Applications are invited for the following posts at the State Headquarters, Bays No. 49-52 (Sugar fed Building, IInd floor), Sector-2, Haryana, Panchkula under Integrated Child Protection Scheme (ICPS) strictly on the prescribed application format. The candidate should specify on the top of the envelope name of the post applied for:

**State Project Support Unit**

1. **One post of Project Officer @ Rs. 19,000/- Consolidated amount p.m.**
   Qualification & Experience Criteria:-
   - Masters in Psychology with specialization in Child Psychology from recognized university.
   - At least two years experience of working in the area of Child Welfare/Protection
   - Ability to work on MS.Office (Word, Excel, PowerPoint, Internet) with ease.
   Age 25-40 years.

2. **One post of Administrative Officer @ Rs. 13,000/- Consolidated amount p.m.**
   Qualification & Experience Criteria:-
   - Retired from Govt. service as Deputy Director or equivalent; or in service Superintendent with at least 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. 10,000/- Consolidated amount p.m.**
   Qualification & Experience Criteria:-
   - Masters in Commerce from any recognized University
   - At least 2 years experience in relevant field
   - Ability to work on MS Office (Word, Excel, Power Point, Internet) with ease
   Age 21-35 years.

**Haryana State Child Protection Society**

1. **One post of Programme Officer (Child in need of Care and Protection) @ Rs.15, 000/- Consolidated amount p.m.**
   Qualification & Experience Criteria:-
   - Masters in Psychology with specialization in Child Psychology/Masters in child development.
   - Minimum 55% marks at Master’s level.
   - Knowledge of Hindi up to Metric.
   Age 21-35 years.

2. **One post of Accounts Officer @ Rs. 10,000/- Consolidated amount p.m.**
   Qualification & Experience Criteria:-
   - Retired as Accounts Officer; or in-service SAO with at least 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 Assistant cum Data Entry Operator @Rs. 5,000/- Consolidated amount p.m.**
   Qualification & Experience Criteria:-
   - Graduate from any recognized University
   - Retired from government service as Assistant or Senior / Junior Scale Stenographer with at least 2 years experience in the relevant field.
   - Ability to work on MS Office (Word, Excel, Power Point, Internet) with ease
   Age should not exceed 62 years.

**State Adoption Resource Agency**

1. **One post of Accountant @ Rs. 8,000/- Consolidated amount p.m.**
   Qualification & Experience Criteria:-
   - Masters in Commerce from any recognized University
   - At least 2 years experience in relevant field
   - Ability to work on MS Office (Word, Excel, Power Point, Internet) with ease
   Age 21-35 years.

2. **One post of Programme Assistant @ Rs. 5,000/- Consolidated amount p.m.**
   Qualification & Experience Criteria:-
   - Graduate from any recognized University
   - 1 year Diploma/Certificate Basic (Word, Excel, Power Point, Internet) with ease.
   Age 25-30 years.

The above posts are on contractual basis. For further details to see our website: [www.wcdhry.gov.in](http://www.wcdhry.gov.in) and Application to sent on the address below:

**Women & Child Development Department**
BAYS NO. 15-20, SECTOR-4, PANCHKULA-134151
Closing date for receipt of application in WCD office 28.08.2012 (5.00 P.M.)

**Director General-cum- Member Secretary**
**Integrated Child Protection Scheme (ICPS)**
**Women & Child Development Department**
Sugar fed Building, IInd floor
Bays No. 49-52, Sector-2, Panchkula, Haryana
APPLICATION PEROFORMA

Category no. and 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)
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>
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[3] EMPLOYMENT HISTORY: (Give details of the last 3 postings)

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<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>
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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 am hired. I authorize the verification of any or all information listed above (including the enclosed documents).

Date: .................................. (Signature of the Candidate)
Place: ..................................