

తలంగాణ ప్రభుత్వము

శ్రీయుత సంచాలకుల వారి కార్యాలయము ::

వికలాంగుల & వయో వృద్ధుల సంక్షేమ శాఖ :: హైదరాబాద్.

నోటిఫికేషన్ నెం.ఎ/1788/2022-2

తేదీ:- 15/11/2022.

తలంగాణ రాష్ట్ర సంచాలకుల వారి కార్యాలయము, వికలాంగుల & వయో వృద్ధుల సంక్షేమ శాఖ:: హైదరాబాద్ పరిధిలో ఖాళీగా ఉన్న (2) పోస్టులకు (Helpdesk for the Transgender persons) దరఖాస్తులను ఆసక్తి గల అభ్యర్థుల నుండి ఆహ్వానించనైనది.

క్రమ. సంఖ్య	పోస్టు పేరు	ఖాళీ వివరాలు	రిమార్క్స్
1	హెల్ప్ డెస్క్ కోఆర్డినేటర్	01	
2	డేటా ఎంట్రీ ఆపరేటర్	01	
	మొత్తము	02	

అర్హతలు:-

1. హెల్ప్ డెస్క్ కోఆర్డినేటర్:- ఏదైనా విశ్వవిద్యాలయం నుండి డిగ్రీ చదివి ఉన్న వారు అర్హులు , బాచిలర్ ఆఫ్ ఆర్ట్స్ (హ్యూమానిటీ, సోషల్ వర్క్, సైకాలజీ, ట్రాన్స్ జెండర్స్ సంక్షేమము కొరకై పని చేస్తూ ఉండి, ఏదైనా ట్రాన్స్ జెండర్ స్వచ్ఛంద సంస్థ నందు (3) సంవత్సరాల అనుభవం కలిగిన వారికి ప్రాధాన్యత ఇవ్వబడును. నెలకు రూ.50,000/- మాత్రమే వేతనము ఇవ్వబడును. వయస్సు:- 21-45 సంవత్సరాలు మించి ఉండరాదు.
2. డేటా ఎంట్రీ ఆపరేటర్:- ఏదైనా విశ్వవిద్యాలయం నుండి డిగ్రీ చదివి ఉండి , కంప్యూటర్ శిక్షణ PGDCA నందు ఉత్తీర్ణత పొంది ఉండవలెను. నెలకు రూ.26,749/- మాత్రమే వేతనము ఇవ్వబడును. వయస్సు:-21-45 సంవత్సరాలు మించి ఉండరాదు.

దరఖాస్తు ఫారాలు మరియు ఇతర వివరాలు www.wdsc.Telangana.gov.in నందు పొందవచ్చును. నిర్దిత దరఖాస్తు ఫారాలను నింపి, సంబదిత ద్రువపత్రాలు జతపరిచి ,నోటిఫికేషన్ వెలువడిన (10) రోజులలోగా ఈ కార్యాలయము లో సంచాలకుల వారి కార్యాలయము, వికలాంగుల & వయో వృద్ధుల సంక్షేమ శాఖ, మలకపేట, నల్లగొండ X రోడ్, హైదరాబాద్) నందు సమర్పించవలెను. ఇట్టి నోటిఫికేషన్ ను రద్దు పరచుటకు గాని, మార్పులు చేయుటకు గాను పూర్తి అధికారము, శ్రీయుత సంచాలకులు, దివ్యాంగుల & వయో వృద్ధుల శాఖ , హైదరాబాద్ గారికి కలవు. ఏదైనా ఇతర వివరాలకు ఫోన్ నెం.040-24559048 ను సంప్రదించవలెను.

సం/- శ్రీమతి బి.శైలజ

సంచాలకులు

దివ్యాంగుల & వయో వృద్ధుల సంక్షేమ శాఖ:: హైదరాబాద్.

GOVERNMENT OF TELANGANA

**O/O Director,
Welfare of Disabled &**

Senior Citizens dept., Telangana, Hyderabad.

