

**Women & Child Development Department**  
**BAYS NO. 15-20, SECTOR-4, PANCHKULA-134151**

**Closing date for receipt of application in WCD office 28.08.2012(5.00P.M.)**

Applications are invited for the following posts at the State Headquarter, Bays No. 49-52 (Sugar fed Building, IInd floor), Sector-2, Haryana, Panchkula under Integrated Child Protection Scheme (ICPS) strictly on the prescribed application format. The candidate should specify on the top of the envelope name of the post applied for:

**State Project Support Unit**

**1. One post of Project Officer @ Rs. 19,000/- Consolidated amount p.m.**

Qualification & Experience Criteria:-

- Masters in Psychology with specialization in Child Psychology from recognized university.
- At least two years experience of working in the area of Child Welfare/Protection
- Ability to work on MS.Office (Word, Excel, PowerPoint, Internet) with ease.

Age 25-40 years.

**2. One post of Administrative Officer @ Rs. 13,000/- Consolidated amount p.m.**

Qualification & Experience Criteria:-

- Retired from Govt. service as Deputy Director or equivalent; or in service Superintendent with at least 2 years experience on deputation basis.
- Ability to work on MS.Office (Word, Excel, PowerPoint, Internet) with ease.

Age should not exceed 62 years.

**3. One post of Accountant @ Rs. 10,000/- Consolidated amount p.m.**

Qualification & Experience Criteria:-

- Masters in Commerce from any recognized University
- At least 2 years experience in relevant field
- Ability to work on MS Office (Word, Excel, Power Point, Internet) with ease

Age 21-35years.

**Haryana State Child Protection Society**

**1. One post of Programme Officer (Child in need of Care and Protection) @ Rs.15, 000/- Consolidated amount p.m.**

Qualification & Experience Criteria:-

- Masters in Psychology with specialization in Child Psychology/Masters in child development.
- Minimum 55% marks at Master's level.
- Knowledge of Hindi up to Metric.

Age 21-35 years.

**2. One post of Accounts Officer @ Rs. 10,000/- Consolidated amount p.m.**

Qualification & Experience Criteria:-

- Retired as Accounts Officer; or in- service SAO with at least 2 years experience on deputation basis.
- Ability to work on MS.Office (Word, Excel, PowerPoint, Internet) with ease.

Age should not exceed 62 years.

**3. One post of Assistant cum Data Entry Operator @Rs. 5,000/- Consolidated amount p.m.**

Qualification & Experience Criteria:-

- Graduate from any recognized University
- Retired from government service as Assistant or Senior / Junior Scale Stenographer with at least 2 years experience in the relevant field.
- Ability to work on MS Office (Word, Excel, Power Point, Internet) with ease

Age should not exceed 62 years.

**State Adoption Resource Agency**

**1. One post of Accountant @ Rs. 8,000/- Consolidated amount p.m.**

Qualification & Experience Criteria:-

- Masters in Commerce from any recognized University
- At least 2 years experience in relevant field
- Ability to work on MS Office (Word, Excel, Power Point, Internet) with ease

Age 21-35years.

**2. One post of Programme Assistant @ Rs. 5,000/- Consolidated amount p.m.**

Qualification & Experience Criteria:-

- Graduate from any recognized University
- 1 year Diploma/Certificate Basic (Word, Excel, Power Point, Internet) with ease.

Age 25-30 years.

**The above posts are on contractual basis. For further details to see our website: [www.wcdhry.gov.in](http://www.wcdhry.gov.in) and Application to sent on the address below:**

**Director General-cum- Member Secretary**  
**Integrated Child Protection Scheme (ICPS)**  
**Women & Child Development Department**  
**Sugar fed Building, IInd floor**  
**Bays No. 49-52, Sector-2, Panchkula, Haryana**

**APPLICATION PERFORMA**

Category no. and Post applied for .....

**[1] personal information:**

Name (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 or financial fraud? Yes/No.

If yes, please explain:

**[2] EDUCATIONAL INFORMATION:** Please give details of your education track record (from high school to onwards)

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

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

Name of Organisation	Position held/Designation	Period (from to)	Address, Phone; Email:	Job Responsibilities	Last Salary Drawn	Reasons for leaving

**Total No. of Years employment experience:**

**[4] COMPUTER SKILLS:**

- How do you rate yourself: Excellent/Good/Average/No Experience
- Certificate of computer skills attached: Yes/No

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

Date:

(Signature of the Candidate)

Place: