (i.e. 41 years), 10 years relaxation for Persons with disabilities as on last date of form submission as mentioned above i.e. 10th April, 2024.
- 2) The number of posts shown above may be increased or decreased according to the vacant posts available in the Department at the time of completion of recruitment process.
- 3) Payable Fees: Rs.500/- for UR and Rs. 300/- for ST/SC/OBC. Fees shall be exempted for PwD candidates. Fees shall be paid online through either **Demand Draft of RTGS/NEFT to the Department's Account No.0254050024017 , IFSC Code-PUNB0025420, Punjab National Bank, Imphal in the name of Women Child Dev. Unit of SW Dept.**
- 4) 1(one) post each for the following post will be reserved for PwD in the following manner and reservation will be horizontal in nature:

Sl.No.	Name of post	No. of post reserved for PwD/nature of PwD
1.	District Mission Co-ordinator	1 (LD)
2.	District Gender Specialist	1 (VI)
3	Specialist Financial Literacy	1 (HI)
5.	Accounts Assistant	1 (HI)
6.	DEO (PMMVY)	1 (LD)

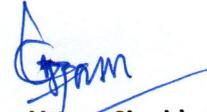
- 5) Eligible candidate shall download Admit Cards from Deptt's official website www.socialwelfare.mn.gov.in
- 6) The above notification is issued with concurrence of competent authority and with the approval of the State Cabinet for relaxation of ban on direct recruitment on contractual basis.
- 7) **Disqualification:**
 - (i) Canvassing by a candidate directly or indirectly in connection with the recruitment shall be liable to disqualification of the candidate.
 - (ii) Any candidate who, on verification at any stage of the recruitment process, does not fulfil any of the eligibility conditions, will be disqualified.
 - (iii) Any candidate with criminal record, if any, will be disqualified at any stage (even after completion of recruitment process) upon receipt of adverse report from District Administration/Police during verification of antecedents and character.
- 8) Period of engagement for the above post shall be co-terminus with the scheme

8) **Detailed Schedule:**

Sl.No.	Particulars	Period/Date
1.	Last date of online application	10 th April, 2024
2.	Last date of Issue of Admit Card	15 th April, 2024
3.	Date of Written Test Examination & Personal Interview	Will be notified later
4.	Venue of Examination:	Will be notified later

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9). Scheme of Exam will be notified later .



(Ngangom Uttam Singh)
Director (Social Welfare)
Manipur

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Copy to:-

1. The PS to Hon'ble Minister, Social Welfare, Manipur.
2. The PS to Commissioner (SW), Govt. of Manipur.
3. The Director, Information and Public Relation, Manipur with a request to publish the above notification in the local dailies for wide publicity as a news item.
4. Additional Director, Employment Exchange Office, Manipur.
5. The News Editor, All India Radio Imphal with a request to cover the above Notification as News item in all dialects in the public interest.
6. The News Editor, Doordarshan Kendra ,Imphal with a request to cover the above Notification as news item in the public interest.
7. The Editor, ISTV Network/IMPAC TV Imphal for wide publicity as news item.
8. The Editor, Sangai Express (English), Poknapham, Hornbill Express, Zogan Today, Tamenglong Times, Aja News for kind publication for 2(two) days and submit bills in duplicate.
9. Notice Board.