NOTIFICATION No.A/1788/2022

Dated:-15/11/2022

The Department for Welfare of Disabled & Senior Citizens, Telangana State is inviting applications from eligible candidates to engage the posts for running of Help Desk for Transgender Persons in the O/o Director, Welfare of Disabled & Senior Citizens dept., Malakpet, Hyderabad.

Sl. No	Name of the Post	No of vacancies	Age	Remuneration per month	Educational Qualifications	Remarks
1	Coordinator	01	21-45 years	Rs.50,000/-	Any Bachelor Degree Preferably B.A in Humanities/Social Sciences/Sociology/Psychology/Social Work	
2	Data Entry Operator	01		Rs. 26749/-	Any bachelor degree with Certificates of computer applications, data entry operations	

Note: - 1. The candidates who are already working in the field of welfare of Transgender persons & having (2) years of relevant work experience will be given priority for the both posts.

2. Transgender Persons who meet the criteria with desired skills are strongly encouraged to apply.

Both the applications will be available for download on the department website www.wdsc.Telangana.gov.in. Interested candidates must submit

hard copies of the duly filled application form with relevant documents enclosed, Resume with a Cover Letter containing prior experience, interest/motivation to work etc., manually or via post to the following address: Office of the Director, Welfare of Disabled & Senior Citizens dept., Malakpet, Nalgonda X Roads, Hyderabad by 30/11/2022, 05:00 PM IST with the subject name: Project Coordinator, Help Desk for Transgender Persons. The Director, WD&SC, Hyderabad has the powers vested to cancel or do modify the notification. The applications received after stipulated time will not be accepted. Only shortlisted candidates will be contacted for an interview. For queries, contact: 040-24559048.

**SD/- SMT B. SHAILAJA
DIRECTOR.**

**APPLICATION FORM FOR THE POST OF COORDINATOR/DATA
ENTRY OPERATOR UNDER HELP DESK FOR TRANSGENDER
PERSONS-2022**

To,
The Director,
Department for Welfare of Disabled and Senior Citizens
Vikalangula Sankshema Bhavan,
Nalgonda X Roads, Malakpet,
Hyderabad – 500036



S.No	Particulars	
1	Name of the Applicant	
2	Father Name	
3	Date of Birth / Age (Enclosed Copy of Certificates)	
4	Gender/Caste	
5	Address: Permanent Address	
	Present Address	
6	Contact No	
7	E-mail ID	
8	Educational Qualifications (Enclosed Copy of Certificates)	
9	Professional Qualifications (Enclosed Copy of Certificates)	
10	Experience details	

Declaration:

I _____ hereby declare that the above information furnished by me is true to the best of my knowledge.

Date:

Place:

(Signature of the Applicant)

Coordinator, Helpdesk for Transgender Persons

The Department for Welfare of Disabled & Senior Citizens is looking for 1 Coordinator & 1 Data Entry Operator for the Helpdesk for Transgender Persons in the office of the Director, Welfare of Disabled and Senior Citizens, Malakept, Hyderabad.

Background

The Government of India passed "The Transgender Persons (Protection of Rights) Act, 2019" for the protection of the rights and welfare of transgender persons. Further, the Government of Telangana vide Govt Memo No.2768/Prog.II(1)/2022, dated:-17-10-2022, Department for Women, Children, Disabled and Senior Citizens under the Scheme of protection and welfare of Transgender Persons, approved the Action Plan for implementation of various welfare activities for Transgender Persons for the year 2022-23. The scheme would cover several comprehensive measures including welfare measures for transgender persons with a focus extensively on: The publicity of Act and Schemes and Conduct of Awareness and Sensitization programmes for Transgender Persons; Skill Development Training; Economic Rehabilitation; Establishment of a Home for Transwomen; & Arrangement of Help Desk for Transgender Persons.

