

SITUATION VACANT

The following post are required on contract basis at Children's Home for Girls, Sector-15, Chandigarh a unit of the Chandigarh Child & Women Development Corporation Limited, Chandigarh:-

Sr. No	Name of Post	No. of Post	Qualification	Age	Salary (P.M.)	Date of Interview
1.	Resident Manager	01	Minimum Post Graduation (preferably in Sociology, Psychology, Social Work, Accounts, Economics and having experience in managing an institution shall be preferred)	45-60 yrs	Rs. 20,000/- P.M. (Fixed with free accommodation & Mess)	13/05/14 at 10.00 AM
2.	Counselor	01	M.A Psychology or M.Sc. / M.Ed with Diploma in counseling.	18-35 yrs	Rs. 20,000/- P.M. (Fixed)	13/05/14 at 10.00 AM
3.	Child Welfare Officer	01	i) M.A., Social Work from any recognized University ii) Working Knowledge of computer	18-35 yrs	Rs. 17,500/- P.M. (Fixed)	13/05/14 at 10.00 AM
4.	Nurse (Full Time)	01	10+2 of recognized university bar its equivalent should be registered in "A" division nurse with Registration Council (Punjabi/Hindi upto matric) or B. Sc. Hon. Nursing.	18-35 yrs	Rs. 22,300/- P.M. as per Chandigarh Administration Rates	13/05/14 at 10.00 AM
5.	Store Keeper-cum-Accountant	01	Commerce Graduate with proficiency in Computer with typing speed of 30 W.P.M. in English	18-35 yrs	Rs. 14,000/- P.M. (fixed)	Typing Test on 12/05/2014 at Aasha Kiran, Sec-46, Chd at 10.00 AM
6.	Art & Craft Teacher (Part Time)	01	Bachelor in Fine Arts	30-60 yrs	Rs. 5,000/- P.M. (Fixed) for 2 hours daily	13/05/14 at 10.00 AM
7.	Instructor-cum-Yoga Trainer(Part Time)	01	Graduation with B.Ed in Yoga	18-35 yrs	Rs. 5,000/- P.M. (Fixed)	13/05/14 at 10.00 AM
8.	Assistant Resident Manager	01	Minimum Graduation (Preferably in Sociology, Psychology)	40-60 yrs	Rs. 18,000/- P.M. (Fixed)	13/05/14 at 10.00 AM
9.	Cook	01	Middle Pass having three years experience in Cooking	18-35 yrs	As per D.C. Rates	13/05/14 at 10.00 AM
10.	Helper	01	Middle Pass having One year experience in Cooking	18-35 yrs	As per D.C. Rates	13/05/14 at 10.00 AM

Eligible candidates may submit their resume with one passport size photograph, contact no. and self attested copies of all relevant testimonials at the following address to reach on or before 10-05-2014 upto 4.00 pm.

Note:- Only women candidates are eligible to apply for all the above said posts.

MANAGING DIRECTOR
CHANDIGARH CHILD & WOMEN
DEVELOPMENT CORPORATION LTD.
SNEHALAYA-VTC MALOYA, U.T. CHD.
(NEAR WATER WORKS, SECTOR-39, CHD.)

SITUATION VACANT

The following post are required on contract basis in the following units of the Chandigarh Child & Women Development Corporation Limited, Chandigarh.

Sr. No	Name of Post	Name of Unit	No. of Post	Qualification	Age	Salary (P.M.)	Date of Interview
1.	Accountant-cum-Clerk	Snehalaya, VTC-Maloya	01	Graduate with knowledge of accounts and working knowledge of computer.	18-35 yrs	Rs. 7,000/- P.M. (Fixed)	Typing Test on 12/05/2014 at Aasha Kiran, Sec-46, Chd. at 10.00 AM
2.	Special Educators	-do-	01	B.A. with Diploma in any Rehabilitation Science or / B.Ed in Special Education experience of looking after children with Special Needs.	18-35 yrs	Rs. 10,000/- P.M. (Fixed)	17/05/14 at 10.00 AM
3.	Physiotherapist (Part Time)	-do-	01	BPT or equivalent degree recognized by the Department of Indian System of Medicine, Ministry of Health and Family Welfare, Govt. of India.	18-35 yrs	Rs. 8,000/- P.M. (Fixed)	17/05/14 at 10.00 AM
4.	Occupational Therapist (Part Time)	-do-	01	BOT or equivalent degree recognized by the Department of Indian System of Medicine, Ministry of Health and Family Welfare, Govt. of India.	18-35 yrs	Rs. 8,000/- P.M. (Fixed)	17/05/14 at 10.00 AM
5.	Warden	Working Women Hostel, Sector 24, Chd.	01	Minimum Graduation (Preferably in Socioloy Psychology, Social work, Anthropology) and having experience an institution shall be preferred. (Only Women Candidate)	30-60 yrs	15000/-p.m. (fixed)	17/05/14 at 10.00 AM
6.	Field Officer	District Convergence & Facilitation Centre, Sec-19, Chd.	01	i) Masters' Degree in Women's Studies/Social Work/ Sociology/Public Admin./ Economics/ Psychology /Political Science. ii) Should be prepared to travel extensively within the state.	Upto 40 yrs	Rs.18,000/- P.M. (fixed)	20/05/14 at 10.00 AM
7.	Data Entry Operator	State Resource Centre for Women, Snehalaya, VTC-Maloya	01	i) Graduate with one year certificate course in Computer Application with practical knowledge of MS Word, Excel, Power Point, Internet etc. ii) Minimum 2 yrs experience as Data Entry Operator.	18-35 yrs	Rs. 10,000/- P.M. (fixed)	Typing Test on 12/05/2014 at Aasha Kiran, Sec-46, Chd. at 10.00 AM
8.	Counselor	Snehalaya, VTC-Maloya	01	M.A. in Psychology Or M.Sc/ M.Ed. with Diploma in counseling	18-35 yrs	Rs. 20,000/- p.m. (Duty on day & night shift basis)	20/05/14 at 10.00 AM

