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

Affix Recent Passport size Photograph

APPLICATION FORM FOR THE POST OF .....

1.	Name of the Candidate (in Capital Letters)	
2.	Gender	
3.	(a) Date of Birth (Proof to be attached)	
	(b) Age as on 01.11.2026	
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 25.11.2026 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.**

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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:

1. **Case Worker: (No. of. Vacancies: 3)**
   Qualification and Experience: The Senior Counsellor should have a Bachelors' Degree in Social Work, Counselling Psychology, or Development Management with a minimum of 1 year's experience of working on violence against women issues in an administrative set up with Government or Non-Government Programmes or Projects of with preferably 1 year experience of counseling either within or outside the same set-up. Candidates with Master's Degree may also apply. Only Women Candidates may apply. Work related travel will be reimbursed. The candidate should be resident of the local community. Salary p. m. Rs. 18,800. **No. of. Vacancies: 3**

2. **Security Guard : (No. of Vacancies: 1)**
   Qualification and Experience: The Multi-purpose helper should have experience working in an office set-up. Women Candidates to be given preferences. Work related travel will be reimbursed. The candidate be resident of the local community. Salary p. m. Rs. 12,000. **No. of Vacancies: 1**