

सखी वन स्टॉप सेंटर के सेवाप्रदाता हेतु शैक्षणिक योग्यता, अनिवार्य कौशल, अनिवार्य अनुभव तथा कार्यदायित्व-

S.No.	Position	Number of Staff	Qualification	Roles & Responsibilities
1	Para Legal Personnel/ Lawyer	01	<ul style="list-style-type: none"> <li>In the absence of Legal Advisors provided by District Level Services Authority, the legal counselling services service could be outsourced to any person having a degree in Law/ with legal training or knowledge of law with at least 3 year experience of working within a Government or Non-Government women related project/ program at the district level are to any practicing Lawyer with at least 2 years experience of litigation in any court of law.</li> </ul>	<ul style="list-style-type: none"> <li>She/he will inform and orient the women about her legal rights and help/guide the women to initiate legal proceeding against the abuse violence suffered, if she is willing to do so.</li> <li>She/he will coordinate/ liaise with the public Prosecutor or the SALS/DAISA Lawyer, to support the women even after her case has been filed in court as well as to ensure there is follow-up of the case to its logical conclusion.</li> <li>She/he will simplify legal fine legal procedures for the affected women and advocate for her exemption from court hearings.</li> <li>see he will facilitate speedy and hassle free police and court proceedings through the employment of video conferencing facility for the recording of statement of women affected by violence.</li> </ul>
2	Para Medical Personnel	01	<ul style="list-style-type: none"> <li>In the absence of regular Para Medical personnell provided by District Health authorities the medical assistance service could be outsource to any women having professional degree diploma in paramedics with a background in health sector and preferably with at least 3 year experience of working within government or non government health project program at the district level</li> </ul>	<ul style="list-style-type: none"> <li>Paramedical Personnel will work in shifts to provide 24 hour service at OSC.</li> <li>She will provide first aid and immediate life-saving medical assistance to the aggrieved women until she reaches the hospital.</li> <li>She will accompany the woman affected by violence to the Hospital. In cases of women affected by sexual violence, she will ensure strict compliance of the protocol developed by MoHFW to conduct forensic examination and other tests by the Doctors.</li> <li>She will help in drafting the medical case history of the women affected by violence.</li> </ul>
3	Multi-purpose Staff/Cook	01	<ul style="list-style-type: none"> <li>The multi-purpose activity could be outsourced to any person who is literate with knowledge/experience of working in the relevant domain. High school pass or equivalent will be preferred.</li> </ul>	<ul style="list-style-type: none"> <li>Multipurpose Helper will work in shift to provide 24 hour services at OSC.</li> <li>She would be responsible for maintaining hygiene and sanitation at OSC.</li> <li>It would be her responsibility to clean the toilet (daily at such frequency which keep it clean all the time), dispose the garbage, change the bed sheets, pillow cover( weekly) off shelter room.</li> <li>She will offer water to the visitor, maintain visitor, register, provide information on legal aid/ police/medical assistance sheet to the women.</li> <li>She will provide basic Kit Containing soap,comb, shampoo, sanitary pad tooth brush, tooth paste, diapers (in case of infants) and sewing kit to the women who is availing the facility of temporary shelter at OSC.</li> <li>She will help any other staff with referrals and do such other ancillary work as requested by the Centre Administrator.</li> </ul>
4	Security Guard/Night Guard	03	<ul style="list-style-type: none"> <li>The services could be outsourced to any person who is Passed 8<sup>th</sup> from any recognized board having at least 2 year experience of working as securities personal in a government are reputed organisation at the district/ state level.He</li> </ul>	<ul style="list-style-type: none"> <li>security Guard/Night Guard will work in shift to provide 24 hour services at OSC'S.</li> <li>The Security Guard/ Night Guard would be responsible for the overall security of OSC.</li> <li>She/he would be responsible for safety of all capital assets, furniture and equipment at OSC.</li> </ul>

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