

Women and Child Development Department
BAYS No.: 15-20, Sector 4 , PANCHKULA -134151

Closing date for receipt of application in WCD office 05/07/2013 (5.00 Pm)
Applications are invited for filling up following posts at the State Headquarter, Bays No. 49-52 (Sugar Fed Building, IInd floor), sector-2, Haryana, Panchkula under Integration Child Protection Scheme (ICPS) strictly on prescribed application format. The candidates should specify on the top of the envelope name of the post applied for:

HARYANA STATE CHILD PROTECTION SOCIETY

1. One Post of Programme Officer (IEC & Advocacy) @ Rs. 15000/- Consolidated amount p.m.

Qualification & Experience Criteria:-

- Masters in Mass Communication with specialization in Human Resource Development.
 - Minimum 55% marks at Masters level.
 - Knowledge of Hindi upto Matric.
 - Minimum One year experience.
- Age: 21-35 years.

2. One Post of Accounts Officer @ Rs. 10000/- Consolidated amount p.m.

Qualification & Experience Criteria:-

- Retired as Account Officer ; or in- service SAO with atleast 2 years experience on deputation basis.
- Ability to work on MS Office (Word, Excel, Power point, Internet) with ease.

Age should not exceed 62 years.

3. One Post of Accountant @ Rs. 8000/- Consolidated amount p.m.

Qualification & Experience Criteria:-

- Masters in Commerce from any recognized university.
- Atleast two years experience in the relevant fields.
- Ability to work on MS Office (Word, Excel, Powerpoint, Internet) with ease.

Age: 21-35 years.

4. One Post of Assistant cum data-entry-Operator @ Rs. 5000/- Consolidated amount p.m.

Qualification & Experience Criteria:-

- Graduate from any recognized University.
- One year diploma/Certificate Basics (M.S. Word, Excel, Power-point, Internet) with ease.

Age:- 21-30 years.

The above post are on contractual basis. For further details to see our website: 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

BY REGISTERED POST ONLY

APPLICATION PERFORMA

Category no. and Post applied for

[1] personal information:

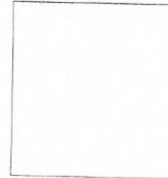
Name (In Block Letters)

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).

(Signature of the Candidate)

