

UNION TERRITORY CHILD PROTECTION SOCIETY (UTCPS)
under the aegis of Department of Social Welfare, Chandigarh Administration

Applications are invited for filing up the following posts purely on Contractual basis under Union Territory Child Protection Society and its unit-State Adoption Resource Agency (SARA);

| Sr. No | Name of the Post | No. of Post | Qualification | Age | Fixed Salary |
|--------|--|-----------------------------------|--|-------------|-------------------|
| 1. | Program Officer | 3 (02 in UTCPS and 01 in SARA) | i. Master from any recognized University in Social Work or Sociology or Psychology with at least 60% marks at master level with 1 year experience in Child Protection/ Child Welfare ii. Preference will be given to those having Diploma in Child Development/ Child Psychology and experience in Project Management. iii. Ability to work on Ms-Office and Internet with ease. | 25-37 years | Rs. 26,250/ p.m. |
| 2. | Accountant Officer (UTCPS) | 1 | i. Retired as Accounts Officer or Section Officer or B.Com from any recognized University with 60% marks and 2 years relevant experience ii. Ability to work on Accounting Software, Ms- Office and Internet with ease. | 25-62 years | Rs. 17,500/- p.m. |
| 3. | Assistant-cum- Data Entry Operator (UTCPS) | 2. | i. Graduate from any recognized University with 60% marks. ii. Diploma in Computer Science iii. Preference will be given to those having knowledge of Shorthand | 21-37 years | Rs. 10,000/- p.m. |
| 4. | Program Assistant (SARA) | 1 | i. Graduate from any recognized University with 60% marks and 1 year experience in the relevant field ii. One year Diploma in Computer Science | 25-37 years | Rs. 10,000/- p.m. |

Note 1: Application complete in all respects and duly signed by the candidate should be sent to the O/o Member Secretary, UTCPS, Sector 19-B (opposite House No. 1042), Chandigarh before & on 27.02.2019 upto 3:00 pm.

Note 2: Documents to be attached with the application form include; (i) One copy of latest passport size photograph which should be pasted on the application form; (ii) Self attested photocopy of testimonials of essential qualification and experience.

Note 3: An application form will be summarily rejected if (i) a candidate makes more than one application for a particular category/post (ii) applicant does not mention the name of the post applied for (iii) the application is unsigned/incomplete (iv) the application is received in the office after the closing date and time.

Note 4: Date and time of Interview will be intimated to the eligible candidates.

The competent Authority reserves the right to cancel the selection process any time at any stage assigning any reason thereof.

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Member Secretary
UTCPS, Chandigarh Administration