

Union Territory Child Protection Society

Under the aegis of Director Social Welfare Chandigarh Administration Sector 19-B Near Vatika School Chandigarh

SITUATION VACANT

Sr. No	Submission of applications (Address)	Name of Post	No. of Post	Age	Salary Per Month	Qualification & Experience/ Competencies
1.	Managing Director, CCWDC, Additional Town Hall Building, 3rd floor, Sector 17-C, Chandigarh	Case Worker (Female) at Sakhi (One Stop Centre), Sector-26, Chandigarh	01	22-55 yrs	Rs. 15,000/- P.M. (Including E.P.F.)	Masters in Social Work/ Psychology/ Sociology/Law degree preferably with at least 1 year experience of working on violence against women issues in a Government or Non Government project/ programme.
2.		Superintendent, Snehalaya, Maloya	01	30-55 years. **	Rs. 20,000/- Per Month Fixed (free accommodation)	Masters (Preferably in Sociology, Psychology, Social Work, Anthropology, Accounts, Economics, Business Management) and having experience in managing an Institution. OR Ex-serviceman not below the rank of J.C.O. OR Retired Police/ Paramilitary Officer not below the rank of D.S.P. OR Any other retired officer equivalent to the Gazetted Officer. (The Qualification in case of retired officers is graduation having experience in administrative work.)
3.		Office Incharge Snehalaya, Maloya	01	22-55 yrs	Rs. 15,000/- P.M. Fixed with free accommodation	Minimum Graduation (preferably in Sociology, Psychology, Social Work) and candidate having experience in managing an institution shall be preferred.
4.		Mess Supervisor Snehalaya, Maloya	01	22-55 yrs	Rs. 20,000/- P.M. Fixed	B.Sc. in Hotel Management with 3 yrs experience in relevant field. OR 10+2 with 2 yrs Diploma in Catering having 4 yrs experience in the relevant field.
5.		Computer Clerk Senior Citizens' Home, Sec-43,	01	22-35 yrs	*Rs 16380/- P.M.	Graduate with knowledge of Computer
6.		Resident Manager at Aasha Kiran, VTC-46,	01	22-55 yrs. **	Rs. 20,000/- P.M. Fixed (free accommodation)	Minimum Post Graduation (preferably in Sociology, Psychology, Social Work, Anthropology, Accounts, Economics) and candidate having experience in managing an institution shall be preferred.
7.		Recovery Coordinator, CCWDC, Sec-17 C	03	18-35 yrs	Rs. 10,000/- P.M. (Fixed) and Reimbursement of Petrol upto 20 Ltr per month.	10+2 with knowledge of computer
8.		Senior Call Responder, Women & Child Helpline, Sec-19B,	01	22-55 yrs	*Rs. 17,509+EPF	Master in Social Work /Master in Psychology/ Master in Sociology.
9.		Helpline Manager, Women & Child Helpline, Sec-19B,	01	22-55 yrs	*Rs. 22,145+E.P.F.	Masters in Social Work /Psychology/ Sociology /Law degree preferably with at least 5 years experience of working on women issues in Government or Non-Government project/ programme.
10.	Managing Director, SCBC Corporation Ltd. Chandigarh, Additional Town Hall Building, 3rd floor, Sector 17-C, Chandigarh	Assistant Resident Manager, Senior Citizen Home, Sec-15, Chandigarh	01	22-60 years	Rs. 18,000/-	Minimum Graduate (preferably in Sociology /Psychology)
11.		Team Member (In Shifts – Day /Night), Senior Citizen Helpline-19	01	22-60 years	*Rs. 16380/- p.m.	Graduation with knowledge of Computer
12.		Counselor, Senior Citizen Helpline-19 (Day /Night shifts)	01	22-55 Years	Rs. 20,000/- per month	M.A in Psychology or M.Sc./ M.Ed. with Diploma in Counselling
13.		Clerk At SCBC	01	22-35 yrs	*Rs. 16380/- p.m.	1) Minimum B.Com with 2 years experience in Accounts/ Administration. Preferably with firm of Company Secretaries OR Chartered Accountancy or in an organization in Finance/ Administration 2) Efficiency of working on Computer and typing speed of 30 words per minutes.
14.		Data Entry Operator at SCBC	01	22-35 yrs	*Rs. 16380/- p.m.	Bachelor's Degree and proficiency in operation of Computer (Word Processing and Spread Sheet) & a speed of 30 WPM in English type writing
15.		Loan/ Recovery Co-ordinator at SCBC	01	18-35 years	Rs. 10,000/- p.m. fixed + reimbursement of Petrol upto 20 Ltrs. per month	Graduate. Preference will be given to Law Graduate Experience:- 1 Year field experience in banks/ financial institute. Preferable in loan and recovery. Proficiency in computer.
16.	Member Secretary, Union Territory Child Protection Society Sec-19 B Chandigarh	Program Manager (SARA)	01	25-55 years	Rs 35,000/- P.M	1. Post Graduation In Psychology With Specialization In Child Psychology/Master in Child Development 2. Minimum 60% marks in Post Graduation. 3. Min. 2 years Experience in relevant field
17.		Program Assistant (SARA)	01	25-55 years	Rs 10,000/- P.M	Graduate with minimum 60% marks and with good communication skills (written and verbal) with working knowledge of Computers.

18.	Deputy Director, ICDS, Department of Social Welfare Woman and Child Development, Additional Town Hall Building, 3rd floor, Sector 17-C, Chandigarh	Program Assistant, ICDS in IGMSY Scheme, Sec-17C, Chandigarh	01	22-35 yrs	Rs 10,000/- P.M.	1. Graduate in Social Science/Social Work/Rural Management/Statistics with atleast 1year experience of working with the Govt./Non-Govt Organization 2. Proficiency in using MS Office and Data Entry
19.		Protection Officer (Female)	17	25-60 yrs	Rs. 25,000/- P.M.	Post Graduation with preference to Social Science and Legal background. Selection will be based on written test to be conducted on the various legislation rules especially Protection of Women from Domestic Violence Act, 2005, Protection of Women against Sexual Harassment at workplace (Vishaka Guidelines), The Maintenance and Welfare of Parents and Senior Citizens Act and other legislations relating to women. They must also have some knowledge of schemes and existing infrastructure relating to women in Social Welfare Department like Nari Niketan, 181 Helpline/One Stop Centre. Further, they may be assigned any other role relating to welfare of Women, Children, Senior Citizens and the Disabled.

*Salary as per approved D.C. Rate

** In case of retired employee after superannuation of the age of 58 years, the age shall be upto 60 years. Retirement: Upto 65 years (for those who are employed after superannuation of the age of 58 years)

The above mentioned posts are required on contract basis. Eligible candidates may submit their resume with one passport size photograph, contact No. and self- attested copies of all relevant testimonials at the mentioned against the posts address to reach on or before 25/07/2016 by 3:00pm. Interview /written test/Typing test date will be intimated to short listed candidates by the by the concerned department.

Note: - 1. Meritorious candidates with relevant working experience will be preferred.
2. Working knowledge in computers and good communication skills.
3. Incomplete application and application received after the last date and time of receipt of application 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

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Director Social Welfare
Women and Child Development
Chandigarh Administration