

## WOMEN & CHILD DEVELOPMENT DEPARTMENT, HARYANA

Bays No. 15-20, Sector 4, Panchkula — 134151

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Closing date for receipt of applications in the concerned District Programme Officer, ICDS Cell, Women & Child Development Department Office: 15 January, 2016 (5.00 p.m.). Applications are invited through registered post for the undermentioned posts for District Child Protection Units at district level under Integrated Child Protection Scheme 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.

Sl. No.	Name of the Post	No. of Post	Estimated Salary (consolidated amount pm)	Essential Qualification	Desirable Qualification	Cutoff date for District	Cutoff date for submission of eligible application at State Headquarter
1.	District Child Protection Officer (DCPO)	13 (one each in Fatehabad, Faridabad, Gurgaon, Hisar, Jind, Jhajjar, Kathal, Kurukshetra, Palwal, Panchkula, Rohtak, Sirsa and Sonapat).	33250/-	(i) Master in Psychology/ Master in Social Work/Master in Child Development from any recognised University. (ii) Minimum 60% mark at Masters Level and having consistent good academic record (iii) Hindi up to Matric. (iv) Working knowledge of Computer.	(i) Preference will be given to experience in child Protection issues. Age: 21-35 years	Applicant to submit applications to concerned District Programme Officer by 15 January, 2016.	30 January, 2016
2.	Protection Officer (Institutional Care)	7 (one each in Bhiwani, Faridabad, Kailthal, Kurukshetra, Rewari, Rohtak and Sirsa).	21000/-	(i) Master in Psychology/ Master in Social Work/Master in Child Development from any recognised University. (ii) Minimum 55% mark at Masters level and having consistent good academic record. (iii) Hindi up to Matric. (iv) Working knowledge of Computer.	(i) Preference will be given to experience in child Institutional Care. Age: 21-35 years	Applicant to submit applications to concerned District Programme Officer by 15 January, 2016.	30 January, 2016
3.	Protection Officer (Non-Institutional Care)	8 (one each in Bhiwani, Hisar, Jhajjar, Panchkula, Panipat and Rewari).	21000/-	(i) Master in Psychology/ Master in Social Work/Master in Child Development from any recognised University. (ii) Minimum 55% mark at Masters level and having consistent good academic record. (iii) Hindi up to Matric. (iv) Working Knowledge of Computer.	(i) Preference will be given to experience in child Protection issues. Age: 21-35 years	Applicant to submit applications to concerned District Programme Officer by 15 January, 2016.	30 January, 2016
4.	Legal-cum-Probation Officer (LPO)	6 (one each in Faridabad, Jind, Narnaul, Panchkula, Panipat and Rewari).	21000/-	(i) Graduate in Law from any recognised University with minimum 55% mark and having consistent good academic record. (ii) Hindi up to Matric. (iii) Working knowledge of Computer.	(i) Preference will be given to experience in handling legal matters. Age: 25-45 years	Applicant to submit applications to concerned District Programme Officer by 15 January, 2016.	30 January, 2016
5.	Counsellor	10 (one each in Ambala, Fatehabad, Faridabad, Hisar, Kailthal, Mewat, Palwal, Rohtak, Sirsa and Yamunanagar).	14000/-	(i) Master in Psychology/ Masters in Child Development/Guidance and Counselling from any recognised University with minimum 55% mark and having consistent good academic record. (ii) Hindi up to Matric. (iii) Working knowledge of computer.	(i) Preference will be given to experience in counselling. Age: 25-45 years	Applicant to submit applications to concerned District Programme Officer by 15 January, 2016.	30 January, 2016
6.	Social Worker (one reserved for Women)	25 (Ambala (W), Gurgaon, Jind (W), Kailthal (W), Narnaul, Sirsa and Sonapat-1 in each, Bhiwani, Faridabad, Jhajjar, Kurukshetra, Mewat, Palwal, Panchkula, Panipat and Rohtak - 2 in each).	14000/-	(i) Master in Psychology/ Social Work (MSW)/ Sociology from any recognised University with minimum 55% mark and having consistent good academic record. (ii) Hindi up to Matric. (iii) Working knowledge of Computer.	(i) Preference will be given to experience in child Protection issues. Age: 21-35 years	Applicant to submit applications to concerned District Programme Officer by 15 January, 2016.	30 January, 2016
7.	Accountant	6 (one each in Faridabad, Jind, Kurukshetra, Rewari, Sonapat and Rohtak).	14000/-	(i) Bachelor's Degree in Commerce (B.Com.) from any recognized university with minimum 55% marks and having consistent good academic record. (ii) Ability to work on MS Office (Word, Excel, Power Point and Internet) with ease. (iii) Hindi up to Matric.	(i) Preference will be given to experience in maintaining accounts, related book keeping acquainted with tally. Age: 21-35 years	Applicant to submit applications to concerned District Programme Officer by 15 January, 2016.	30 January, 2016



