

**Women & Child Development Department Haryana**

**Bays No. 15-20, Pocket-2, Sector- 4, Panchkula -134151**

Closing date for receipt of applications in the WCD Office: **15-02-2014 (5.00 PM)**

Applications are invited for the under mentioned posts under Indira Gandhi Matritva Sahyog Yojana strictly on the prescribed application format given at the end. The candidate should **specify on the top of the envelope name and category of the post applied for.**

**Qualifications/ Terms & Conditions.**

**At District H.Q**

**(i) One Post of District Coordinator @ Rs 20,000/- per month.**

**Qualification and Experience**

- Post Graduate in Food & Nutrition/ Bio-chemistry, Microbiology, Social work/ Psychology, sociology/ Statistics.
- Minimum 55% marks at master level having consistently good academic record.
- One Year relevant experience of working as coordinator or holding similar post.
- Proficiency in MS Office (skill test will be held).
- Age should be between 25 to 35 years.
- Hindi upto matric.

**Terms & Conditions**

- Appointment up to 31<sup>st</sup> March, 2015 terminable on one month notice from either side.
- The period may be further extended if the scheme continues and satisfactory performance of the candidate.
- For official journeys TA /DA shall be paid as per entitlement of Class-II officer.
- Entitle to 10 casual Leave during the calendar year.

**(ii) One Post of District Programme Assistant @ Rs 10,000/-**

**Qualification and Experience**

- B.Com/BBA/BCA/B.SC. Home Science/B.A. with atleast one subject as Sociology / Statistics / Home Science / Psychology.
- Minimum 55 % marks having consistently good academic record.
- Proficiency in MS Office (skill test will be held).
- One year relevant experience.
- Age should be 21 to 35 years.
- Hindi upto Matric.

### Terms & Conditions

- Appointment up to 31<sup>st</sup> March 2015, terminable on one month notice from either side.
- The period may be further extended if the scheme continues and satisfactory performance of the candidate.
- For official journeys TA /DA shall be paid as per entitlement of Class-III employees.
- Entitle to 10 casual Leave during the calendar year.
- **Note 1:-** All the above posts are on contractual basis.

**Note-2:-** The prescribed essential qualification does not entitle a candidate to be called for interview. The Department may short list the candidates for interview on the basis of rationale criteria to be adopted by the Department. The decision of the Department in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

**Note- 3:-** A candidate can submit only one application for particular category of post. He/She may submit different application for different post. Application form complete in all respects duly filled in by the candidates and signed in the specified space should be sent only **through registered Post to the Director ,Women & Child Development Department, Bays no. 15-20, Sector – 4, Panchkula PIN 134151.** All the column of the application form should be filled in.

**Note- 4:** Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the interview or appointment, it is found that they do not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature will be cancelled. The experience will be considered only acquiring the essential qualifications and experience.

**Note- 5:-** 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- 6:-**An application will be summarily rejected if (i) a candidate makes more than one application for a particular category /post (ii) the application is unsigned/ incomplete (iii) the application is received in the Department office after the closing date, department will not be responsible for any delay, (iv) a candidate does not possess the requisite academic qualification or experience on the cut off date.

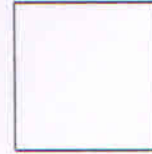
  
Director

Women and Child Development Deptt.  
Harvana, Panchkula

**APPLICATION PERFORMA**

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 of financial fraud? Yes/No

If yes, please explain:

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

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

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

Name of Organization	Position held/Designation	Period (from-to)	Address, Phone:.,Email:	Job Responsibilities	Last Salary Drawn	Reasons for Leaving

Total No. of year's employment experience:

[4] COMPUTER SKILLS:

How do you rate yourself                      Excellent/Good/Average/No Experience

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

Signature