Women and Child Development Department  
BAYS No.: 15-20, Sector 4, PANCHKULA -134151

Closing date for receipt of application in WCD office 05/07/2013 (5.30 P.M.)

Applications are invited for filling up following posts at the State Headquarter, Bays No. 49-52 (Sugar Fed Building, 11th floor), sector-2, Haryana, Panchkula under Integration Child Protection Scheme (ICPS) strictly on prescribed application format. The candidates should specify on the top of the envelope name of the post applied for:

HARYANA STATE CHILD PROTECTION SOCIETY

1. **One Post of Programme Officer (IEC & Advocacy) @ Rs. 15000/- Consolidated amount p.m.**

   **Qualification & Experience Criteria:**
   - Minimum 55% marks at Masters level.
   - Knowledge of Hindi upto Matric.
   - Minimum One year experience.
   - Age: 21-35 years.

2. **One Post of Accounts Officer @ Rs. 10000/- Consolidated amount p.m.**

   **Qualification & Experience Criteria:**
   - Retired as Account Officer; or in-service SAO with atleast 2 years experience on deputation basis.
   - Ability to work on MS Office (Word, Excel, Powerpoint, Internet) with ease.
   - Age should not exceed 62 years.

3. **One Post of Accountant @ Rs. 8000/- Consolidated amount p.m.**

   **Qualification & Experience Criteria:**
   - Masters in Commerce from any recognized university.
   - Atleast two years experience in the relevant fields.
   - Ability to work on MS Office (Word, Excel, Powerpoint, Internet) with ease.
   - Age: 21-35 years.

4. **One Post of Assistant cum data-entry-Operator @ Rs. 5000/- Consolidated amount p.m.**

   **Qualification & Experience Criteria:**
   - Graduate from any recognized University.
   - One year diploma/Certificate Basics (M.S. Word, Excel, Power-point, Internet) with ease.
   - Age: 21-30 years.

The above post are on contractual basis. For further details to see our website: www.wcdhrv.gov.in and Application to sent on the address below:

Director General-cum-Member Secretary  
Integrated Child Protection Scheme(ICPS)  
Women & Child Development Department  
Sugar fed Building, 11th floor  
Bays no. 49-52, Sector-2, Panchkula, Haryana
APPLIFICATION PERFORMA

[1] 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 blacklisted or has been proved
    or financial fraud? Yes/No.
If yes, please explain:

[2] EDUCATIONAL INFORMATION: Please give details of your education track record (from high school to onwards)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Qualification (Degree/PG with specialisation)</th>
<th>Name of the College/University</th>
<th>Degree</th>
<th>Period (from to)</th>
<th>% age Marks Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[3] EMPLOYMENT HISTORY: (Give details of the last 3 postings)

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Position held/Designation</th>
<th>Period (from to)</th>
<th>Address, Phone/ Email</th>
<th>Job Responsibilities</th>
<th>Last Salary Drawn</th>
<th>Reasons for leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total No. of Years employment experience:

[4] COMPUTER SKILLS:
  • How do you rate yourself: Excellent/Good/Average/No Experience
  • Certificate of computer 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 certify 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 I am hired. I authorize the verification of any or
all information listed above (including the enclosed documents).

(Signature of the Candidate)