8.	Data Analyst	5 (one each in Gurgaon, Hisar, Kurukshetra, Panchkula and Panipat).	14000/-	(i) Graduate from any recognised University with minimum 55% marks and having consistent good academic record. (ii) Hindi up to Matric. (iii) Ability to work on MS Office (Word, Excel, Power Point and Internet) with ease.	(i) Preference will be given in experience in data management & analysis and using packages such as SPSS. Age: 21-35 years	Applicant to submit applications to concerned District Programme Officer by 15 January, 2016.	30 January, 2016
9.	Assistant-cum-Data Entry Operator	9 (one each in Ambala, Bhiwani, Fatehabad, Faridabad, Gurgaon, Jhajjar, Panchkula, Rohtak and Sonapat).	10000/-	(i) Graduate from any recognised University with minimum 55% marks and having consistent good academic record. (ii) Hindi up to Matric. (iii) Ability to work on MS Office (Word, Excel, Power Point & Internet) with good typing speed.	(i) Preference will be given to experience in computerized data entry. Age: 21-40 years	Applicant to submit applications to concerned District Programme Officer by 15 January, 2016.	30 January, 2016
10.	Out Reach Worker	24 (Bhiwani, Fatehabad, Gurgaon, Hisar, Jind, Jhajjar, Kurukshetra, Mewat and Sirsa-1 in each, Ambala, Faridabad, Namaul, Panchkula, Panipat, Kalthal, Rewari and Rohtak-2 in each).	8000/-	(i) Graduate from any recognised University with minimum 55% marks and having consistent good academic record. (ii) Hindi up to Matric. (iii) Working knowledge of Computer.	(i) Preference will be given to experience of working in NRHM, ICDS, Rural Development Projects. Age: 21-40 years	Applicant to submit applications to concerned District Programme Officer by 15 January, 2016.	30 January, 2016

**Note 1:** All the above posts are on contractual basis till 31.03.17.

**Note 2:** The prescribed essential qualification does not entitle a candidate to be called for interview. The Department may shortlist the candidate for interview on the basis of a rationale criterion 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 may submit different application for different post. Application form complete in all respects duly filled in by the candidates and signed in the specific space should be sent only through Registered Post to concerned District Programme Officer, Integrated Child Development Scheme (ICDS Cell) at district level/in concerned district office on dated 15 January, 2016. All the column of the application form should be filled in.

**Note 4:** Candidates applying for a post must ensure that they fulfil 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 fulfil 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 after acquiring the essential qualification.

**Note 5:** Documents to be attached with the application form include (1) One latest stamp-size photograph duly attested should be pasted on the application form. (2) Attested photocopies of certificates of essential qualifications (10th, 12th, Graduation, Postgraduation certificate of Diploma in Computers whichever is applicable) and experience.

**Note 6:** An application form 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 postal delay. (iv) a candidate does not possess the requisite academic qualification or experience on the cut off date.

**Note 7:** Relaxation of 5 years in upper age (not above 50 years) will be given to the officer/candidates who fulfil all the relevant qualifications for their posts and have been already recruited against the scheme of ICPS on contract basis for a minimum of 3 years.

**APPLICATION PROFORMA**

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)  
 Post address with Contact No. and email address  
 Permanent Address

(2) **EDUCATIONAL INFORMATION**

Sr. No.	Qualification (Degree/PG with specialization)	Name of the College/University	Degree	Period (From-To)	Percentage/marks scored

(3) **EMPLOYMENT HISTORY: Give details of last 3 postings.**

Name of organisation	Position held/designation	Period (From-To)	Address & Phone, Email	Job Responsibility	Last Salary drawn	Reasons leaving for

(4) **COMPUTER SKILL/Any Point**  
 Date:  
 Place:

(Signature of the candidate)