9.	Football Coach (Part Time)	-do-	01	i) Should be Graduate from recognized University of Institution. ii) Should possess Diploma in Coaching from National Institute of Sports in the required discipline provided that in case of games in which regular courses are not available at National Institute of Sports, candidate should be possess Master Degree in Physical Education (Two years integrated course) from a recognized University or Institution.	18-40 yrs	Rs. 5,000/- P.M. for 2 hours daily	20/05/14 at 10.00 AM
10.	Computer Clerk	Head Office	03	i) Minimum B.Com with 2 years experience in Accounts/Administration preferably with firm of Company Secretary or Chartered Accountancy Or in an organization in Finance/Admn. ii) Proficiency of working on computer and typing speed of 30 W.P.M.	18-35 yrs	As per D.C. rate i.e. Rs. 13500/- P.M.	Typing Test on 12/05/2014 at Aasha Kiran, Sec-46, Chd. at 10.00 AM
11.	Project Assistant	Head Office	02	MBA (Finance) or equivalent C.A. inter or C.S. Inter with efficiency on working on computer and skill for drafting letters. OR M.A. in English or M.Com with atleast 2 years experience of working with a Firm of Chartered Accountant/Company Secretaries or in an Organization dealing with Finance Accounts / Establishment with efficiency of working on computer & skill for drafting letters.	18-35 yrs	Rs. 20,000/- P.M. (fixed)	20/05/14 at 10.00 AM
12.	Instructor Cutting Tailoring/Dress-Fashion Designing (Part Time)	Aasha Kiran, VTC-46, Chd.	01	i) Three years diploma in Fashion Designing from any recognized/reputed institute. ii) Preferably having some experience in the line	18-35 yrs	Rs. 5,000/- per batch P.M.	20/05/14 at 10.00 AM
13.	Instructor Beauty Culture (Part Time)	-do	01	Person should possesses the competency/ skill required for imparting training programs in the concerned field and should be ITI pass or undergone training programme from some recognized institution under State/Central Government or under the Scheme of Community Development through Polytechnics or other equivalent training programme in related area of imparting training and atleast 2 years experience in the relevant field.	18-40 yrs.	Rs. 5,000/- per batch P.M.	20/05/14 at 10.00 AM
14.	Child Welfare Officer	Snehalaya, VTC-Maloya	05	i) M.A., Social Work from any recognized University ii) Working knowledge of computer.	18-35 yrs	Rs. 17,500/- P.M. (fixed)	21/05/14 at 10.00 AM

15.	Staff Nurse	Snehalaya, VTC-Maloya Observation-cum-Special Home, Sec-25, Chd.	03 01	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).	18-35 yrs	Rs. 22,300/- P.M.	21/05/14 at 10.00 AM
16.	Probation Officer	Observation-cum-Special Home, Sec-25, Chd.	01	i) M.A., Social Work from any recognized University ii) Working knowledge of computer.	18-35 yrs	Rs. 17,500/- P.M. (fixed)	21/05/14 at 10.00 AM
17.	Store Keeper-cum-Accountant	Snehalaya, VTC-Maloya Observation-cum-Special Home, Sec-25, Chd.	05 01	Commerce Graduate with proficiency in Computer with typing speed of 30 W.P.M. in English	18-35 yrs	Rs. 14,000/- P.M. (fixed)	Typing Test on 12/05/2014 at Aasha Kiran, Sec-46, Chd. at 10.00 AM

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