

**THE ADMINISTRATION UNION TERRITORY OF LADAKH**  
**Ladakh Autonomous Hill Development Council, Leh**  
**District Social Welfare Office, Leh**  
*Email: [dswoleh@gmail.com](mailto:dswoleh@gmail.com)*

**ADVERTISEMENT NOTICE FOR VARIOUS CONTRACTUAL APPOINTMENT UNDER**  
**DISTRICT SOCIAL & TRIBAL OFFICE, LEH, UT LADAKH 2023-24**

1. Applications are invited for filling up of various district level posts under Mission Vatsalya . The details of the posts and qualification against each are tabulated as under accordingly.
2. Age limit for all position is between 18 to 45 years as on 30<sup>th</sup> April 2023.
3. Applications may be addressed to the District Child Protection Officer/District Social Welfare Officer, Leh.
4. The application form along with requisite document shall be submitted to this office, either by hand /post or mail on **ID [dswoleh@gmail.com](mailto:dswoleh@gmail.com)** within 15 days of publication of this notification.

S. No	Post Name	Location	No. of Post	Remuneration(in Rs.) per month	Qualification	Assessment Parameters
<b>Mission Vatsalya</b>						
<b>Child Help Line CHL</b>						
1	Project Coordinator	Leh	1	34,755	Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University. OR Graduate in Social Work/Sociology/ Child Development/ Human Rights Public Administration/ Psychology/Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development / Social Welfare.	For PG a) Marks – 20 marks <50 =10 55-70% = 15 70+ =20 b) Computer skill- 10 c) Helpline exp – 5 d) Interview- 10  For Graduate a) Marks – 15 marks <50 =5 55-70% = 10 70+ =15 b) Relevant Exp – 10 2-4 years = 5

					Proficiency in Computers. Preference may be given to personnel working in Emergency Helplines.	4+ years =10 c) Helpline exp – 5 d) Computer skill- 5 marks e) Interview- 15 marks
2	Child Helpline Supervisor	Leh	2	18,536	a) Graduate preferably in B.A in Social Work/ Computer Sciences/Information Technology/ Community Sociology/Social Sciences from a recognized university. b) Weightage for experienced candidate c) Proficiency in Computers d) Preference may be given to personnel having experience of working in Emergency Helplines.	a) Marks – 15 marks <50 =5 55-70% = 10 70+ =15 b) Relevant Exp – 10 1-2 years = 5 2+ years =10 c) Helpline exp – 5 d) Computer skill- 5 e) Interview- 15 marks
<b>1. District Child Protection Unit (DCPU)</b>						
3	Protection Officer Institutional Care	Leh	1	27,804	Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University. OR Graduate in Social Work/Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of	<b>For PG</b> a) Marks – 20 marks <50 =10 55-70% = 15 70+ =20 b) Computer skill- 10 marks c) Interview- 20  <b>For Graduate</b> a) Marks – 15 marks <50 =5 55-70% = 10 70+ =15

					Women & Child Development / Social Welfare Proficiency in Computer	b) Relevant Exp – 10 2-4 years = 5 4+ years =10 c) Computer skill- 5 marks d) Interview- 20 marks
2	Protection Officer – Non-Institutional Care	Leh	1	27,804	Post Graduate degree in SocialWork/Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University. OR Graduate in Social Work /Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development / Social Welfare Proficiency in Computers	
3	Legal cum Probation Officer	Leh	1	27,804	LLB from recognized university. Experience of at least 2 years of working with Govt. / NGO/ Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child right & protection issues	a) Marks – 15 marks <50 -=5 55-70% = 10 70+ =15 b) Relevant Exp – 10 2-4 years = 5 4+ years =10

						c) Computer skill- 5 d) Interview- 20 marks
Counselor	Leh	1	18,536	a) Graduate in Social Work /Sociology/Psychology/ Public Health/ Counselling from a recognized university.  OR PG Diploma in Counselling and Communication.  b) At least 1 year of working experience with the Govt. /NGO preferably in the field of Women &Child Development. c) Proficiency in Computers.	a) Marks – 15 marks <50 =5 55-70% = 10 70+ =15 b) Relevant Exp – 10 1-2 years = 5 2+ years =10 c) Computer skill- 5 marks d) Interview- 20 marks	
Social Worker	Leh	2	18,536	Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences from a recognized university. Weightage for work experience candidate Proficiency in Computers		
Accountant	Leh	1	18,536	Graduate in commerce/ Mathematics degree from a recognized university. At least 1-year experience of working in desired field Computer Skills & command on Tally		
Data Analyst	Leh	1	18,536	Graduation in Statistics/ Mathematics/Economics/ Computer (BCA) from a recognized university. Weightage for work experience candidate Proficiency in Computers	a) Marks – 15 marks <50 =5 55-70% = 10 70+ =15 b) Relevant Exp – 10 1-2 years = 5	