Help Desk for Transgender Persons

The approved State Action Plan for the welfare of Transgender Persons 2022-2023 sanctions establishing a Help Desk for Transgender Persons in the office of the Director, Welfare of Disabled and Senior Citizens, Malakept, Hyderabad. The Help Desk will receive grievances from transgender persons and refer the matters to the department concerned for taking further action. In this regard, the Department, wishes to engage the services of a Coordinator & Data Entry Operator for the Help Desk.

Post of Coordinator (1)

Objectives

1. We are looking for a **Coordinator (1)** who can successfully manage the Help Desk which is being set up to address the queries and grievances of Transgender Persons.
2. Transgender Persons who are meeting the criteria and with desired skills are strongly encouraged to apply.

Roles and Responsibilities

1. Understand the prevalent issues and problems of Transgender persons & show passion and willingness to work with members of the community.
2. Attend to the complaints/grievances received, and actions taken by all the officers/departments concerned in the state.
3. Compile & track District-wise data on the number of grievances received & resolved therein.

4. Efficiently communicate the grievances received from the TG community and submit weekly reports to the reporting officer as designated by the Director, WD&SC.
5. Schedule stakeholder meetings and facilitate communication between them to resolve the bottlenecks in availing of the benefits of the welfare schemes.
6. Ability to make notes from written or spoken grievances/queries and break the problem for immediate action/resolution of the issue.
7. Use data visualization tools for graphical representation of information, make infographics and small videos for publicity & awareness generation.

Desirable Skills & Qualification

1. Prior engagement with other social work organizations or projects in government departments, preferably 2 years.
2. A bachelor's degree is mandatory, preferably a BA in Liberal Arts/Humanities/Social Sciences/Sociology/Social Work.
3. Familiarity with design tools, data visualization tools etc.
4. In-depth knowledge & deep passion to work on subjects of social justice, empowering marginalized communities, & upliftment of Transgender Persons.
5. Demonstrate effective communication skills, professionalism, and ability to work methodically and meet deadlines.

Post of Data Entry Operator (1)

Objectives

1. We are looking for a **Data Entry Operator (1)** who can successfully manage the Help Desk which is being set up to address the queries and grievances of Transgender Persons.
2. Transgender Persons who are meeting the criteria and with desired skills are strongly encouraged to apply.

Roles & Responsibilities

1. Prepare, compile, and sort documents for data entry.
2. Verify and log complaints/grievances received. Transcribe source data into the required electronic format.
3. Transfer information from paper formats into computer files and organise them as needed.
4. Efficiently communicate the grievances received from the TG community and submit daily reports to the project coordinator.

Desired Skills/ Education Qualification

1. Certificates with computer applications, data entry operations
2. Typing speed of 30-40 WPM, and sound knowledge of Microsoft Office
3. Prior engagement in similar roles of data entry clerk/operator etc., preferably 2 years.
4. Demonstrate effective communication skills, professionalism, and ability to work methodically and meet deadlines.

Applications

Both the applications will be available for download on the department website www.wdsc.Telangana.gov.in. Interested candidates must submit

hard copies of the duly filled application form with relevant documents enclosed, Resume with a Cover Letter containing prior experience, interest/motivation to work etc., **manually or via post** to the following address: **Office of the Director, Welfare of Disabled & Senior Citizens dept., Malakpet, Nalgonda X Roads, Hyderabad** by **30/11/2022, 05:00 PM IST** with the subject name: Project Coordinator, Help Desk for Transgender Persons. The Director, WD&SC, Hyderabad has the powers vested to cancel or do modify the notification. The applications received after stipulated time will not be accepted. Only shortlisted candidates will be contacted for an interview.

For queries, contact: 040-24559048.

Remuneration

A remuneration of Rs 50,000/- per month & an experience letter would be given after the successful completion of tenure.

Note: This job role is for 12 months initially and might get extended based on performance review & as per the satisfaction of the Director, WD&SC.