

**Mission Vatsalya**  
**Women & Child Development Department, Haryana**  
**Bays no 15-20, Sector-4, Panchkula**


The Department will hold Walk-In- Interviews to fill up the various posts of Child Helpline (Operational 24 Hours/All Days) under Mission Vatsalya, Haryana on the following dates. The details thereof are as under:-

**WCD Control Room at Headquarter, Panchkula**

Sr No.	Date & Time of Document Verification/ Interview	Event to take place	Venue
1	19.07.2023 (09.00 AM-03.00 PM)	Document Verification of candidates of all the posts	KISAN BHAWAN SECTOR-14
2	20.07.2023 (10.00 AM onwards)	Interview- Help Line Administrator, IT Supervisor	PANCHKULA HARYANA
3	21.07.2023 (10.00 AM onwards)	Interview- Call Operator, Multipurpose Staff, Security Guard	134109

Interested Candidates are required to appear for document verification and in case of shortlisting, for the interviews with Filled Application Format, Bio-Data along with original requisite documents and a set of Photostat copies on above given dates, times and venues. For Application Format, Qualifications, Salaries and other details, visit: [wcdhry.gov.in](http://wcdhry.gov.in). Note that No TA/DA will be admissible for attending the walk-in-interviews.

**Note :- The engagement is not on a regular basis against any post, but is an engagement purely on contract on yearly basis, which may be extended subject to the performance and Govt's approval. The candidates shall have no right to claim for continuation or for regular employment in the Child Helpline.**

  
Member Secretary (HSCPS) cum Director  
Women and Child Development Department  
Haryana, Panchkula

**Details of posts to be filled out- WCD Control Room Child Helpline,  
Haryana (Panchkula)**

Sr No.	Designation	No. of Posts	Qualification & Experience Required	Salary
1	Helpline Administrator	1	<p><b>Qualification:</b> Masters in Law/ Social Work/ Sociology/Social Science/Psychology from a recognized university with minimum 60% Marks.</p> <p><b>Experience:</b> Minimum 5 years of working experience of working on child related relevant domains in an administrative set-up with a Government or Non-Government project/programme and preferably with at least 1-year experience of counseling either within or outside the same set-up.</p>	33,000/- Per Month
2	IT Supervisor	1	<p><b>Qualification:</b> Computers Sciences/ IT graduates with at least diploma from a recognized university with minimum 55% Marks.</p> <p><b>Experience:</b> Minimum of 3 years of working experience in data management, process documentation and web-based reporting formats, video conferencing at state or district level with government or Non- Governmental/IT based organizations.</p>	25,000/- Per Month
3	Call Operators	12	<p><b>Qualification:</b> Graduation in any discipline from a recognised university with minimum 55% Marks.</p> <p><b>Experience:</b> Minimum 1 year of working experience in telecom / web based relevant systems, having good communication skills in Hindi, English and / or regional languages.</p>	16,000/- per month
4	Multi-purpose Staff	3	<p><b>Qualification:</b> Matriculation from recognized School Board with minimum 50% Marks.</p> <p><b>Experience:</b> Minimum 2 years of experience in similar domain with Good Communication Skills</p>	14,000/- per month
5	Security Guard/Night Guard	3	<p><b>Qualification:</b> Matriculation from recognized School Board with minimum 50% Marks.</p> <p><b>Experience:</b> Minimum 2 years of experience as security personnel or in similar domain with Good Communication Skills</p> <p><b>*He/she should preferably be retired military/para military Personnel.</b></p>	14,000/- per month

**\*The age criteria is 25-42 years except for the Post of Security Guard at WCD Control Room, Haryana (Panchkula)**

APPLICATION FORM FOR THE POST OF \_\_\_\_\_

- i. Name of the Post:-
- ii. Name of the Candidate :-
- iii. Father's/Husband's Name:-
- iv. Permanent Address:-
- v. Correspondence Address:-
- vi. Mobile Number:-
- vii. Email ID:-
- viii. Date of Birth(as per certificate of High School):-
- ix. Present Age as on date of advertisement(YY-MM-DD):-
- x. Educational Qualifications :-

Passport Size Photograph
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Sr.No	Qualification with subject (Matriculation Onwards)	Name of the School/University	Marks obtained	Total marks	Percentage

- xi. Experience

S.No	Name of organisation	Name of Post	Period (From -to)	Total Duration (Years, Months and Days)			Job Responsibility	Last Salary drawn
				Year	Month	Day		

Declaration: "I hereby declare that all the statements made as above are correct and complete to the best of my knowledge and belief and if at any stage it is found incorrect, I shall be held responsible for it and the appointing authority has the right to terminate my service and initiate any appropriate action."

Place:  
Date:

Signature of applicant

Note-

- ❖ Applicants are required to bring all the original documents along with a set of photocopies of all the documents He/She wish to submit.
- ❖ All fields are mandatory