

Haryana State Child Protection Society, Haryana
Bays No- 15-20, Sector -4, Panchkula-134151

Closing date for receipt of applications in the WCD Office 15.1.2012 (5:00 pm) .

Applications are invited through registered posts for the following post at the State Head Quarter, Panchkula under Integrated Child Protection Scheme(ICPS) strictly on the prescribed application format. The candidate should specify on the top of the envelop name of the post applied for.

State Project Support Unit

1. **One post of Programme Manager @ 25000/- Consolidated amount pm.**

Qualifications & Eligibility Criteria:-

- Masters in Psychology with specialization in Child Psychology / Master in Child Development
- Minimum 60% marks at Masters level.
- Knowledge of Hindi upto Matric.

Note:- Candidates having passed NET examination with 55% marks in M.A. will be eligible.

- Two years experience in Child Protection/ Child Welfare.
Age: 21-35 Years

2. **One post of Accountant @ 10000/- Consolidated amount pm.**

Qualifications & Eligibility Criteria:-

- Master in Commerce from any recognized university
- At least two years experience in the relevant field.
- Knowledge of Hindi upto Matric.
- Ability to work on MS Office (Word, Excel,Power Point/ Internet) with ease.
Age: 21-35 Years

State Adoption Resource Agency

3. **One post of Programme Officer @ 15000/-Consolidated amount pm.**

Qualifications & Eligibility Criteria:-

- Masters in Psychology with specialization in Child Psychology / Master in Child Development
- Minimum 55% marks at Masters level.
- Knowledge of Hindi upto Matric.
- One-year experience in Child Protection/ Child Welfare.
Age: 21-35 Years

Haryana State Child Protection Society

4. **One post of Accounts Officer @ 10000/- Consolidated amount pm.**

Qualifications & Eligibility Criteria:-

- Retired as Accounts Officer or in-service SAO with atleast 2 years experience on deputation basis.
- Knowledge of Hindi upto Matric.
- Ability to work on MS Office (Word, Excel, Power Point/ Internet) with ease.
Age should not exceed 62 years.

5. **One post of Accountant Assistant @ 5000/- Consolidated amount pm.**

Qualifications & Eligibility Criteria:-

- Graduate in Commerce from any recognized university
- At least one year experience in the relevant field.
- Knowledge of Hindi upto Matric.
- Ability to work on MS Office (Word, Excel,Power Point/ Internet) with ease.
Age: 21-35 Years

Note 1: The above post are on contractual basis.

Note 2: 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: 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, Women & Child Development Department, Bays no. 15-20, Sector- 4, Panchkula Pin- 134151. All the column of the application form should be filled in.

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 acquiring the essential qualifications and experience.

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 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 delay, (iv) a candidate does not possess the requisite academic qualification or experience on the cut off date.

For further details to see our website:- www.wcdhry.gov.in

Director-cum-Member Secretary
Haryana State Child Protection Society
Women & Child Development Department,
Haryana, Panchkula

APPLICATION PERFORMA

Post Applied for.....

[1] PERSONAL INFORMATION:

Name in full (In Block Letters) -

Father's name (In Block Letters) -

Date of Birth (Attach Self attested -

Copy of Matriculation Certificate)

Postal Address with contact 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 track 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 the Organization	Position held/ Designation	Period (From-to)	Address, Phone:, Email:	Job Responsibilities	Last Salary Drawn	Reasons for Leaving

Total No. of year's employment experience:

[4] COMPUTER SKILLS:

How do you rate yourself **Excellent/Good/Average/No Experience**

References: (Please give details of two references)

(1) Name/Title Address & Phone No:

 Relationship with referee:

(2) Name/Title Address & Phone No:

 Relationship with referee:

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).