

## **Recruitment Advertisement**

Department of Social Welfare and Women Empowerment  
Recruitment on (Contractual basis) Senior Consultant / Consultant /  
PM Assistant / Data Entry Operator for the Project Management unit  
at Secretariat for Overall monitoring and coordinating the schemes

Role of the Project Management unit at Secretariat (as per  
G.O.Ms.No.64, SW & WE (OP1) Department, dated: 17.10.2022)

### **The Project Management unit shall:**

1. Oversee the day to day activities of Project Management unit
2. Prepare Action plan for the schemes of the Department
3. Follow up the schemes/proposals of the Department at all levels.
4. Overall monitoring of all schemes implemented by the Department of Social Welfare and Women Empowerment through the Heads of Department.
5. Update, analyse, scrutiny the implementation strategy, fixation of target, in respect of proposals received from Heads of Department.
6. Collect and compile of District-wise details on the implementation of all schemes, coverage of beneficiaries, allocation of expenditure, obtaining utilization certificate for onward transmission to Government of India, concentration on the implementation, addressing the bottlenecks in the implementation of all schemes, impact study on the schemes etc. for the review of Hon'ble Chief Minister, Minister (Social Welfare and Women Empowerment), Chief Secretary etc.

## 7. Other relevant works

It is proposed to recruit the following Seven posts by the Director of Social Welfare on consolidated pay (contract basis) for a period of One year through the Selection process. Applications are invited from eligible candidates belonging to the State of Tamil Nadu for the following posts.

<b>Name of the Post</b>	<b>No. of Posts</b>	<b>Consolidated pay per month for each post (Rs.)</b>
Senior Consultant	One	1,25,000
Consultant	Two	75,000
PM Assistant	Two	30,000
Data Entry Operator	Two	15,000

The application form, educational qualification, age and other details are given in the [www.tn.gov.in](http://www.tn.gov.in) (Social Welfare and Women Empowerment)

Eligible Candidates can apply for the above said posts in the prescribed application form along with a passport size photograph and to be sent to the following address.

The Director,  
Directorate of Social Welfare,  
2<sup>nd</sup> Floor, Panagal Maligai,  
Saidapet, Chennai-15

The applications for the above posts shall be submitted from 27.03.2023 to 10.04.2023 through post to the above mentioned address subscribing on the outer cover as

Application to PMU at Secretariat Post Applied  
for.....

The Shortlisted candidates will be called for interview by the Director of Social Welfare after scrutinizing of all received applications.

The Filled in Applications should reach this office within stipulated date (viz) 10.04.2023 latest by 6.00 PM. The interview dates will be intimated to the qualified applicants. The Appointment will be purely based on merit and requisite educational qualifications and experience basis. The Discretion of the Selection Committee will be final in this regard.

**Annexure-I to G.O.(Ms) No.64, Social Welfare and Women Empowerment (OP1)**  
**Department, Dated 17.10.2022**

**Details of Post Created, Qualification, Experience and Role**

<b>Name of the post</b>	<b>Consolidated pay per month for each post (Rs)</b>	<b>Qualification</b>	<b>Age Limit</b>	<b>Role</b>
<b>Senior Consultant</b>	1,25,000	Should possess qualification of Master in Public Policy Social Studies / Business administration with 5 years of experience working in both the Government and Private sectors specifically in social Sectors.	25- 65 years	To assist the Secretary to Government to evaluate, formulate and to supervise the schemes, policies and programs, Monitoring and implementation of scheme and programmes of the Department including world bank assisted programme.
<b>Consultant</b>	75,000	<ul style="list-style-type: none"> <li>• Should have experience of 3 years or more in the above field and should possess qualification of Master of Public Policy/ Social studies / Business Administration and domain expert</li> <li>• If Retired Officers not below the rank of Deputy Secretary is appointed the above</li> </ul>	25- 65 years	To Assist the Secretary to Government in preparing evolution, monitoring and implementation of Schemes and programmes run by the department covering Women safety, Protection, Empowerment, Senior Citizen's Welfare, Health and Nutrition of children, Adolescent girls and child protection etc.

		qualification will not be applicable.		
<b>Programmes Management Assistant</b>	30,000	Should have experience of 2 years or more in the above field and should possess qualification of Master of Public Policy /Social Studies/ Business administration Management of Business Administration and domain expert.	25- 65 years	To Assist the Secretary to Government in preparing evaluation, monitoring and implementation of schemes and programmes run by the department covering Women safety, Protection and Empowerment, Senior Citizen's Welfare, Health and Nutrition's of children, Adolescent girls and Child Protection etc.
<b>Data Entry Operator</b>	15,000	Should have experience of 1 year or more in the above field and should possess qualification of any degree and typing and computer knowledge	25- 65 years	To Assist the Senior Consultant / Consultant / in Preparing evolution, monitoring and implementation of schemes and programmes run by the department.

**Department of Social Welfare**  
**Application for the Post of \_\_\_\_\_**

**1. Full Name of the applicant:**

**2. Date of Birth:**

**3. Gender:**

**4. Marital Status:**

**5. Address:**

**6. Mobile No:**

**7. E-Mail ID:**

**8. Educational Qualification:** (In case you need more space, kindly attach separate sheets in the same format).

S. No	Name of the Degree (as printed on your certificate)	University/ Place	Duration		Main Courses of Study	Percentage / Class obtained
			From	To		

**9. Brief Service Particulars and Experience:** (Starting from the most recent post. In case you need more space, kindly attach separate sheets in the same format).

Designation	Organisation	Duration		Brief Description of Duties	Pay package offered
		From	To		

**10.. Projects / Training if any:**

SI. No	Name of the Project / Training with full details	Duration		Institution with full address
		From	To	
(i)				
(ii)				

\*- (Additional Columns / Rows may be added wherever necessary)

**11. 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.)

**12. 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 \_\_\_\_\_ at the PMU at Secretariat, Chennai.

**Place:**

**Date:**

**(Signature of the applicant)**