

**Advertisement notice for uploading on the website**

**Women & Child Development Department Haryana Bays No. 15-20, Sector- 4 Panchkula**

**Applications are invited for filling up 4 posts at District Level and 11 posts at block level in Palwal & Mewat under POSHAN Abhiyaan by Women and Child Development Department, Haryana**

- Age criteria for all contractual posts: Age should be between 25 to 45 years.
- 5 years relaxation in upper age limit shall be admissible to the candidates belonging to scheduled caste category as per Haryana Government Instructions.
- All Districts/block level position to be filled from candidates having Haryana Domicile Certificate and having knowledge of Hindi Upto matric.
- Age relaxation for backward class and Physically disabled candidate shall be as per Haryana Government Instructions
- In below-mentioned posts, District level are open for all category; at Block level, 20% reservation to Schedules caste category, 27% reservation to Backward class (A and B), 10% for Special Backward classes, 10% for Economically backward persons in the General caste category and 3% reservation for person with disability shall be admissible to all posts at Block level as per reservation policy.
- The Applicants are requested to download the application form from department's website <https://wcdhry.gov.in/>
- Applications are to be submitted before 30.06.2023

S. No.	Post	No. of Post	Consolidated Remuneration	Essential Qualification and Experience	Desirable
<b>DISTRICT LEVEL</b>					
1	District Coordinator  Open for all category	Two (2)  One Post in Mewat and one Post in Palwal	Rs. 30,000/- per month	<ul style="list-style-type: none"> <li>• Graduate or Certification/Diploma in Computer Science or IT</li> <li>• At least 2 years experience in application maintenance &amp; support.</li> <li>• Good oral and written communication skills in local language.</li> <li>• Computer literacy must.</li> <li>• Willingness to travel a must.</li> <li>• Mandatorily local candidates should be engaged.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 years experience in application maintenance and support.</li> <li>• Formal training on IT/ computer</li> <li>• Experience working with technology and software application support</li> </ul>
2	District Project Assistant  Open for all category	Two (2)  One Post in Mewat and one Post in Palwal	Rs. 18,000/- per month.	<ul style="list-style-type: none"> <li>• Graduate Degree/Post Graduate Diploma in Management/ Social Sciences/Nutrition,</li> <li>• Minimum 2 years work experience of capacity building, with supervisory skills</li> <li>• Good oral and written communication skills in local language and fair skills in English</li> <li>• Good computer skills/knowledge of internet/email</li> <li>• Ability to work in a team and willingness to travel extensively.</li> <li>• Mandatorily local candidates should be engaged.</li> </ul>	<ul style="list-style-type: none"> <li>• 3 years experience of working in social program</li> <li>• Experience of working on Government Programs in the social sector -Health, Nutrition, Education, Water and Sanitation</li> </ul>

3.	<p>Block Coordinator  <b>For Mewat</b>  (SC-1 BC (A)-1, BC (B)-1 ECONOMICAL WEAKER SECTION-1 GENERAL-3 Total-7 posts)</p> <p><b>For Palwal EXCEPT HATHIN-2 &amp; HASSANPUR BLOCK</b>  (SC-1, BC (B)-1, ECONOMICAL WEAKER SECTION-1 GENERAL-1 Total-4 posts in Palwal )</p>	<p>7 posts in Mewat@ 1 per block</p> <p>&amp;</p> <p>4 posts in Palwal@ 1 per block i.e. Hathin1, Hodal, Palwal1, Palwal2</p> <p>Total-11</p>	<p>Rs. 20,000/- per month.</p>	<ul style="list-style-type: none"> <li>• Graduate</li> <li>• At least 2 years experience of working with technology and software application support</li> <li>• Good oral and written communication in local language</li> <li>• Mandatorily local candidates should be engaged.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal training on IT/ computer</li> <li>• Worked with front line workers in any Social Development Program of Government</li> <li>• Attention to detail and problem solving skills</li> </ul>
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### Important Instructions:-

1. The Application form along with requisite documents will be accepted in the office of Women & Child Development Department, Bays-15-20, sector-4, Panchkula, Haryana on and before 30.06.2023 (9:00 AM till 5:00 PM, working days).
2. All requisite documents should be duly signed by the applicant.
3. One application will be considered for one post only.
4. No documents will be accepted after submission of application form.
5. No TA/DA shall be paid to the candidate for attending Interview/ Written test.
6. The posts are contractual in nature which may be renewed further subject to approval from State Authorities and annual performance basis.
7. Unfilled, unsigned and incomplete application forms will be considered as rejected.
8. Original and valid documents in support of academic qualifications, work experience etc. shall be required to be produced at the time of document verification and interview.
9. If there is any corrigendum, it will be uploaded on the website of WCD, Haryana <https://wcdhry.gov.in/>
10. The competent authority reserves the right to cancel the selection process at any time, at any stage without assigning reason thereof.
11. No separate call letter should be issued for Written Test/Interview. Candidates to check website of WCD Haryana for any further update.
12. The eligible/shortlisted applicants will be called for an interview for which date & time will be intimated on website.

**Note:** Kindly check website (<https://wcdhry.gov.in/>) for regular update. For any query contact at 0172-2560349

