

**DEPARTMENT OF SOCIAL WELFARE & WOMEN
EMPOWERMENT
ONE STOP CENTRE (OSC) 181
KANCHIPURAM**

APPLICATION FORM FOR THE POST OF

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Passport size
Photograph

1.	Name of the Candidate (in Capital Letters)	
2.	Gender	
3.	(a) Date of Birth (Proof to be attached)	
	(b) Age as on	
4.	Marital Status	
5.	Name of the Parent / Guardian / Husband	
6.	Nationality	
7.	Education Qualification with passing month, year, class, starting from most recent, in a separate sheet. (Certificate Copy to be attached)	
8.	Experience if any with number of years, starting from most recent, in a separate sheet. (Certificate Copy to be attached) (i) Government	

	(ii) Private	
9.	Address for Communication	
10.	Contact Numbers (mobile / landline)	
11.	E-mail Address	
12.	Other Certification / Workshops / Trainings Undertaken	

It is certified that:

- a. The information furnished in the application form and enclosed documents is correct.

Signature of the Candidate

Place :

Date :

Note: Filled in applications with relevant enclosures / documents duly self attested to be sent to the below address so as to reach on or before 04.09.2025 by 5:45 p.m. Applications received after the above date will summarily rejected. Original Certificates should not be sent along with the application. The envelope may be super scribed with "Application for the post of @ District Social Welfare Office, Kanchipuram.

**District Social Welfare Officer,
O/o District Social Welfare Office,
Old DRDA Building,
Collectorate Campus,
Kanchipuram – 631 501**

Eligibility Criteria for Recruitment of One Stop Centre (OSC) Staff:

Position-IT-Admin:

Qualification and Experience: The IT-Admin should have a Bachelor's Degree in Computer Science or Computer Engineering experience of working on violence against women issues in an administrative set up with Government or Non-Government Programmes or Projects is a plus. Candidates with Master's Degree in Computer studies may also apply. Only Women Candidates may apply. Work related travel will be reimbursed. Three candidate should be resident of the local community. Salary p.m.Rs. 20000/- **No. of. Vacancies: 1**