						2+ years =10 c) Computer skill- 5 marks d) Interview- 20 marks
	Assistant cum Data Entry Operator	Leh	1	13,240	12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. Weightage for work experience candidate	a) Marks in Computers- 15 marks <50 =5 55-70% = 10 70+ =15 b) Relevant Exp - 15 1-2 years = 10 2+ years =15 c) Interview- 20 marks
	Outreach Workers	Leh	2	10,592	12th passed from a recognize Board/ Equivalent Board. Good Communication Skills. Weightage for work experience candidate.	a) Marks- 15 marks <50 =5 55-70% = 10 70+ =15 b) Relevant Exp - 15 1-2 years = 10 2+ years =15 c) Interview- 20 marks
<b>2. Juvenile Justice Board (JJB)</b>						
	Assistant cum Data Entry Operator	Leh	1	11,916	12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers.	a) Marks- 20 marks <50 =5 55-70% = 10 70+ =15

						b) Relevant Exp – 10 1-3 years = 5 3+ years =10 c) Interview- 20 marks
<b>3. Child Welfare Committee (CWC)</b>						
	Assistant cum Data Entry Operator	Leh	1	11,916	12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers.	a) Marks– 20 marks <50 =5 55-70% = 10 70+ =15 b) Relevant Exp – 10 1-3 years = 5 3+ years =10 c) Interview- 20 marks d) Relevant Exp – 10 1-3 years = 5 3+ years =10 e) Interview- 20 marks
<b>4. CCI (Homes)</b>						
	House Father/House Mother	Leh	2	14,564	Person with requisite skills and experience of working with children. Minimum 12 <sup>th</sup> Passed from a recognized board. Graduate will be preferred	a) Experience (with good track record) -20 marks b) Graduate – 10 marks c) Interview - 20
	Store-keeper cum Accountant	Leh	2	18,536	Graduate in commerce/ Mathematics degree from a recognized university. At least 1 year experience of working in desired field Computer Skills & command on Tally	a) Marks– 15 marks <50 =5 55-70% = 10 70+ =15

						b) Relevant Exp – 15 1-2 years = 10 2+ years =15 c) Computers – 5 d) Interview- 15 marks
	Helper cum Night Watchman	Leh	1	7,944	A person having at least two years experience of working as security personnel in a govt or reputed organizations at the district/state level. She/he should preferably be retired military/para-military personnel.	
<b>Open Shelter for a unit of 25 children at Balika Ashram, Leh</b>						
	Project Coordinator cum Counsellor	Also to work as counsellor for Bala Ashram and Balika Aashram Leh	1	23, 170	Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences or LLB from a recognized university. Experience of at least 2 years of working with government/NGO/ legal matters preferably in the field of Women and Child Rights. Good understanding of women & child rights & protection issues. Weightage for work experience candidate Proficiency in Computers.	e) Marks– 15 marks <50 –=5 55-70% = 10 70+ =15 f) Relevant Exp – 15 2-4 years = 10 4+ years =15 g) Computers – 5 h) Interview- 15 marks
	Care givers cum Bridge course educators	Leh	2	11916	A person who is 12 <sup>th</sup> pass from a recognized board with knowledge/experience of working in the relevant domain.	
	Helpers for cleaning and cooking	Leh	1	7944	The multi-purpose activity could be outsource to any person who is literate with knowledge / experience of working in the relevant domain. High school pass or equivalent will be preferred.	
<b>5. Observation Home – Counsellor, Social Worker and House Father of Bal Ashram to double up for the Observation Home</b>						

	Cook	Leh	1	9930	A person who is literate with knowledge / experience of working in the relevant domain. High school pass or equivalent will be preferred.	
	Helper cum night watch man	Leh	1	7,944	A person having at least two years experience of working as security personnel in a govt or reputed organizations at the district/state level. She/he should preferably be retired military/para-military personnel.	
<b>SAA for a unit of 10 Children in Leh</b>						
1	Manager/Coordinator	Leh	1	23,170	<p>1) Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University.</p> <p>OR</p> <p>Graduate in Social Work/Sociology/ Child Development/ Human Rights Public Administration/ Psychology/Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women &amp; Child Development / Social Welfare.</p> <p>2) Proficiency in Computers.</p>	<p><b>For PG</b></p> <p>a) Marks – 20 marks &lt;50 =10 55-70% = 15 70+ =20</p> <p>b) Computer skill- 10 marks</p> <p>c) Interview- 20</p> <p><b>For Graduate</b></p> <p>a) Marks – 15 marks &lt;50 =5 55-70% = 10 70+ =15</p> <p>b) Relevant Exp – 10 2-4 years = 10 4+ years =15</p> <p>c) Computer skill- 5 marks</p> <p>d) Interview- 15 marks</p>



