

## ELIGIBILITY CRITERIA

Sr. No.	Name of Post	Name of Unit	No. of Posts	Eligibility Criteria	Age	Remuneration (Fixed-P.M.)
1.	<b>Superintendent (Residential Post)</b>	CCWDC, (Aashiana, Sector-15, Chandigarh (Female-01)	01 (Female)	<ul style="list-style-type: none"> <li>❖ Post Graduate degree in Social Work /Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University.</li> <li>❖ At least 3 years of experience of working with the Govt./Non- Government Organization in Documentation, training &amp; Capacity Building, Project formulation/ implementation, monitoring and supervision preferably in the field of Women &amp; Child Development/ Social Welfare.</li> <li>❖ Proficiency in Computers.</li> </ul>	25-60 years	Rs. 33,100/- P.M. Fixed (free accommodation)
2.	<b>Resident Superintendent</b>	Shakti-Sadan, Sec-43, Chandigarh	01 (Female-Single women preferred)	<ul style="list-style-type: none"> <li>❖ Any woman having a Masters in Law/Social Work/Sociology/Social Science/Psychology with at least 5 years' experience of working on women related relevant domains in an administrative set-up with a Government or Non-Government project/programme and preferably with at least 1 year experience of counselling either within or outside the same set-up.</li> <li>❖ She should be preferably a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre.</li> </ul>	25-60 years	Rs. 23,170/- P.M. Fixed (free accommodation)
3.	<b>Child Welfare Officer</b>	Children Home, Snehalaya (Boys)	01	<ul style="list-style-type: none"> <li>❖ Graduate preferably in B.A. in Social Work/Sociology/ Social Sciences or LLB from a recognized university.</li> <li>❖ Experience of at least 2 years of working with Govt./NGO/ Legal Matters preferably in the field of Women &amp; Child Rights.</li> <li>❖ Good understanding of Women &amp; Child right &amp; protection issues.</li> <li>❖ Weightage for work experience candidate.</li> <li>❖ Proficiency in Computers.</li> </ul>	18-37 years	Rs. 23,170/- P.M. (Fixed)
4.	<b>Warden</b>	Sakhi-Niwas (WWH), Sector 24, Chandigarh	01 (Female)	<ul style="list-style-type: none"> <li>❖ Graduate (with proficiency in computer operations). Preference will be given to those who have experience in handling women related laws/policies/programme.</li> </ul>	25-60 years	Rs. 18,000/- P.M. (Fixed) and free accommodation
5.	<b>Project Manager</b>	National Helpline for Senior Citizen, Sector 17, Chandigarh	01	<ul style="list-style-type: none"> <li>❖ PG or equivalent in fields of health care/Humanities/social sciences/Management or PGDM in Rural Management/Community Development/Social Work.</li> <li>❖ Minimum 10 years of management experience at various levels working with</li> </ul>	25-50 years	Rs. 75,000/- pm (Fixed) including EPF

