

WOMEN & CHILD DEVELOPMENT DEPARTMENT HARYANA
BAYS NO. 15-20, SECTOR-4, PANCHKULA-134151


Last date for receiving applications: 30-6-16 upto 5:00 PM

The State Resource Centre for Women has been established at State H.Q., Panchkula. The applications on the prescribed proforma are invited from eligible candidates for the below mentioned posts under State Resource Centre for Women on contractual basis initially upto March 2017 which may further be extended by the competent authority. The emolument will remain fixed during contract period or extended contract period. There will not be any increase in emolument.

Sr. No.	Name of Post	No. of posts	Consolidated Emoluments per month (Rs.)
1	State Project Coordinator	1	50,000/-
2	Specialist Gender	1	35,000/-
3	Specialist Training	1	35,000/-
4	Research Officer	1	25,000/-
5	Assistant (Training & documentation)	1	15,000/-

There will be a written communication skill test on same day of all the candidates appearing for interview. The date for interview will be communicated later on.

The required qualifications / eligibility conditions for each post and proforma for application can be downloaded from the departmental website i.e. www.wcdhry.gov.in.


Director
Women & Child Dev. Deptt.
Haryana, Panchkula

WOMEN & CHILD DEVELOPMENT DEPARTMENT HARYANA
BAYS NO. 15-20, SECTOR-4, PANCHKULA-134151

Last date for receiving applications: 30.06.2016 upto 5:00 PM

The applications on prescribed performa are invited from eligible candidates for the below mentioned posts under State Resource Centre for Women on contractual basis initially upto March 2017 which may further be extended by the competent authority. The emolument will remain fixed during contract period or extended contract period. There will not be any increase in emolument.

Sr. No.	Name of Post	No. of posts	Consolidated Emoluments per month (Rs.)
1	State Project Coordinator	1	50,000/-
2	Specialist Gender	1	35,000/-
3	Specialist Training	1	35,000/-
4	Research Officer	1	25,000/-
5	Assistant (Training & documentation)	1	15,000/-

There will be a written communication skill test on same day of all the candidates appearing for interview.

Detail of posts & pre-requisites:

**1. One post of State Project Coordinator
(consolidated emoluments of Rs. 50,000/- per month)**

Essential

- Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field.
- Minimum experience of 5 years of working on women's issues, with atleast 3 years spent in managing and leading projects and teams.
- Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.
- Excellent understanding and knowledge of women's issues and policies and programmes of the government, at the National and State Level.

Desirable

- PH.D in the relevant field.
- Previous experience of working with the government on policy issues.
- Previous publications, articles and papers on the area of expertise with particulars emphasis on women.
- Knowledge of monitoring and evaluation techniques as well as conducting impact assessment studies.

General Conditions

- Involves extensive travel within the state.
- Age of candidate preferably between 40-55 years.

**2. One post of Specialist Gender
(consolidated emoluments of Rs. 35,000/- per month)**

Essential

- Master's degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field.
- Minimum experience of 3 years of working on women's issues.

- Good Knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.

Desirable

- Previous experience of working with the government.

General Conditions

- Involves extensive travel within the state.
- Age of candidate preferably between 35-45 years.

**3. One post of Specialist Training
(Consolidated emoluments of Rs. 35,000/- per month)**

Essential

- Master's Degree in Social Work/Economics/Women's Studies/Law Governance/any other related field.
- Minimum experience of 3 years in the training and capacity building of issues related to women.
- Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.

Desirable

- Previous experience of working with the government.

General Conditions

- Involves extensive travel within the state.
- Age of candidate preferably between 35-45 years.
- Maximum age limit of 45 years.

**4. One post of Research Officer
(consolidated emoluments of Rs. 25,000/- per month)**

Essential

- Master's Degree in Social Work/Economics/Women's Studies/Law Governance/any other related field.
- Minimum experience of 2 years in Research field.
- Must have computer knowledge and ability to work in various MS Office, data analysis packages like SPSS, STATA etc.

Desirable

- Previous experience of working with the government.

General Conditions

- Involves extensive travel within the state.
- Maximum age limit of 42 years.

**5. One post of Assistant (Training & documentation)
(consolidated emoluments of Rs. 15,000/- per month)**

Essential

- Graduate in any discipline.
- Typing speed of 30 WPM is essential.
- Minimum work experience of 3 years.

Desirable

- Diploma in Computer application.
- Managing Computer Systems and hardware.

General Conditions


- Maximum age limit of 42 years.

Note:

1. 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.
2. If on verification at any time after the interview or appointment, it is found that they do not fulfil any of the eligibility conditions or it is found that the information furnished is false or incorrect their candidature will be cancelled.

The experience will be considered only after acquiring the essential qualification.

3. An application will be summarily rejected if a candidate does not possess the requisite academic qualification or experience.
4. The detailed terms & conditions would be intimated by the department at the time of appointment.


Director
Women & Child Dev. Deptt.
Haryana, Panchkula

Application Performa

Name of Post applied for : _____

1. Name(In Block Letter) : _____

2. Father's Name(In Block Letter): _____

3. Date of Birth : _____
(Attach self-attested copy of Matriculation Certificate)

4. Category : _____

5. Postal Address with contact Number and email address : _____

6. Permanent address : _____

7. Disability, if any : _____

- Have you ever been charge-sheet convicted of or pleaded guilty? Yes/No
If yes particular thereof and present status.
- Have you been associated with any organization that has been blacklisted or has been proved of financial fraud? Yes/ No

8. Educational Qualification:- Please give details of your education track record (from high school to PG).

Sr. No.	Qualification Degree/PG with specialization	Name of Board/ University	Passing year	Marks Obtained	Total Marks	Percentage (%)
1	Matric					
2	Senior Secondary					
3	Graduation					
4	Post-Graduation					
5	Any Other Higher Qualification					

Passport size
Photo (self-
attested)

9. Employment History: Give detail of last 3 posting.

Sr. No.	Name of Organization	Position held	Period(fr om-to)	Job responsibility	Salary (Rs. p.m.)	Year of experience
1.						
2.						
3.						

10. Total no. of years of employment experience: _____

11. Computer skills: _____

Declaration:

I certify the information furnished by me in this application is true and complete. I understand that false information may be ground for hiring me or for immediate termination of employment/engagement at any point in the future, if I am hired.

Date:

Place:

(Signature of Candidate)