2	Social Worker-cum- Early Childhood Educator	Leh	1	18,536	Graduate preferably in B.A in Social Work/ Sociology Social Sciences from a recognized university.  Weightage for work experience candidate  Proficiency in Computers	a) Marks – 15 marks <50 =5 55-70% = 10 70+ =15 b) Relevant Exp – 15 2-4 years = 10 4+ years =15 c) Computer skill- 5 marks d) Interview- 15 marks
3	Ayahs	Leh	2	7,944	A person who is literate with knowledge /experience of working in the relevant domain. high school passed or equivalent will be preferred	
	Chowkidar	Leh	1	7,944	A person having at least two years experience of working as security personnel in a govt or reputed organizations at the district/state level. She/he should preferably be retired military/para-military personnel	

#### Terms & Condition

1. The appointment is purely on contractual basis and continuous working/renewal of contract shall not confer any right of claiming regularization / permanent absorption against the post.
2. The applicants who want to fill more than one post should be fill separate forms for each post.
3. Background verification of staff by police is mandatory prior to their appointment to ensure credibility and accountability of staff.
4. The provisions regarding income tax / other taxes shall apply as per rules.
5. PMU shall be eligible for 12 days leave in a calendar year, thereafter remuneration would be Deducted on pro-data basis.
6. Leave and Travel allowance shall be provided according to the rule as framed by the Administration of Union Territory of Ladakh, Social/Tribal Welfare Department.
7. Any other incentives if provided under respective scheme guidelines shall be applicable.

Sd/=   
Deputy Commissioner/CEO LAHDC, Leh  
(Chairperson Selection Committee Mission Vatsalya Leh).  
9

No: - DSWO/ICPS-140/2023/86-91

Dated: - 19.05.2023.

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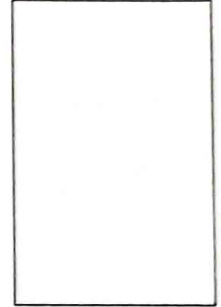
1. Commissioner/Secretary, Social & Tribal Welfare Department, UT Ladakh for kind information
2. Deputy Commissioner, Leh for kind information
3. Director Social & Tribal Welfare Department UT Ladakh for kind information.
4. District Information officer, NIC Leh with a request to upload advertisement notice and prescribed form on the NIC portal.
5. Assistant Director, Information Department , Leh for kind information with the request to publicize the advertisement on all available channels of communication.
6. OSD to Commissioner Secretary Social/Tribal welfare UT of Ladakh for information.

  
District Social Welfare Officer, Leh  
Member Secretary Selection Committee,  
(Mission Vatsalya Leh).

**APPLICATION FORM**

**DISTRICT SOCIAL & TRIBAL WELFARE OFFICE, LEH**

1. Advertisement Notice No and Date:- \_\_\_\_\_ Post Applied for \_\_\_\_\_ ?
2. Name of Candidate \_\_\_\_\_
3. Parentage (Father/Mother Name) \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Age as on 30<sup>th</sup> April 2023 \_\_\_\_\_
6. Gender \_\_\_\_\_
7. Address \_\_\_\_\_  
Block \_\_\_\_\_ District \_\_\_\_\_
8. E-mail \_\_\_\_\_
9. Contact No \_\_\_\_\_



10. Academic Qualifications:

Degree	Examining body/ University	Year of passing	Marks obtained	Total Marks	Percentage (%)

11. Experience Details: -

Name of Organization/Institution	Number of years

12. Declaration:

I hereby declare that all the information furnished above by me in the application are true, complete and correct to the best of my knowledge and belief. I do understand that in the event of any information found false or incorrect or ineligibility being detected before or after my selection, my candidature/ appointment is liable to be cancelled/terminated.

List of enclosures:

Place:

Date

(Signature of the applicant)

List of supporting documents to be submitted with application: -

- i. Address Proof: - Passport/Aadhar/Pan Card.
- ii. Date of Birth Proof
- iii. Requisite Educational Degree from recognized institution.
- iv. Experience certificate.