				<p>field-based staff to ensure timely and quality program implementation for State/National NGO.</p> <ul style="list-style-type: none"> <li>❖ Preferably experience on working with elderly focused programs in partnership with Government, local NGOs/ or CBOs.</li> </ul>		
6.	<b>IT Leader</b>	National Helpline for Senior Citizen, Sector 17, Chandigarh	01	<ul style="list-style-type: none"> <li>❖ Graduate with experience in handling IT/MIS and experience of working in the same field for not less than 2 years.</li> </ul>	25-40 years	Rs. 30,000/- P.M.(Fixed) including EPF
7.	<b>Staff Nurse (Day &amp; Night Shift Basis)</b>	Observation-cum-Special Home, Sec-25, Chandigarh	01	<ul style="list-style-type: none"> <li>❖ 10+2 of recognized university or its equivalent. Should be registered in "A" Division Nurse with Registration Council (Punjabi/Hindi upto matric) or B.Sc. Honours (Nursing).</li> </ul>	18-37 years	Rs. 40,494/- (D.C Rate)
8.	<b>Staff Nurse (Day &amp; Night Shift Basis)</b>	One Stop Centre (SAKHI), Sector-26, Chandigarh (Female-01)	01 (Female)	<ul style="list-style-type: none"> <li>❖ In the absence of a regular Para Medical Personnel provided by District Health Authorities, the medical assistance service could be outsourced to any woman having professional degree / diploma in paramedics with a background in health sector and preferably with at least 3 years" experience of working within a Government or Non-Government health project/ programme at the district level.</li> </ul>	18-37 years	Rs. 40,494/- (D.C Rate)
9.	<b>Counsellor (Day &amp; Night Shift Basis)</b>	Observation-cum-Special Home, Sec-25, Chandigarh  Children Home, Snehalaya (Boys), Maloya	03 (Male =01)  (Male/ Female=02)	<ul style="list-style-type: none"> <li>❖ Graduate in Social Work/Sociology/Psychology/Public Health/Counselling from a recognized university.</li> <li>❖ PG Diploma in Counselling and Communication</li> <li>❖ At least 1 year of working experience with the Govt./NGO preferably in the field of Women &amp; Child Development.</li> <li>❖ Proficiency in Computers.</li> </ul>	18-37 years	Rs. 35,473/- P.M (D.C Rate)
10.	<b>Counsellor (Day &amp; Night Shift Basis)</b>	One Stop Centre (SAKHI), Sector-26, Chandigarh	01 (Female)	<ul style="list-style-type: none"> <li>❖ The service could be outsourced to any woman having professional degree / diploma in psychology / psychiatry / neurosciences with a background in health sector and preferably with at least 3 years" experience of working within a Government or Non-Government health project/programme at the district level.</li> </ul>	18-37 years	Rs. 35,473/- P.M (D.C Rate)
11.	<b>Probation Officer</b>	Observation-cum-Special Home, Sec-25, Chandigarh	02 (Male)	<ul style="list-style-type: none"> <li>❖ Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences or LLB from a recognized university.</li> <li>❖ Experience of at least 2 years of working with Govt./ NGO/ Legal Matters preferably in the field of Women &amp; Child Rights.</li> <li>❖ Good understanding of Women &amp; Child right &amp; protection issues.</li> <li>❖ Weightage for work experience candidate. Proficiency in Computers.</li> </ul>	18-37 years	Rs. 23,170/- (Fixed) Per Month
12.	<b>Store Keeper-cum-</b>	Snehalaya for Girls,	04 (Female)	<ul style="list-style-type: none"> <li>❖ Commerce Graduate with proficiency in Computer with typing speed of 35</li> </ul>	18-37 years	Rs. 18,536/- P.M. (Fixed) per month

	<b>Accountant</b>	Sector-15, Chandigarh  Snehalaya for Boys, Maloya	=01)  (Male/ Female =03)	W.P.M. in English.		
13	<b>Office Incharge (Warden)</b>	Snehalaya for Girls, Sector-15, Chandigarh.  Snehalaya for Boys, Maloya	02 (Female =01)  (Male/ Female =01)	❖ Minimum Graduation (Preferably in Sociology, Psychology, Social Work) and candidate having experience in managing an institution shall be preferred.	25-60 years	Rs. 18,000/- P.M. (Fixed) and free accommodation
14	<b>Office Assistant</b>	Shakti Sadan Sector-43, Chandigarh	01 (Female)	❖ The services could be outsourced to any person who is a graduate with at least diploma in computers/ IT etc. with a minimum of 3 years experience in data management, process documentation and web-based reporting formats, video conferencing at state or district level with government or Non-Governmental/ IT-based organizations.	18-37 years	Rs. 11916/- P.M. (fixed)

Interested candidates may submit their resume alongwith filled application form, contact number/e-mail id, affix one passport size photograph and self attested copies of all relevant testimonials to reach on or before 18.11.2024 upto 11:00 AM at the address mentioned below.

**NOTE:-**

- 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.
- Please mention name of post applied for on the resume/envelope.
- Please fill separate application form for each post.
- Number of Posts mentioned above is tentative and may vary.

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

Date of Interview shall be intimated later on to the eligible candidate.

**No TA/DA will be paid to the candidates for attending the walk-in-interview.**

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MANAGING DIRECTOR  
CHANDIGARH CHILD & WOMEN  
DEVELOPMENT CORPORATION  
ADDITIONAL TOWN HALL BUILDING,  
3<sup>RD</sup> FLOOR, SECTOR 17-C,  
CHANDIGARH.  
Phone No. 0172-2780140

**APPLICATION FORM**

Post applied for: \_\_\_\_\_

Full Name \_\_\_\_\_

Father's Name/ Husband's Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Paste recent passport size  
photograph

Correspondence Address:

\_\_\_\_\_

\_\_\_\_\_

Mobile No. : \_\_\_\_\_ Email ID:

\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Present Age as on date of advertisement: \_\_\_\_\_ years.

Educational Qualification:

Qualification	Subjects		Name of School/University	Marks obtained	Total Marks	%	Year of passing
	Principal	Subsidiary					
10th							
12th							
Diploma							
Graduation							
Post-Graduation							
Any Other							

Experience (If any):

Name of organization	Designation	Nature of Duties	Period		Duration
			From	To	

*Declaration: "I hereby declare that all the statements made in the application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/false/incorrect or I do not satisfy the eligibility criteria, my candidature/appointment will be cancelled/terminated without assigning any reason thereof. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for."*

Date:

Place:

(Signature of the applicant)