

DEPARTMENT OF SOCIAL SECURITY AND DEVELOPMENT OF WOMEN & CHILDREN, PUNJAB

Last Date for receipt of applications in the office : 09/11/2015

These Applications are invited for the under mentioned posts for District Child Protection Unit, Amritsar under the Integrated Child Protection Scheme on the prescribed application form on Contractual basis. The candidate should specify on the top of the envelop name and category of the post applied for:-

| Sr. No. | Name of the Post | Gross Emoluments per month | Total No. of Posts | Essential Qualification |
|---------|---|----------------------------|--------------------|---|
| 1 | Child Protection Officer(Institutional Care) | Rs. 21,000/- | 01 | i. Master in Social Work/Psychology/Child Development with minimum 55% marks at master level. ii. Ability to work in MS-Office (Word. Excel, Power Point, Internet) with ease. iii. Fluency in English and Knowledge of Punjabi. iv. Preference will given to experience in Child Protection issues. |
| 2 | Child Protection Officer(Non- Institutional Care) | Rs. 21,000/- | 01 | i. Master in Social Work/Psychology/Child Development with minimum 55% marks at master level. ii. Ability to work in MS-Office (Word. Excel, Power Point, Internet) with ease. iii. Fluency in English and Knowledge of Punjabi. Preference will given to experience in Child Protection issues. iv. Preference will given to experience in Child Protection issues. |

APPLICATION PERFORMA

Photo

Post applied for

- Name (In Block Letters)
- Father's Name (In Block Letters).....
- Date of Birth(Attached Self-attested copy of Matriculation)
- Correspondence Address.....
- Permanent Address.....
- Contact No. E-mail.....
- Educational Qualification (Academic/Technical)

| Sr. no | Qualification | Board/ University | Year of Passing | Max. Marks | Marks Obtained | % |
|--------|---------------|-------------------|-----------------|------------|----------------|---|
| | | | | | | |

8. Experience In Govt. Department/Institution

| Sr. No | Name of the Organization | Regular/Contract basis/Work Charged/Daily Wages | Period |
|--------|--------------------------|---|--------|
| | | | |

Declaration:

I hereby declare that the particulars filled by me in this form are true to the best of my knowledge and belief and in case they are found false, my candidature shall be rejected.

Date:

Place:

(Signature of the Candidate)

- Last date for the receipt of applications through registered post only at following address is 09/11/2015 till 5:00 p.m**

| District Child Protection Officer | Address |
|-----------------------------------|--|
| Amritsar | District Social Security Office, Near Madaan Hospital , 24, Majitha Road, Amritsar. |

* Experience acquired only after completion of essential qualification will be considered.

General Instructions:-

- Prescribed educational qualifications are minimum and mere possession of the same does not entitle the candidate to call for interview, Where number of application received in response to this advertisement is large, Selection Committee may restrict number of candidates for interview to a reasonable limit on the basis of qualifications & experience.
- Candidate applying for a post must ensure that they fulfill all the eligibility condition 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 fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect, their candidature will be cancelled.
- Documents to be attached with the application form includes; (i) one copy of latest stamp size photograph duly attested should be pasted on the application form; ii) self- attested photo copies of essential qualification and experience.
- 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 or incomplete (iii) application is received in the 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 of date.
- Age limit is 21-40 years as on closing date of application. Age will be reckoned on its date of close of receipt of application.
- Above posts are purely on contractual basis. Every personnel shall have a contract of 3 years extendable by 2 years on the basis of performance appraisal reports.
- Any Kind of information will not be provided to Non-Eligible Candidates.
- Preference to women staying in any of the such homes under the department and children of such women.
- Interview date shall be intimated by registered post to eligible candidates and No T.A/D.A will be given to candidates for interview.

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**Deputy Commissioner-cum-Chairman
Selection Committee,
District Child Protection Unit, Amritsar.**