

**DIRECTOR SOCIAL WELFARE
CHANDIGARH ADMINISTRATION
TOWN HALL EXTENSION BUILDING, 3rd FLOOR, SECTOR –17-C, CHANDIGARH**

Closing date for receipt of applications : 7.3.2013

Applications are invited through registered post for the under mentioned posts under Integrated Child Protection Scheme(ICPS) strictly on the prescribed application format given at the end. The candidate should specify on the top of the envelop name and category of the post applied for:

<p>A. Integrated Child Protection scheme</p> <p>1. One Programme Manager @ 25,000/- Consolidated amount. Essential Qualification: i) Master in social work, psychology and sociology with at least 60% marks at master level with 3 years experience in relevant field. ii) Preference will be given to those who have done work in the field of child protection and related areas. iii) Ability to work on MS-Office (Word, Excel, Power Point, Internet) with ease. Age: 21-35 years</p> <p>2. Two Project Officers @ 19,000/- Consolidated amount Essential Qualifications: i) Master degree in social work, psychology and sociology with 3 years experience in relevant field. ii) Ability to work on MS-Office (Word, Excel, Power Point, Internet) with ease. Age: 21-35 years</p> <p>3. One Administrative Officer @ 13,000/- Consolidated amount Essential Qualification: i) Post graduation in Public Administration with 3 year experience in Govt. or Commercial Accounts. ii) Ability to work on MS-Office (Word, Excel, power point, Internet) with ease. Age: 21-35 years Deputation: Officer of the level of Accountant/ Section Officer from State Govt./Board/University with minimum experience of 5 years may apply.</p> <p>4. One Accounts Officer @ 13,000/- Consolidated amount. Essential Qualification: (i) M. Com/M.B.A from a recognized University with at least 3 years relevant experience; or, Retired from Govt. service as Accounts officer or Section Officer. (ii) Ability to work on MS-Office (Word, Excel, Power Point, Internet) with ease. (iii) Age should not exceed 62 years.</p> <p>5. One Accountant @ 10,000/- Consolidated amount Essential Qualification: i) B.Com (1st Division) from recognized University with at least 2 years relevant experience. ii) Ability to work on MS-Office (Word, Excel, Internet) with ease. Age: 21-35 years</p> <p>6. Two Assistant cum Computer Operator Consolidated Pay Rs.8000/- Essential Qualification: (i) Graduate with PGDCA from a recognized institution with 2 years relevant experience. or Retired Senior Assistant/Senior Scale Stenographer with at least two years experience in relevant field. (ii) Ability to work Ms-Office (Word, Excel, Internet) with ease. (iii) Age should not exceed 62 years.</p>	<p>7. Protection Officers, Institutional Care @ Rs. 12,000/- per month. Essential Qualification i) Master in Psychology and Social work with specialization in Child Psychology/Master in Child Development from the recognized University. ii) Minimum 55 % marks at Masters level. iii) One year experience in Child Protection. iv) Working knowledge of Computer. Age: 21-35 Years</p> <p>8. Protection Officer, Non-Institutional Care @ Rs. 12,000/- per month. Essential Qualification i) Master in Psychology and Social work with specialization in Child Psychology/Master in Child Development from the recognized University. ii) Minimum 55 % marks at Masters level and having consistent good academic record. iii) One year experience in Child Protection. iv) Working knowledge of Computer. Age: 21-35 Years</p> <p>9. Legal cum Probation Officer @ Rs. 12,000/- per month. Essential Qualification i) Graduation in law any recognized university with minimum 55 % marks. ii) One year experience in Social Work. iii) Working knowledge of Computer. Age: 35-55 Years</p> <p>10. Two Social Worker @ Rs. 8,000/- per month Essential Qualification i) Masters in Psychology, Sociology and social work from any recognized university with minimum 55% marks. ii) Two years experience in Social Work. iii) Working knowledge of Computer. Age: 21-35 Years</p> <p>11. Data Analyst @ Rs 8,000/- Essential Qualification i) Graduate from any recognized university with minimum 55 % marks. ii) PGDCA or One year Diploma in Computer. iii) At least Two Years experience. Age: 21-35 Years</p> <p>12. Assistant cum Data Entry Operator @ Rs. 5000/- per month Essential Qualification i) Graduate from any recognized University with at least 2 years relevant experience or Retired from government service as Assistant or Senior Scale Stenographer with at least 2 years experience in the relevant field. ii) Ability to work on M.S Office (Word, Excel, Internet) with ease. Age should not exceed 62 years.</p> <p>13. Two Outreach Workers @ Rs.4000/- per month Essential Qualification i) Graduate from any recognized University with minimum 55% marks. ii) At least one year experience in Social Work. iii) Working knowledge of computers. Age 21-40 years.</p>
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Note 1: All the above post are on contractual basis for one year which can be extended on satisfactory work and conduct.

Note2: The prescribed essential qualification does not entitle a candidate to be called for interview. The Department may short list the candidates for interview on the basis of a rationale criterion to be adopted by the Department. The decision of the Department in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

Note 3: A candidate can submit only one application for particular category of post. He may different application for different post. All the column of the application form should be filled in. Application form complete in all respects duly filled in by the candidates and signed in the specified space should be sent only through registered Post to the Director, Social Welfare Department , Town Hall Extension Building, 3rd Floor, Sector 17, Chandigarh.

Note 4: candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the interview or appointment, it is found that they do not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature will be cancelled. The experience will be considered only after acquiring the essential qualification.

Note 5: Documents to be attached with the application form include; (i) One copy of latest stamp size photograph duly attested should be pasted on the application form; (ii) Attested photocopy of essential qualifications and experience.

Note 6: An application form will be summarily rejected if (i) a candidate makes more than one application for a particular category/post (ii) the application is unsigned/incomplete.(iii) the application is received in the Department office after the closing date, Department will not be responsible for any postal delay (iv) a candidate does not possess the requisite academic qualification or experience on the cut off date.

APPLICATION PERFORMA

BY REGISTERED POST ONLY

POST APPLIED FOR.....

PHOTO

[1] PERSONAL INFORMATION

Name (in Block Letters)
 Father's Name (In Block Letters)
 Date of Birth (Attach self-attested)
 Coy of Matriculation Certificate
 Postal Address with contract no. and email address:
 Permanent Address:
 Disability, if any:

Have you been charge-sheeted, convicted of or pleaded guilty to an offence? Yes/No
 If yes particulars thereof and present status:

Have you been associated with any organization that has been blacklisted OR has been proved of financial fraud?

Yes/No
 If Yes, please explain:

[2] EDUCATIONAL INFORMATION: Please give details of your education tract record (from high school to PG)

S.No	Qualification (Degree/PG) with specialization	Name of the College/University	Degree	Period (from-to)	% age Marks Scored.

[3] EMPLOYMENT HISTORY: Give details of the last 3 postings)

Name of Organization	Position held/Designation	Period (from-to)	Address, Phone:, Email:	Job Responsibilities	Last Salary Draw	Reasons for Leaving

Total No. of year's employment experience:

[4] Computer skills:

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 How do you rate yourself Excellent/Good/Average/No Experience
 References: (Please give details of two references)

- 1) Name/title Address & Phone No:
- 2) Name/title Address & Phone No:
 Relationship with reference:

DECLARATION:

I certify that the information furnished by me in this application is true and complete. I understand that false information may be grounds for hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above (including the enclosed documents).

Date: _____
 Place _____

(Signature of the Candidate)