

WALK IN INTERVIEW

**Haryana State Commission for Protection of Child Rights
Awass Bhawan, C-15, and Sector-6, Panchkula, Haryana**

Walk in interview for the post of Account Assistant @ Rs. 12,000/- per month (Contract Basis) under Haryana State Commission for Protection of Child Rights, Panchkula to be held on 27.03.2018 at 10 AM at Department of Women and Child Development, Bay 15-20, Sector 4 , Panchkula, Haryana. Applicants to bring original documents as per format available at wcdhry.gov.in

Post	Qualification
Account Assistant (one)	<ul style="list-style-type: none">• Graduate in Commerce from any recognized university.• At least one year experience in relevant field.• Knowledge of Hindi upto Matric.• Ability to work on MS Office (Word, Excel, Power Point, Internet) with ease.• Age:21-40 years.

Director-WCD-cum-Secretary
Haryana State Commission for Protection of
Child Rights, Panchkula

APPLICATION PROFORMA

Category No. and Post applied for _____

Personal Information

Name(In Block letters)

Father's Name (In Block letters)

Date of Birth (Attach Self attested)

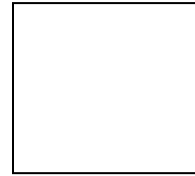
Copy of Matriculation Certificate)

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 backlisted OR has been proved financial fraud?
Yes/No.
If yes please explain:



(2) Educational Information: Please give details of your education track record (from high school to onward):

Sr. No.	Qualification (Degree/PG with specialization)	Name of the category/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's 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 admitted. I authorize the verification of any or all information listed above including the enclosed documents.

(Signature of Candidate)