

Advertisement

The District Child Protection Society working under the aegis of District Magistrate, Chandigarh intends to carry out the recruitment of staff on contractual basis against the vacant posts in District Child Protection Unit UT Chandigarh under the scheme of Mission Vatsalaya. Applications are invited for the following posts:

Sr. No.	Name of the Vacant Post	No. of Post
1.	District Child Protection Officer	01
2.	Child Protection Officer (Non Institutional Care)	01
3.	Counselor	01
4.	Accountant	01
5.	Assistant Cum Data Entry Operator	01
6.	Outreach Worker	01

Interested and eligible candidates may apply through online mode on the given link: <http://admser.chd.nic.in/jobportal/> . The details regarding the qualification, age criteria, eligibility etc. are available on the given website and the last date of submission of application is **08.04.2025**.



Advertisement for the vacant post in District Child Protection Unit

The District Child Protection Unit working under the aegis of District Magistrate, Chandigarh intends to carry out the recruitment of staff on contractual basis against the vacant posts in District Child Protection Unit UT Chandigarh under the scheme of Mission Vatsalaya. The details of the post alongwith the eligibility criteria are as follows:

Sr. No.	Post Name	Number of Posts	Salary for the Post	Qualification
1.	District Child Protection Officer	01 Post	Rs. 51,460 per Month	<p>Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/Psychiatry/ Law/ Public Health/Community Resource Management from a recognized University</p> <ul style="list-style-type: none"> At least 3 years of experience of working with the Govt./Non-Government Organization in Documentation, training & Capacity Building, Project formulation/implementation, monitoring and supervision preferably in the field of Women & Child Development/ Social Welfare. Preference will be given to Personnel having experience of working under Child Protection Services. Proficiency in Computers. Age 18-37 years
2.	Child Protection Officer (Non-Institution Care)	01 Post	Rs. 47,186/- as per DC Rate	<p>Post Graduate degree in Social Work/Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University.</p> <p>OR</p> <p>Graduate in Social Work /Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University</p> <ul style="list-style-type: none"> With 2 years experience in project formulation/ implementation, monitoring and supervision in the



				<p>preferably in the field of Women & Child Development / Social Welfare.</p> <ul style="list-style-type: none"> • Preference will be given to Personnel having experience of working under Child Protection Services. • Proficiency in Computers • Age 18-37 years
3.	Counselor	01 Post	Rs. 35,473/- as per DC Rate)	<p>Graduate in Social Work /Sociology/Psychology/ Public Health/Counseling from a recognized university.</p> <p>OR</p> <p>PG Diploma in Counseling and Communication.</p> <ul style="list-style-type: none"> • At least 1 year of working experience with the Govt./NGO preferably in the field of Women & Child Development. • Preference will be given to Personnel having experience of working under Child Protection Services. • Proficiency in Computers. • Age 18-37 years
4.	Accountant	01 Post	Rs. 35,473/- as per DC Rate	<p>Graduate in commerce/ Mathematics degree from a recognized university.</p> <ul style="list-style-type: none"> • At least 1 year experience of working in desired field Computer Skills & command on Tally • Age 18-37 years
5.	Outreach worker	01 Post	Rs. 29,663/- as per DC Rate	<p>Graduation from any recognized University Good Communication Skills</p> <ul style="list-style-type: none"> • At least One year working experience. • Preference will be given to Personnel having experience of working under Child Protection Services. • Age 18-37 years
6.	Assistant-Cum-Data Entry Operator	01 Post	Rs. 29,663/- as per DC Rate	<p>Graduation from any recognized University</p> <p>Diploma/Certificate in basic</p>



			Computers
			<ul style="list-style-type: none"> • Typing speed of 35 wpm in English on computer • At least One year working experience • Age 18-37 years -

Selection Process:

1. **For the post at Sr. No. 1 to 5:**
Selection will be based on the overall assessment of the candidates in terms of his/her qualifications, work experience and performance in the interview.
2. **For the post at Sr.No. 6:**
Selection will be based on the overall assessment of the candidates in terms of his/her qualifications, work experience and performance in the typing test (English Language)

Terms & Conditions:

1. Candidate can apply only through online Application Form available on <http://admser.chd.nic.in/jobportal/> and last date for submission of application form is 8th April 2025.
2. Any other format of application will not be entertained.
3. Fill up the online application form carefully and check all the details filled thoroughly before submitting. This office will not be responsible for any incorrect /wrong entries filled by the candidates and he/she will be responsible for any consequences/ rejection at later stage.
4. The age limit for applying against each post will be 18-37 years
5. Date of determination of eligibility of all candidates in respect of age, essential qualifications and work experience shall be the last date for the submission of applications.
6. Separate online application form should be filled/upload for each post. After successful submission of online application form, candidate is required to take print out of application form, which is to be submitted at the time of interview/typing test (where required).
7. Every successful submission will be allotted unique Application ID printed on the application form containing the other details filled by the candidate. All future communication should be based on this application ID.
8. Candidates will be intimated regarding date, time & venue for Interview / Typing Test through message and e-mail. Therefore candidates are requested to provide their correct mobile number and e-mail IDs.
9. Candidates are advised to reach the venue at the Reporting time.
10. No change or alteration should be made in the application form by the candidate after the last date of the submission of the application form.
11. The number of vacancies advertised may vary as per requirement.
12. The final selection on contract basis against the respective post shall be subject to interview/typing test and work experience. The eligible candidates would be called for interview/ typing test (English language) on computer. At the time of interview/typing test original documents must be produced.
13. For more updates, kindly visit the website <http://admser.chd.nic.in/jobportal/> on regular basis.

Note:

1. The engagement is not on a regular basis against any post, but is an engagement purely on contract, which may be extended on yearly basis subject to the performance. The candidates



shall have no right to claim for continuation or for regular employment in the District Child protection Unit.

2. Remuneration may be revised as per the directions of higher authorities.

Disclaimer:-

1. The Competent Authority reserves the right to cancel the selection process at any time before issuance of the appointment letter.
2. No TA/DA will be paid to the candidates for attending the interview/typing test.


for District Magistrate/Collector
Cum- Chairperson DCPS
Chandigarh Administration