

## 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. Over see 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.

Name of the Post	No. of Posts	Consolidated pay per month for each Post (Rs.)
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).

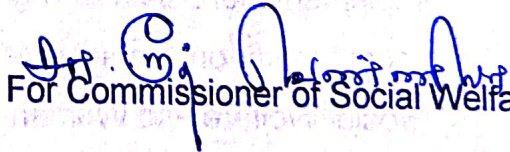
Eligible persons who fulfil the required educational qualification and other essential criteria for the specific post can apply from 20-09-2024 to 04-10-2024 through the [www.tnsocialwelfare.tn.gov.in](http://www.tnsocialwelfare.tn.gov.in) website.

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

The interview dates will be intimated to qualified applicants. The discretion of the selection committee will be final in this regards.

Sd/-V.Amuthavalli  
Commissioner of Social Welfare

//BY ORDER//

  
For Commissioner of Social Welfare

### Details Of Post Qualification, Experience, Age 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 Policy Social Studies/ Business Administration with 5 Years of Experience working in both the Government and Private sectors specifically in social sectors.	35-50 Years	To assist the Secretary to Government to evaluate, formulate and to supervise the schemes, policies and implementation of scheme and programmes of the Department including world bank assisted programme.
<b>Consultant</b>	75,000	1. 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.  If Retired Officers not below the rank of Deputy Secretary is appointed the above qualification will not be applicable.	35-65 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 and Empowerment, Senior citizen's Welfare, Health and Nutrition's of children, Adolescent girls and Child Protection ect.

<p><b>Programmes Management Assistant</b></p>	<p><b>30,000</b></p>	<p>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 and domain expert.</p>	<p><b>25-35 years</b></p>	<p>To assist the Secretary to Government in preparing evolution, 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 ect.</p>
<p><b>Date Entry Operator</b></p>	<p><b>15,000</b></p>	<p>Should have experience of 1 year or more in the above field and should possess qualification of any degree and typing and computer knowledge</p>	<p><b>25-35 years</b></p>	<p>To assist the Senior Consultant/ Consultant/ in Preparing evolution, monitoring and implementation of schemes and programmes run by the department.</p>