

REQUIRED

The following posts are to be filled up at Head Office and in the units of CSCBCMFDC to be filled purely on **CONTRACT BASIS:-**

Sr. No.	Name of the post	No. of post	Category	Remuneration	Age	Qualification
1	Recovery Co-ordinator	2	Open	Fixed Rs. 10,000/- p.m. and reimbursement of Petrol upto 20 Ltrs. p.m. during the period of contract.	18-35 years	Graduate. Preference will be given to Law Graduate and 01 year field experience in banks/financial institutions. Preferably in loan and recovery and proficiency in computer
2	Clerk	1	1- SC	DC rates Presently Rs. 18575/-	18-30 years	1) Minimum B.Com with 2 years experience in Accounts/ Administration. Preferably with firm of Company Secretary or Chartered Accountancy or in an organization in finance/ administrator. 2) Efficiency of working on computer and typing speed of 30 WPM
3	Data Entry Operator	1	Open	DC rates Presently Rs. 18575/-	18-37 years	Bachelor's degree and proficiency in operation of computer (Word processing and Spread Sheet) and a speed of 30 WPM per minute in English typewriting.

Senior Citizen Helpline , Sector 19-B, Chandigarh

1.	Counselor	1	Open	Consolidated Rs. 20,000/-p.m.	18-35 years	M.A. Psychology. Minimum experience of three years in the relevant field
2.	Team Member	1	Open	DC rates Presently Rs. 18575/-	18-35 years	Graduation with knowledge of Computer

Day Care Centre, Sector 15 Chandigarh

1.	Counselor	1	Open	Consolidated Rs. 18000/-p.m.	21-35 years	M.A. Psychology. Minimum experience of three years in the relevant field
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One Stop Centre (SAKHI), Sector-26, Chandigarh under CCWDC

1.	Centre Administrator (Female)	1	Open	Rs. 20,000/- P.M. (including E.P.F.)	18-45 years	Masters in Social Work/ Masters in Psychology/ Law Degree with at least 3 years experience of working on violence against women issues in an administrative set-up with a Government project or Non-Government project/programme. Preference will be given to persons having computer knowledge.
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Eligible candidates may submit their resume along with contract number/E-mail ID, affix one passport size photograph and self attested copies of all relevant testimonials including experience on or before 25.01.2018 at the address mentioned below. Incomplete applications without testimonials/experience certificate etc. or received after 25.01.2018 shall not be entertained and rejected without assigning any reason.

Note:- Please mention name of the post applied for on the resume/envelope. **Disclaimer:-**

The Competent Authority reserves the right to cancel the selection process at any time before issuance of appointment letter.

Date of test/interview shall be intimated later on to the eligible candidate.

No TA/DA will be paid to the candidates for attending the Test/Interview.

MANAGING DIRECTOR

Chandigarh Scheduled Castes, Backward Classes and Minorities Financial and Development Corporation Ltd.,
Addl. Town Hall Building, 3rd Floor, Sector 17-C,
Chandigarh.

**CHANDIGARH SCHEDULED CASTES, BACKWARD CLASSES & MINORITIES
FINANCIAL & DEVELOPMENT CORPORATION LTD.
(A CHANDIGARH ADMINISTRATION UNDERTAKING)**

Regd. Office:-Additional Town Hall Building, 3rd Floor, Sector 17-C, Chandigarh

Ref. No.3201

Dated: 03.01.2018

To

The Director
Public Relation
UT Chandigarh

Subject:- Advertisement.

Please find enclosed herewith advertisement regarding appointment of various posts.

You are requested to get it published in the following newspapers having **wide Circulation/Publicity** on **04th January, 2018** positively:-

- 1) One English Newspaper
- 2) One Hindi Newspaper
- 3) One Punjabi Newspaper

The bill of cost on DAVP rates along with publication may be sent to this office for making the payment.

-Sd/-

**COMPANY SECRETARY
FOR MANAGING DIRECTOR**

