

**Department of Social Security and Women & Child Development,
Punjab, S.C.O. no.102-03, Sector 34-A, Chandigarh**

Last Date for receipt of applications in the office: 11.09.2020

Applications are invited for the under mentioned contractual posts of **Punjab State Resource Centre for Women** established under the State Mission Authority for holistic empowerment of Women in the State, in compliance with the guidelines of the National Mission for Empowerment of Women. Essential & desirable qualifications and prescribed format is given at link: <https://www.dropbox.com/s/4c0sqsnmk9vflil/rev%20final.docx?dl=0> application in the prescribed format shall be sent by email to nmewpunjab@gmail.com or by post to Director, Social Security and Women and Child Development, Punjab, SCO No. 102-03, Sector 34- A, Chandigarh.

Sr No	Name of Post	No. Of Post	Pay per month (Rs.)
1	Research Officer	1	26,250/-
2	Specialist Training	1	26,250/-
	Total	2	

sd/-
Director, SS&WCD, Pb

Sr. No.	Position *	Qualifications and Experience
1	Specialist Training	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/other related fields. • Minimum experience of 3 years in training and capacity building on issues related to women. • Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Previous experience of working with the Government. <p><u>General</u></p> <ul style="list-style-type: none"> • Involves extensive travel within the state. • Minimum age 30 years
2	Research Officer	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Master's Degree in Social Work/ Sociology/ Economics/ Women's Studies/ Law/ Governance/ Public Administration. • Minimum experience of 2 years in the field of research. • Must have computer knowledge and ability to work in various MS Office, data analysis packages like SPSS, STATS etc. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Previous experience of working with the Government. <p><u>General</u></p> <ul style="list-style-type: none"> • Involves extensive travel within the state. • Age should be between 30-45 years

APPLICATION FORMAT

Application for the Post of					
Applicant Name (in Block Letters)		Affix Photograph			
Address for Correspondence			Permanent Address		
Phone/ Mobile No		Email ID			
Date of Birth		Sex		Marital Status	
Mother's Name		Father's Name			
Whether belongs to SC/BC/ others					
Educational Detail-- Attach scanned attested Photocopies of certificates and Mark sheets					
Qualification	Name of the Board/ University	year of passing	College/ University	Subject	% age
Graduation					
Post Graduation					
Any other					
Employment cum experience detail (should be strictly specific to women related issues)					
Attach scanned copy of experinece					
Name of the Institution with complete address	Name of the Post held	Roles and responsibility along with the nature of work undertaken		Time period of experience	Total duration of experience

Declaration:

1. I hereby declare that I have good knowledge of computers and ability to work in MS Office packages including knowledge of spread sheet and presentation packages.
2. I hereby declare the forgoing information is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed.

Signature of applicant