

## **APPOINTMENT**

The following posts are to be filled up at Head Office and its units purely on **CONTRACT BASIS** in the manner mentioned against each:-

Sr. No.	Name of the post	No. of post	Category	Proposed Qualification	Age	Remuneration
1.	Accounts Clerk	02	General	Minimum B.Com and One-year experience on Tally work & Accounts and Computer Typing speed of 35 WPM.	21 to 37 years	DC approved rates. (Presently Rs. 19875/- pm)
2.	Clerk	02	01-SC 01-General	Bachelor Degree from recognized University/Institution and Proficiency in Operation of Computer (Word Processing and Spread Sheet) and a speed of 35 WPM in English Typing on Computer.	21 to 37 years	DC approved rates. (Presently Rs. 19875/- pm)
3.	Data Entry Operator	01	S.C	-do-	21 to 37 years	DC approved rates. (Presently Rs. 19875/- pm)
4	Counselor	02	01-General 01-OBC	M.A in Psychology or M.Sc/M.Ed with diploma in Counseling. <b>Preference-</b> Having 01 year experience in Counseling.	21 to 37 years.	DC approved rates. (Presently Rs. 25649/- pm)
5.	Nurse	02	General	12 <sup>th</sup> Pass. Certificate in General Nursing and Mid Wifery (GNM)/B.Sc Nursing, Registered-"A" Grade Nurse and Midwifery. Experience-02 years	21 to 37 years	DC approved rates. (Presently Rs. 25649/- pm)

Eligible candidates may submit their resume along with contact number/E-mail ID, affix one passport size photograph and self attested copies of all relevant testimonials including experience on or before **15.07.2019 (Monday)** at the address mentioned below. Incomplete applications without testimonials/experience certificate etc. or received after **15.07.2019 (Monday)** shall not be entertained and rejected without assigning any reason.

**Disclaimer** :- The Competent Authority reserves the right to cancel the selection process at any time before issuance of appointment letter.

Date of interview shall be intimated later on to the eligible candidate and **no TA/DA will be paid to the candidates for attending the Interview.**

### **MANAGING DIRECTOR**

Chandigarh Scheduled Castes, Backward Classes and Minorities Financial and Development Corporation Ltd.,  
Addl. Town Hall Building, 3<sup>rd</sup> Floor, Sector 17-C,  
Chandigarh.