

SITUATION VACANT

The following post are required on contract basis in the units of the Chandigarh Child & Women Development Corporation Limited.

Sr. No.	Name of the Unit	Name of the Post	Nos.	Qualification	Age	Salary (P.M.)
1.	Senior Citizen's Home, Sector-43, Chd.	Computer Clerk	01	Graduate with knowledge of Computer	18-37 yrs	As per D.C. rates i.e. Rs. 19,875/- per month
2.	Working Women Hostel, Sec-24, Chd.		01 (Female)			
3.	Protection Centre for Runaway Couple	Receptionist-cum-Clerk (Night Shift)	01	Graduate with knowledge of Computer	18-37 yrs	As per D.C. rates i.e. Rs. 19,875/- per month
4.	Head Office	Computer Clerk	03	i) Minimum B.Com with 2 years experience in Accounts/Administration preferably with firm of Company Secretary or Chartered Accountancy Or in an organization in Finance/Admn. ii) Proficiency of working on computer and typing speed of 30 W.P.M.	18-37 yrs	As per D.C. rates i.e. Rs. 19,875/- per month
5.		Recovery Coordinator	03	Bachelor Degree from recognized University/Institutions with 01 year experience in the relevant field (Recovery of Loan) <u>Preference:-</u> Graduate in Commerce	21-37 yrs	DC approved rates equivalent to Clerk + reimbursement of amount of 20 Ltr petrol per month
6.	Aashiana, Sector-15, Chd.	Store Keeper-cum-Accountant	01 (Female)	Commerce Graduate with proficiency in Computer with typing speed of 30 W.P.M. in English	18-37 yrs	Rs. 14,000/- P.M. (fixed)
7.	Snehalaya for Girls		01 (Female)			
8.	Observation-cum-Special Home		01			
9.	Children Home, Snehalaya (Boys)		02			
10.		Physiotherapist (Part Time)	01	BPT or equivalent degree recognized by the Department of Indian System of Medicine, Ministry of Health and Family Welfare, Govt. of India.	18-37 yrs	Rs. 8,000/- P.M. (Fixed)
11.	Women & Child Helpline, Sec-19B, Chd.	Supervisor	01	M.A. in Psychology/ M.Sc/ M.Ed with diploma in counselling.	18-37 yrs	As per D.C. rates i.e. Rs. 25,649/- per month (Day & Night shift basis)
12.	Aashiana, Sector-15, Chd.	Assistant Superintendent	01 (Female)	Minimum Graduation (Preferably in Sociology, Psychology) and having experience in managing an institution shall be preferred. OR Ex-Servicemen/Retired Police/Paramilitary Officer OR Any other retired officer equivalent to the Gazetted Officer. (The qualification in case of retired officers is graduation having experience in administrative work).	25-60 yrs	Rs. 20,000/- P.M. Fixed (free accommodation)

Eligible candidates may submit their resume alongwith contact number/E-mail Id, affix one passport size photograph and self-attested copies of all relevant testimonials to reach on or before 27.06.2019 Upto 02:00 pm at the address mentioned below.

Note: -

- a. Incomplete applications and application received after the last date and time of receipt of application shall not be entertained and rejected without assigning any reason.
- b. Please mention name of the post applied for on the resume/envelope.

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

Date of test/interview shall be intimated later on to the eligible candidate.

No TA/DA will be paid to the candidates for attending the test/interview.

MANAGING DIRECTOR
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