

ADVERTISEMENT

Applications are invited from the eligible candidates to fill up the vacant posts purely on contract basis in State Hub for Empowerment of Women (SHEW) and District Hub for the Empowerment of Women (DHEW), Office of Department of Social Welfare Women & Child Development Chandigarh Administration.

Details of Posts alongwith Qualifications/ eligibility criteria/age are as follow:-

Sr No.	Post Name	Number of Posts	Name of Unit	Educational qualification/ Experience/Age	Fixed Salary per month
1	Research & Training Specialist	1	SHEW	Qualification: Graduate preferably in Social work/ other social disciplines. Experience: At least 3 years experience of working with the Government/ Non-Government organizations in training and research on women related Development work. Age:- 18-37 yrs	34755/-
2.	Accounts Assistant	1	SHEW	Qualification: Graduate / diploma in accounts/ other disciplines having accounts as a subject. Experience: At least 3 years experience of working with the Government/ Non-Government organizations in related domain. Age:- 18-37 yrs	26902/-
3.	Office Assistant with computer knowledge	1	SHEW	Qualification: 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. Age:- 18-37 yrs	26902/-
4.	District Mission Coordinator	1	DHEW	Qualification: Graduate preferably in Social Sciences/Life sciences/ Nutrition/ Medicine /Health management / Social work/ Rural management Experience: At least 3 years" experience of working with the Government / Non-Government Organizations in related domain. Age:- 18-37 yrs	40688/-
5.	Specialist in financial literacy	1	DHEW	Qualification: Graduate in Economics / Banking / other similar disciplines. Post-graduates will be preferred. Experience: At least 3 years" experience of working with the Government/Non-Government organizations in financial literacy / financial inclusion focused themes. Age:- 18-37 yrs	26902/-
6.	Accounts Assistant	1	DHEW	Qualification: Graduate / diploma in accounts/ other disciplines having accounts as a subject. Experience: At least 3 years" experience of working with the Government/Non-Government organizations in related domain. Age:- 18-37 yrs	26902/-

7.	Data Entry Operator for Pradhan Mantri Matru Vandana Yojana Work	1	DHEW	Qualification: Graduation with working knowledge in computers/ IT etc with a minimum of 3 years" experience in data management, process documentation and web-based reporting formats, at state or district level with government or Non-Governmental/IT-based organizations. Age:- 18-37 yrs	26902/-
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Terms & Conditions

- Date of determination of eligibility of all candidates in respect of age, essential qualification and work experience shall be the closing date for the submission of applications.
- The candidate must ensure their eligibility with respect to age, experience, qualification, etc according to the advertisement to avoid rejection at a later stage.

Application details

- Duly filed prescribed application form with CV/resume along with contact number e-mail ID and self-attested latest photograph, copies of educational qualification, and copies of experience certificates to be submitted to the Director, Department of Social Welfare, Women & Child Development, Additional Town Hall Building (Top Floor), Sector-17C, Chandigarh Pincode-160017.
- The last date of submission of the application is 20.12.2023 till 3.00 P.M.
- Name of the post applied for to be mentioned on the resume/and super scribed on the envelope.
- Separate application form should be submitted for each post alongwith self-attested photocopies of Educational Qualification, Professional Experiences & one copy of latest passport size photograph dully attested should be pasted on the application form.
- The application will be accepted only through registered post or physical form at O/o Department of Social Welfare, Women & Child Development, Additional Town Hall Building (Top Floor), Sector-17C, Chandigarh Pincode-160017.
- Department will not be responsible for any postal delay.
- Application received in Department office after the closing date & time shall not be entertained.

Disclaimer

- The Competent Authority reserves the right to cancel the selection process at any time before issuance of the appointment letter.
- No TA/DA will be paid to the candidates for attending the interview.

-Sd-

**DIRECTOR SOCIAL WELFARE
WOMEN & CHILD DEVELOPMENT
CHANDIGARH ADMINISTRATION**

APPLICATION FORM

Post applied for	
Full Name	
Father/Husband Name	
Date of Birth	
Present Age as on date of Advertisement	Yrs Months Days
Place of Birth	
Nationality	
Marital Status	

Paste recent
Passport size
Photograph

Permanent Address:- _____

Present Address (For Correspondence):- _____

Mobile No. _____ **Email ID;** _____

Educational Qualification:

Qualification	Name of Board/ University	Year of Passing	Subjects	Marks Obtained	Total Marks	Percentage (%)
10th						
12th						
Graduation						
Post -Graduation						
Any Other Exam						

Professional Experience (If any):-

Name & Address Employer/ Institution/ Organization	Designation	Date of Joining	Date of leaving	Nature of Duties	Reason of Leaving	Working Experience in years

Details of Educational Qualification Documents and Experience attached with application:-

Sr. No.	Details of Educational Qualification Documents and Experience
1.	
2.	
3.	
4.	
5.	
6.	

Declaration: I hereby declared 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 fulfill 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 Applicant)

