HARYANA STATE CHILD PROTECTION SOCIETY
INTEGRATED CHILD PROTECTION SCHEME (Govt. of Haryana)
WOMEN & CHILD DEVELOPMENT DEPARTMENT

Ref. No. CNCP/HSCPS/2016 Dated:

From
Director-cum-Member Secretary (HSCPS)
Women & Child Development Department,
Haryana, Panchkula.

To
Director,
Public Relations Department,
Haryana State.

Subject: Advertisement regarding recruitment of staff under ICPS at State Level.

Please find herewith enclosed copy of advertisement to be published in following leading English and Hindi Newspapers:

1. The Tribune (English)
2. The Indian Express (English)
3. Dainik Bhaaskar (Hindi)
4. Dainik Jagran (Hindi)

Encl:- as above

Deputy Director-II
for the Director-cum-Member Secretary (HSCPS),
Women and Child Development Department,
Haryana, Panchkula

Endst:- /CNCP/HSCPS/2016 Dated:- 6-7-16

A copy of above is forwarded to System Analyst, WCD for uploading the advertisement along with application form on Department’s website.

Deputy Director-II
for the Director-cum-Member Secretary (HSCPS),
Women and Child Development Department,
Haryana, Panchkula

Encl:- as above
Closing date for receipt of applications **10th August, 2016 (5.00 PM)**.

Applications are invited through registered post for the under mentioned posts for Haryana State Child Protection Society at HQ, Panchkula under Integrated Child Protection Scheme strictly on the prescribed application. The candidate should specify on the top of the envelope name and category of the post applied for.

### HARYANA STATE CHILD PROTECTION SOCIETY

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Post</th>
<th>No. of Posts</th>
<th>Estimated Salary (consolidated amount pm)</th>
<th>Qualification</th>
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</table>
| 1       | Programme Manager (Training IEC & Advocacy)          | 1            | 35,000/-                                  | i. Masters in Mass Communication  
ii. Minimum 60% marks at Masters Level  
iii. Minimum one year experience  
iv. Knowledge of Hindi upto matric   |
| 2       | Programme Officer (Training)                         | 1            | 26,250/-                                  | i. Masters in Mass Communication  
ii. Minimum 55% marks at Masters Level  
iii. Minimum one year experience  
iv. Knowledge of Hindi upto matric   |
| 3       | Programme Officer (IEC & Advocacy)                   | 1            | 26,250/-                                  | i. Masters in Mass Communication  
ii. Minimum 55% marks at Masters Level  
iii. Minimum one year Experience  
iv. Knowledge of Hindi upto matric   |
| 4       | Programme Officer (child in need of care and protection) | 1            | 26,250/-                                  | i. Masters in Psychology with specialization in Child Psychology/ Masters in Child Development  
ii. Minimum 55% marks at Masters level  
iii. Knowledge of Hindi upto Matric   |
| 5       | Accounts Officer                                     | 1            | 17,500/-                                  | i. Retired as Accounts Officer; or in-service SAO with at least 2 years experience on deputation basis.  
ii. Ability to work on MS.Office (Word, Excel, PowerPoint, Internet) with ease   |
| 6       | Assistant cum Data Entry Operator                    | 1            | 10,000/-                                  | i. Graduate from any recognized University  
ii. 1 year Diploma/Certificate Basic (Word, Excel, Power Point, Internet) with ease.  
Age 25-42 years. |
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</tr>
</thead>
</table>
| 1      | Programme Manager (only for women)            | 1           | 35,000/-                                 | i. Retired College/School Principal/Officer of Social Welfare, W.C.D., Education and Health Department having experience of working for Child Development/Care.  
Age: should not exceed 62 years.  
OR  
i. Masters in Psychology with specialization in Child Psychology/ Masters in Child Development  
ii. Minimum 60% marks at Masters level.  
Age: Above 30 -42 years. |
| 2      | Programme Officer                            | 1           | 26,250/-                                 | i. Masters in Psychology with specialization in Child Psychology.  
ii. Minimum 55% marks at Masters level.  
Age: 25-42 years  
Terms & Conditions and Application Form can be downloaded from Departmental website www.wedhry.gov.in |
Terms & conditions for the various posts of Haryana State Child Protection Society & State Adoption Resource Agency under Integrated Child Protection Society.

Note 1: All the above posts are on contractual basis till 31.03.17.

Note 2: The prescribed essential qualification does not entitle a candidate to be called for interview. The Department may shortlist the candidate for interview on the basis of a rationale criterion to be adopted by the Department. The decision of the Department in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

Note 3: A candidate can submit only one application for particular category of post. He/she may submit different application for different post. Application form complete in all respects duly filled in by the candidates and signed in the specific space should be sent only through Registered Post to the Director, Women & Child Development Department, Bays No. 15-20, Sector-4, Panchkula PIN- 134151. All the column of the application form should be filled in.

Note 4: Candidates applying for a post must ensure that they fulfil all the eligibility conditions 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 fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature will be cancelled. The experience will be considered only after acquiring the essential qualification.

Note 5: Documents to be attached with the application form include (1) One latest stamp size photograph duly attested should be pasted on the application form, (2) Attested photocopies of certificates of essential qualifications (10th, 12th, Graduation, Post Graduation, Certificate of diploma in computers whichever is applicable) and experience.

Note 6: Relaxation of five (5) years in upper age (not above 50 years) will be given to the officers/candidates who fulfill all the relevant qualifications for their posts and already recruited against the scheme of ICPS on contractual basis for a minimum of three (3) years.

Note 7: 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/ incomplete.
(iii) The application is received in the Department 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 off date.
APPLICATION FORM

Post applied for: ________________

(1) PERSONAL INFORMATION
   Name (in block letters)
   Father's name (in block letters)
   Date of Birth (attach self-attested copy of Matriculation Certificate)
   Postal address with Contact No. and email address
   Permanent Address

(2) EDUCATIONAL INFORMATION

<table>
<thead>
<tr>
<th>S.No</th>
<th>Qualification (Degree/PG with specialization)</th>
<th>Name of the college/university</th>
<th>Degree</th>
<th>Period (From – to)</th>
<th>Percentage/ marks scored</th>
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(3) EMPLOYMENT HISTORY: Give details of last 3 postings

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<tr>
<th>Name of organisation</th>
<th>Position held/ designation</th>
<th>Period (From – to)</th>
<th>Address &amp; Phone, Email</th>
<th>Job Responsibility</th>
<th>Last Salary drawn</th>
<th>Reasons for leaving</th>
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Total no. of year's employment experience: ________________________

(4) COMPUTER SKILL:

Declaration:

1. I hereby declare that the information given in this application form is true and correct. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences.

2. I also declare that if any information provided by me is found false, my candidature may be rejected at any point of time.

3. After appointment, if any information provided by me is found false and forged, organisation has a right to terminate my services without prior notice.

4. I authorize the verification of all information as listed above (including the enclosed documents).

Date: ___________________  (Signature of the candidate)

Place: ___________________