

From

The Director Social Welfare
Women & Child Development,
Chandigarh Administration

To

The Director Public Relations,
Chandigarh Administration

Memo No.SW1/2017/7583
Dated Chandigarh, the 3/11/17

Subject: Publication for Situation vacant.

Enclosed please find herewith an advertisement notice for situation vacant to be published on 04.11.2017 in three local leading newspapers i.e. one in English, one in Hindi and one in punjabi.


**Deputy Director,
for Director Social Welfare
Women & Child Development,
Chandigarh Administration**

Director Social Welfare, Chandigarh Administration
Additional Town Hall Building, 3rd Floor, Sector-17-c, Chandigarh

Closing date for receipt of applications : 27-11-2017

Applications are invited for filling up the following posts purely on Contract basis, for Integrated Child Protection Scheme, Empowerment Centre, Sector 19, Chandigarh as under:-

Union Territory Child Protection Society

Sr. No	Name of the Post	No. of Post	Qualification	Age	Salary fixed per month
1.	Program Manager (Child Protection/Training-IEC & Advocacy)	1	i) Master from any recognized University in Social Work, Sociology and Psychology with at least 60% marks at master level with 3 years experience in relevant field ii) Preference will be given to those who have worked in the field of child protection, child rights and related areas and have experience in Project Management iii) Ability to work on MS-Office and Internet with ease	Age: 25-40 years	35,000/-
2.	Program Officer	2	i) Master from any recognized University in Social Work, Sociology and Psychology with at least 60% marks at master level with 1 year experience in Child Protection/Child Welfare ii) Preference will be given to those having Diploma in Child Development/Child Psychology and experience in Project Management iii) Ability to work on MS-Office and Internet with ease	25-35 years	26,250/-
3.	Accounts Officers	1	i) Retired as Accounts Officer or Section Officer or B.Com from any recognized University with 60% marks and 2 years relevant experience ii) Ability to work on Accounting Software, MS-Office and Internet with ease	25-62 years	17,500/-
4.	Accountant	1	i) B.com from any recognized University with 60% marks and 1 year experience in the relevant field ii) Ability to work on Accounting Software, MS-Office and Internet with ease	21-35 years	14,000/-
5	Assistant-cum-Data Entry Operator	2	i) Graduate from any recognized University with 60% marks ii) Diploma in Computer Science iii) Preference will be given to those having knowledge of Shorthand	21-35 years	10,000/-

State Adoption Resource Agency

Sr. No	Name of the Post	No. of Post	Qualification	Age	Salary fixed per month
1.	Program Manager (Adoption, Foster Care & Sponsorship)	1	i) Master from any recognized University in Social Work, Sociology and Psychology with at least 60% marks at master level with 3 years experience in relevant field. ii) Preference will be given to those who have worked in the field of child protection, child rights and related areas and have experience in Project Management iii) Ability to work on MS-Office and Internet with ease	Age: 25-40 years	35,000/-
2.	Program Officer	1	i) Master from any recognized University in Social Work, Sociology and Psychology with at least 60% marks at master level with 1 year experience in Child Protection/Child Welfare ii) Preference will be given to those having Diploma in Child Development/Child Psychology and experience in Project Management iii) Ability to work on MS-Office and Internet with ease	25-35 years	26,250/-
3.	Programme Assistant	1	i) Graduate from any recognized University with 60% marks and 1 year experience in the relevant field ii) One year Diploma in Computer Science	25-35 years	10,000/-

Note 1: Application form complete in all respects duly filled in by the candidates and signed in the specified space should be sent to the O/o Directorate of Social Welfare, Chandigarh Administration, Sector 17, Chandigarh before & on 27-11-2017.

Note 2: 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 3: An application form will be summarily rejected if (i) a candidate makes more than one application for a particular category/post (ii) applicant does not mention the name of the post applied for (iii) the application is unsigned/incomplete (iv) the application is received in the Department office after the closing date, Department will not be responsible for any postal delay (v) a candidate does not possess the requisite academic qualification or experience on the cut off date.

The Competent Authority reserves the right to cancel the selection process any time at any stage assigning any reason thereof.


Deputy Director,
for Director Social Welfare,
Chandigarh Administration