

GRAMEEN VIKAS SANSTHAN

New Delhi

Vacancy Circular- 2025-Advt No.3421/GVS/2025

For Odisha, West Bengal, Jharkhand and Chhatishgarh

Grameen Vikas Sansthan, New Delhi invites application from eligible candidates for the Block-level Programme Management Unit(PMU) for Central Sector Scheme of Women Helpline Desk under SWADHAR on contractual basis initially for a period of 4(four) years. However, the engagement may be extended further subject to approval of competent authority and satisfactory performance.

Work Profile:

The appointment is temporary at present. The appointee will be on probation for a period of 4(Four) years from the date of his/her appointment, which may be extended at the discretion of the appointing authority. During the period of probation, the service can be terminated by the appointing authority without any notice and without any reason being assigned thereof.

1. In addition to the essential qualifications mentioned in the table below they should be able to read, write and speak in concerned state language.
2. The applicant should not be more than 44 years and not less than 18 years of age as on 01/03/2025.
3. The upper age limit will be relaxed for S.C., S.T. & O.B.C. candidates as per Government norms.
4. The candidates will be selected by personal interview and any other mode of examination decided by the agency.
5. The candidates will be required to submit self-attested photocopies of all testimonials of educational qualification, age, domicile certificate and caste certificate (if applicable) etc. along with original documents for verification by competent authority.
6. Last date and time of submission of application (hard copy) is 10/06/2025 up to 5.00 p.m. to be reached at Grameen Vikas Sansthan, 768, Sewak Park, Dwarka Mor Metro Station, Uttam Nagar, New Delhi - 110059, India.
7. Application must reach to this office within prescribed time and date. Incomplete application or application received after last date and time shall be summarily rejected.

Salary & Wages:

1. **Block Coordinator:** Rs.21,200/- with PF, ESI, DA and other benefits applicable.
2. **Counsellor:** Rs.18,500/- with PF, ESI, DA and other benefits applicable.
3. **Telecaller:** Rs.18,200/- with PF, ESI, DA and other benefits applicable.
4. **Multi-tasking Staff:** Rs.20, 800/- with PF, ESI, DA and other benefits applicable.
5. **Driver:** Rs.18,200/- with other applicable benefits.

Block Level Project management Units(PMU)

Sl No.	Post Name	Vacancy position	Qualification
1	Block Coordinator	1 in each Block	+3 in Arts/Science/Commerce with Computer knowledge. PGDCA will be preferred.
2	Counsellor	1 in each Block	+2 with aptitude for Counselling
3	Telecaller	2 in each Block	+2 with talking skills
4	Multi-Tasking Staff (MTS)	1 in each Block	+2/+3 with DCA or 2 years' experience in computer operating
5	Driver	1 in each Block	8 th Pass with LMV Licence for 2 years

APPLICATION PROFORMA FOR WOMEN HELPLINE DESK AT BLOCK LEVEL

1. Post applied for:
2. Name of the Applicant :
3. Date of Birth :
4. Present posting :
5. Present Scale of Pay :
6. Department/Office :
7. Present Address for Correspondence with Mobile Number & E-mail Id and State
8. Sex/ Nationality/ Religion/ :
9. Marital Status
10. Educational Qualification :

11. Experience in detail:

Date :

Place :

Signature of Applicant