

No: SED/ESTT/ DSW&E)/1(145)/2023/1536

Date: - 27/09/2023

RECRUITMENT NOTIFICATION NO: 07/2023-24

Online applications are invited through website <https://sofed.tripura.gov.in> from the eligible candidates permanently residing in Tripura for the post mentioned below for placing under different Government Department/PSUs/Project.

Item No	Name of the post	No. of Post	Essential Qualification Experience	Gross Remuneration per month	Age Limit	Department/Agency
1	Project Coordinator	01 (UR)	<p>Post Graduate degree in Social Work / Sociology /Child Development /Human Right Public Administration / Psychology/ Psychiatry/ Law /Public Health/Community Resource Management from a recognised University.</p> <p>OR</p> <p>Graduate in Social Work / Sociology /Child Development /Human Right Public Administration / Psychology/ Psychiatry/ Law /Public Health/Community Resource Management from a recognised University with 2 Years experience in project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child development/ Social Welfare.</p> <p>Proficiency in Computers, Preference may be given to personnel's of working in Emergency Helplines.</p>	Rs. 17,583/-	40 Years	District Level Child helpline Control Room under Directorate of SWSE
2	Counselor	01 (UR)	<p>Graduate in Social Work / Sociology / Psychology /Public Health/Counselling from a recognised University.</p> <p>OR</p> <p>PG Diploma in Counselling and Communication.</p> <p>At least 1 Year working experience with Govt./NGO preferably in the field of Women & Child development. Proficiency in Computers, Preference may be given to personnel's of working in Emergency Helplines.</p>	Rs. 12,938/-	40 Years	District Level Child helpline Control Room under Directorate of SWSE
3	Child Helpline Supervisors	03 (UR-02,ST-01)	<p>Graduate preferably BA in Social Work / Computer Sciences/Information Technology / Community Sociology / Social Sciences from a recognised University. Weightage shall be given to the experience candidate.</p>	Rs. 12,938/-	40 Years	District Level Child helpline Control Room under Directorate of SWSE

			Proficiency in Computers, Preference may be given to personnel's of working in Emergency Helplines.			
4	Case Workers	03 (UR-02,ST-01)	12 th Passed from a recognised Board/Equivalent Board. Good Communication Skill. Weightage for experienced candidate. Preference may be given to personnel's of working in Emergency Helplines.	Rs. 11,400/-	40 Years	District Level Child helpline Control Room under Directorate of SWSE
5	State Mission Coordinator	01 (UR)	Qualification: PG preferably in Social Science / Life Science / Nutrition /Medicines / Health management / Social work / Rural management. Experience: At least 3 Yrs experience of working with Govt/Non-Govt organization in related domain.	Rs. 31,171/-	40 Years	State level Hub for Empowerment of Women under Samarthya of Mission Sakti Scheme of Directorate of SWSE
6	Gender Specialist	02 (UR-01, ST-01)	Qualification: PG preferably in Social Work / Other Social disciplines. Experience: At least 3 Yrs experience of working with Govt/Non-Govt organization in Training & Research on women related development works.	Rs. 28,256/-	40 Years	State level Hub for Empowerment of Women under Samarthya of Mission Sakti Scheme of Directorate of SWSE.
7	Research & Training Specialist	02 (UR-01, ST-01)	Qualification: PG preferably in Social Work / Other Social disciplines. Experience: At least 3 Yrs experience of working with Govt/Non-Govt organization in related domain.	RS. 25,004/-	40 Years	State level Hub for Empowerment of Women under Samarthya of Mission Sakti Scheme of Directorate of SWSE.
8	Accounts Assistant	01 (UR)	Qualification: Graduate /Diploma in Accounts /Other disciplines having Accounts as a subject. Experience: At least 3 Yrs experience of working with Govt/Non-Govt organization in related domain.	Rs. 16,796/-	40 Years	State level Hub for Empowerment of Women under Samarthya of Mission Sakti Scheme of Directorate of SWSE.
9	Office Assistant (with computer knowledge)	01 (UR)	Qualification: Graduate with at least Diploma in Computers/IT. Experience: At least 3 Yrs experience of data management, process documentation and web based reporting formats, video conferencing at State or District level with Govt/Non-Govt/IT based organization.	Rs.12,938/-	40 Years	State level Hub for Empowerment of Women under Samarthya of Mission Sakti Scheme of Directorate of SWSE.
10	MTS	01(UR)	Essential: 10 th Passed from any recognised Board	Rs.11,400/-	40 Years	State level Hub for Empowerment of Women under Samarthya of Mission Sakti Scheme of Directorate of SWSE.

