From: To,
Tmt.V.Amuthavalli, I.A.S.,   The Director,
Commissioner of Social Welfare,   National Informatics Centre,
Commissionerate of Social Welfare,   Secretariat,
Lady Willingdon College Campus,   Chennai-600 009
Kamarajar Salai,Chennai-05

      Roc.No. 4699/SRCW/2017   Dated: .01.2024

Sir/Madam,

      Sub : Social Welfare Department – Women Welfare – Recruitment of Staff – Post of Data Manager- called for- Reg

      Ref   : G.O.(Ms) No10, SW & NMP (SW3) Dept dated:22.02,2019

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In the reference cited, Government have accorded sanction for online verification of Flagship programmes and data management support for the State office. A sum of Rs.2,40,000/- has been sanctioned towards data support at State level @ RS.20,000/- per month for a period of one year.

In this regard, it is proposed to recruit one Data Manager for the State Office to coordinate with Districts officers and monitor the online verification of the Flagship programmes. The press release inviting applications from eligible persons for filling up the post of Data Manager- 1 no. is enclosed herewith.

We request that the uploading of the press release and application form in the Government web site be done from 10.01.2024 The deadline for application has been fixed as 30.01.2024.

Encl: As above

Commissioner of SW

RECRUITMENT NOTIFICATION

Department of Social Welfare and Women Empowerment

The Government has accorded sanction for online verification and monitoring of Flagship programmes through field staff and Data support for State level office to coordinate and guide the district officers for effective implementation of the schemes.

The following post at the4 Commissionerate of Social Welfare is to be filled on consolidated pay by the Commissioner of Social Welfare on contract basis through the selection committee. Applications are invited from eligible candidates for the following post.

1. Data Manager - 1

The application form, educational qualification, age and other details are given in the www.tn.gov.in (Social Welfare & Women Empowerment Department).

Eligible candidates can apply for the above said posts in the prescribed application form along with a pass-port size photograph which is to be sent to the following address.

The Commissioner of Social Welfare,
Commissionerate of Social Welfare,
Lady Willingdon College Campus,
Kamarajar Salai, Chennai-05

The application has been opened from 10.01.2024 till 30.01.2024 5pm. The shortlisted candidates will be called for an interview by the Commissioner of Social Welfare after scrutinizing of all applications.

The applications should reach this office within the stipulated date. The interview dates will be intimated to qualified applicants. The appointment will be purely on merit and experience basis. The discretion of the selection committee will be final in this regard.

Commissioner of Social Welfare

<h1 style="text-align:center"><u>PERSONNEL AT COMMISSIONERATE OF SOCIAL WELFARE</u></h1>

<h2 style="text-align:center"><u>POSITION AND QUALIFICATION</u></h2>

1. Data Manager

Job Description

Data Manager will look after the technological aspect of Mobile Application and Web portals of the Flagship programmes of the Department and ensure that it remaining functional at all times. He should coordinate with TNeGA, NIC and other IT related departments and attend relevant meetings.

She/he would follow strict proceedings to maintain privacy with regard to data generated and will ensure that any details of woman remain confidential in each step of case history documentation. He/She should draft and generate various reports based on MIS, web based reports.

Qualification

He/She should possess any Graduate degree related to Computer science/ Information Technology. In addition, she/he should possess a minimum of 2 years of experience in data management, process documentation and web based reporting formats in either at the level of state/ district/ Non-Governmental/ IT based organization. He/She should have IT skills in conducting online training/ meetings and trouble shooting. Willing to travel to districts and conduct trainings.

Salary p.m.- Rs.20,000/-   No.of Vacancies:1

COMMISSIONERATE OF SOCIAL WELFARE

APPLICATION FORM FOR THE POST OF DATA MANAGER

1. Full Name of the applicant:

2. Date of Birth:

Affix Recent

Passport size

Photograph

3. Address:

4. Mobile No:

5. E-Mail ID:

6. Educational Qualification: (In case you need more space, kindly attach separate
   sheets in the same format).

S.No	Name of Degree/Diploma (as printed on your certificate)	University/Place	Duration		Main Courses of Study
			From	To	

7. Brief Service Particulars and Experience: (Starting from the most recent post.In case you need more space, kindly attach separate sheets in the same format).

Designation	Organisation	Duration		Brief Description of Duties
		From	To	

8.Additional information, if any, in support of suitability for the post:
(Any other National or State level Recognition/Awards won/
 Publications/experience/assignments relevant to the requirements
 of the post applied.)

9. It is certified that,
 a. The information furnished in the application form and enclosed documents is correct.

 b. If selected, I shall not hold office of profit or pursue any profession or carry on any business other than my designated position of ------------------ at the Commissionerate of Social Welfare.

(Signature of the applicant)

Place:

Date:

Sub : Social Welfare Department – SRCW – Recruitment of Staff –
Post of Data Manager- called for- Reg

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In this regard, it is proposed to recruit one Data Manager for the State Office to coordinate with Districts officers and monitor the online verification of the Flagship programmes. The press release inviting applications from eligible persons for filling up the post of Data Manager- 1 no.

We may request NIC to upload the press release and application form in the Government web site be done from 10.01.2024 The deadline for application has been fixed as 30.01.2024.

A draft Recruitment Notification inviting applications from eligible candidates for filling up the above post is put up for approval.

A draft letter addressed to NIC with recruitment notification requesting to upload in Government Website is put up for approval.

Asst   /   Supdt   /   JD WW **/**   JD CW   Commissioner of SW