

**PUNJAB STATE CHILD PROTECTION SOCIETY(MISSION VATSALYA), PUNJAB
S.C.O No. 102-103, SECTOR 34-A, CHANDIGARH**

Last date for receipt of applications in the concerned District office :- 15.11.2022

Applications are invited for the contractual posts mentioned below, in Child Care Institutes under the Punjab State Child Protection Society/Mission Vatsalya at District Level. Essential qualifications and application format are given at Department's website sswcd.punjab.gov.in. The candidate should not be more than 37 years of age on last date of application.

| Sr. No | District | Name of JJ Home | Details of Posts | Salary | vacancy |
|--------|------------|----------------------------|--------------------------------------|----------|---------|
| 1 | Amritsar | Special Home for Girls | Store Keeper cum Accountant (Female) | 18,536/- | 1 |
| | | | Paramedical Staff (Female) | 11,916/- | 1 |
| | | | House Keeper (Female) | 7,944/- | 1 |
| 2 | Bathinda | Children Home for Boys | Store Keeper cum Accountant | 18,536/- | 1 |
| | | | Cook | 9,930/- | 1 |
| | | | Helper | 7,944/- | 1 |
| | | | House Keeper | 7,944/- | 1 |
| 3 | Faridkot | Observation Home for Boys | Store Keeper cum Accountant | 18,536/- | 1 |
| 4 | Gurdaspur | Children Home for Boys | Store Keeper cum Accountant | 18,536/- | 1 |
| | | | Cook | 9,930/- | 1 |
| 5 | Hoshiarpur | Children Home for Boys | Para Medical Staff | 11,916/- | 1 |
| | | | Store Keeper cum Accountant | 18,536/- | 1 |
| | | | House Keeper | 7,944/- | 1 |
| | | Special Home for Boys | Store Keeper cum Accountant | 18,536/- | 1 |
| | | | Helper | 7,944/- | 1 |
| 6 | Jalandhar | Observation Home for Girls | Store Keeper cum Accountant (Female) | 18,536/- | 1 |
| | | | Paramedical Staff (Female) | 11,916/- | 1 |
| | | | Helper (Female) | 7,944/- | 1 |
| | | | House Keeper (Female) | 7,944/- | 1 |
| | | Children Home for Girls | Para Medical Staff (Female) | 11,916/- | 1 |
| | | | Cook (Female) | 9,930/- | 1 |
| | | | Store Keeper cum Accountant (Female) | 18,536/- | 1 |
| | | Children Home | Para Medical Staff (Female) | 11,916/- | 1 |
| | | | Store Keeper cum Accountant (Female) | 18,536/- | 1 |
| | | | Helper (Female) | 7,944/- | 1 |
| 7 | Ludhiana | Children Home for Boys | Para Medical Staff | 11,916/- | 1 |
| | | | Store Keeper cum Accountant | 18,536/- | 1 |
| | | | House Keeper | 7,944/- | 1 |
| | | Observation Home | Store Keeper cum Accountant | 18,536/- | 1 |
| | | | Para Medical Staff | 11,916/- | 1 |
| 8 | Patiala | Children Home for Boys | Cook | 9,930/- | 1 |
| | | | Para Medical Staff | 11,916/- | 1 |
| | | | Store Keeper cum Accountant | 18,536/- | 1 |
| | | | House Keeper | 7,944/- | 1 |

Eligible candidates shall send their applications through registered post on the address mentioned below at the office of District Programme Officer.

| Sr.No | Address | District |
|-------|--|------------|
| 1 | District Programme Officer, 24, Majitha Road, Opposite Maddan Hospital, Amritsar, 143001 | Amritsar |
| 2 | District Programme Officer, Room No. 315-P, second Floor, Mini Secretariat, Bathinda, 151001 | Bathinda |
| 3 | District Programme Officer, Mahila Bhawan Zila Parishad Complex, Aara Market Road, Faridkot, 151203 | Faridkot |
| 4 | District Programme Officer, Room No. 220, First Floor, Block-A, District Administrative Complex, Gurdaspur, 143521 | Gurdaspur |
| 5 | District Programme Officer, Ram Colony Camp, Chandigarh Road, Hoshiarpur, 146001. | Hoshiarpur |

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|---|--|-----------|
| 6 | District Programme Officer, Near Gandhi Vanita Ashram, Kapurthala Chowk, Jalandhar, 144001. | Jalandhar |
| 7 | District Programme Officer, Social Welfare Complex, Shimlapuri, Gill Road, Near Gill Canal, Ludhiana 141003. | Ludhiana |
| 8 | District Programme Officer, Room no. 208-210, Block-A, first Floor, Mini Secretariat, Patiala, 147001. | Patiala |
| Sd/- Director cum Member Secretary | | |

Educational Qualification

| Sr no. | Name of Post | Salary | Educational qualification |
|--------|-----------------------------|----------|---|
| 1 | Store-keeper cum Accountant | 18,536/- | <ul style="list-style-type: none">• Graduate in Commerce with minimum 55% marks from recognized University .• At least 1 year experience in working with Computer /MS Office/ MS Excel / MS PowerPoint• Command on Tally.• Must have passed Punjabi at Metric Level or equivalent. |
| 2 | Paramedical Staff | 11,916/- | <ul style="list-style-type: none">• D-Pharmacy with minimum 45% marks.• Preference will be given to candidates having M Pharmacy.• 2 years of experience in the relevant field.• Must have passed Punjabi at Metric Level or equivalent. |
| 3 | Cook | 9,930/- | <ul style="list-style-type: none">• Metric passed.• Relevant experience in same field |
| 4 | Helper | 7,944/- | <ul style="list-style-type: none">• Metric pass• Relevant Experience in same field |
| 5 | Housekeeper | 7,944/- | <ul style="list-style-type: none">• Metric Pass• Relevant experience in same field |

Application Format

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|---|-------------------------------|------------------|--------------------|----------|------------|
| Application for the post of | | Affix Photograph | | | |
| Applicant Name (in Block Letters) | | | | | |
| Father's name | | | | | |
| Mother's name | | | | | |
| Date of Birth | | | | | |
| Gender | | | | | |
| Marital Status | | | | | |
| Address for Correspondence | | | | | |
| Permanent Address | | | | | |
| Proof of Residence (Residence Certificate/Aadhar card/Passport/Voter ID) | | | | | |
| Domicile Certificate | | | | | |
| Phone No. | | | | | |
| E mail Address | | | | | |
| Whether belong of SC/BC/Others | | | | | |
| Educational Details—Attach attested photocopies of certificates and mark sheets | | | | | |
| Qualification | Name of the Board/ University | Year of passing | College university | Subjects | Percentage |
| Metric certificate with Punjabi as a subject or certificate of Punjabi examination passed equivalent to Metric. | | | | | |
| Graduation | | | | | |
| Post graduation | | | | | |
| Any other | | | | | |
| Employment Detail:- Attach Photocopies of experience | | | | | |
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