11	District Mission Coordinator	Total Posts: 08 (UR-04, ST-03, SC-01) Women reservation out of total post (UR-01, ST-01)	Qualification: PG preferably in Social Science / Life Science / Nutrition / Medicines / Health management / Social work / Rural management. Experience: At least 3 Yrs experience of working with Govt/Non-Govt organization in related domain.	Rs. 26,630/-	40 Years	District level Hub for Empowerment of Women under Samarthya of Mission Sakti Scheme of Directorate of SWSE.
12	Gender Specialist	Total Posts: 08 (UR-04, ST-03, SC-01) Women reservation out of total post (UR-01, ST-01)	Qualification: Graduate preferably in Social Work / Other Social disciplines. PG will be preferred. Experience: At least 3 Yrs experience of working with Govt/Non-Govt organization in Gender focused themes	Rs. 25,004/-	40 Years	District level Hub for Empowerment of Women under Samarthya of Mission Sakti Scheme of Directorate of SWSE.
13	Specialist in Financial Literacy	Total Posts: 08 (UR-04, ST-03, SC-01) Women reservation out of total post (UR-01, ST-01)	Qualification: Graduate in Economics / Banking / other similar disciplines. PG will be preferred. Experience: At least 3 Yrs experience of working with Govt/Non-Govt organization in financial literacy / financial inclusion focused themes.	Rs.17,583/-	40 Years	District level Hub for Empowerment of Women under Samarthya of Mission Sakti Scheme of Directorate of SWSE.
14	Accounts Assistant	Total Posts: 08 (UR-04, ST-03, SC-01) Women reservation out of total post (UR-01, ST-01)	Qualification: Graduate /Diploma in Accounts /Other disciplines having Accounts as a subject. Experience: At least 3 Yrs experience of working with Govt/Non-Govt organization in related domain.	Rs. 12,938/-	40 Years	District level Hub for Empowerment of Women under Samarthya of Mission Sakti Scheme of Directorate of SWSE.
15	DEO (for PMMVY Work)	Total Posts: 08 (UR-04, ST-03, SC-01) Women reservation out of total post (UR-01, ST-01)	Qualification: Graduate with working knowledge in Computers/IT. Experience: At least 3 Yrs experience of data management, process documentation and web based reporting formats, video conferencing at State or District level with Govt/Non-Govt/IT based organization.	Rs. 12,938/-	40 Years	District level Hub for Empowerment of Women under Samarthya of Mission Sakti Scheme of Directorate of SWSE.
16	MTS	Total Posts: 08 (UR-04, ST-03, SC-01) Women reservation out of total post (UR-01, ST-01)	Essential: 10 th Passed from any recognised Board	Rs.11,400/-	40 Years	District level Hub for Empowerment of Women under Samarthya of Mission Sakti Scheme of Directorate of SWSE.
17	Data Clerk	01 (UR)	Qualification: Graduate with proficiency in word processing. Experience: At least 3 Yrs experience in related domain in Tripura is desirable.	Rs.25,000/-	40 Years	IGDC- CREFLAT Project.
18	City Mission Manager (Social Mobilization & Institution Development)	01 (UR)	Qualification & Experience: 2 Years full time PG Diploma in Management / MBA / Masters in any other relevant discipline with 3 years' experience. OR Graduate from Govt. recognised University with 6 years' experience in Social Development work with poverty reduction	Rs.35,000/-	40 Years	Tripura Urban Livelihood Mission

