

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

**Closing date for receipt of application in WCD office**

**(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 Adoption Resource Agency**

**1. One post of Project Manager @ Rs. 20,000/- Consolidated amount p.m.**

**Qualification & Experience Criteria:-**

- Retired College/School Principal/ Officer of Social Welfare, WCD, Education and Health having experience of working for Child Development/Child Care.

**Age:** Should not exceed 62 years.

**OR**

- Masters in Psychology with specialization in Child Psychology / Masters in Child Development.
- Minimum 60% marks in Masters Level.

**Age:** Above 30 years.

**2. One post of Programme Officer @ Rs.15, 000/- Consolidated amount p.m.**

**Qualification & Experience Criteria:-**

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

**Age:** 25-40 years.

**The above posts are on contractual basis. For further details kindly visit our website:**  
[www.wcdhry.gov.in](http://www.wcdhry.gov.in).

**Application is to be 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).

**Date:**

**(Signature of the Candidate)**

**Place:**

This case relates to advertising the post of Programme Manager and Programme Officer for SARA component.

It is informed that services of PM (SARA) Ms. Saroj Gupta were terminated with immediate effect, due to the long leave that she had applied which was not sanctioned; and her then not resuming her duties as directed by the department.

PO (SARA) Ms. Anjali Sharma was selected for the post of PO (SPSU) as she had applied for the said post.

As the two said posts in the SARA component are lying vacant, therefore it is proposed that an advertisement for the post of PM and PO (SARA) may be published in two leading newspapers.

The DFA for the advertisement is placed below for approval please. **The last date for the receipt of application may please be given, so that the advertisement can be sent for publishing.**