			programmes.			
19	State NAMASTE Coordinator	01 (UR)	Graduate or Post Graduate Degree from a recognised University in Urban Planning / Social work / Public Policy / Business Administration / Sociology / Anthropology / Commerce / Science or other related fields with at least 55% marks	Rs. 36,320/-	21-35 Yrs	NAMASTE Project under Directorate of Urban Development
20	Chemist	Total Post: 21 (UR-11, ST-06, SC-04) Women reservation out of total post (UR-04, ST-02, SC-01)	Qualification: Graduation in Science with Chemistry as one of the subject. Candidates with higher qualification in the cited subjects shall be preferred. Should have skill in computer fundamentals.	Rs. 24,000/-	40 Yrs	State level, District level & Sub-Division level water testing laboratories under PWD (DWS)
21	Microbiologist	Total Post: 21 (UR-11, ST-06, SC-04) Women reservation out of total post (UR-04, ST-02, SC-01)	Qualification: Graduation in Science with Microbiology/Biological Science as one of the subject. Candidates with higher qualification in the cited subjects shall be preferred. Should have skill in computer fundamentals.	Rs. 24,000/-	40 Yrs	State level, District level & Sub-Division level water testing laboratories under PWD (DWS)
22	Assistant Block Coordinator	Total Post: 58 (UR-28, ST-17, SC-10, Ex-Serviceman-UR-01, PH-Blindness or Low Vision-UR -01, PH-Hearing imparment-ST-01) Women reservation out of total post (UR-10, ST-06, SC-04)	Qualification: Post Graduate in Management / Rural Development/ Social Science/ Social work from recognized University. Experience: (i) Knowledge in MS Office with English Platform and internet. (ii) Ability to work independently without secretarial assistance. (iii) Excellent knowledge in writing and oral communication skill in English & Bengali /Kokborak. Desirable: (i) Good knowledge in Water & Sanitation Program, PRI System and NGO Network. (ii) Knowledge of participatory methods and their application will be additional advantage. (iii) Knowledge of working procedures of the State Govt. and functioning of PRI. (iv) Ability to work with various partners, establish good working relationship, ability to analyse, negotiate will be additional advantage.	Rs. 24,000/-	40 Yrs	Block level set-up for DWS under PWD (DWS)
23	Solid & Liquid Waste Management (SLWM) Coordinator	Total Post 58 (UR-28, ST-17, SC-10, Ex-Serviceman-UR-01, PH-Blindness or Low Vision-UR -01, PH-Hearing imparment-ST-01) Women reservation out of total post (UR-10, ST-06, SC-04)	Qualification: Bachelor Degree in Civil Engineering /Post Graduate in Rural Development from recognized University. Experience: (i) Knowledge in MS Office with English Platform and internet. (ii) Ability to work independently without secretarial assistance. (iii) Excellent knowledge in writing and oral communication skill in English & Bengali /Kokborak.	Rs. 24,000/-	40 Yrs	Block Level SWLM under PWD (DWS)

			Desirable: (i) Good knowledge in Water & Sanitation Program, PRI System and NGO Network. (ii) Knowledge of participatory methods and their application will be additional advantage (iii) Knowledge of working procedures of the State Govt. and functioning of PRI. (iv) Ability to work with various partners, establish good working relationship, ability to analyse, negotiate will be additional advantage.			
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Terms & Conditions:

1. The selected candidates would be appointed on Purely Contract Basis for a term of **11(Eleven) months** and may be extended on performance and requirement.
2. The selected candidates should come under an agreement as per the norms with the SOFED.
3. The candidates shall be selected through written examination or interview on purely merit basis and the date of such test shall be informed on due course.
4. Application processing fee amounting to ₹ **236/- (Rupees Two Hundred thirty six) only** for each application has to be paid through UPI/Net banking in the following bank.
5. Candidate desires to apply for multiple post shall have to fill-up separate application for every post.

A/c Title: Society for Entrepreneurship Development
Account Number: 1507200100003166
Bank Name: Punjab National Bank
Branch: G.B. Hospital, Agartala
IFSC Code: PUNB0150720

6. Incomplete application shall be summarily rejected.
7. The last date for submission of online application is **7th October, 2023 up to 5.30 PM.**

Sd/-
MEMBER SECRETARY, SOFED