

ELIGIBILITY CRITERIA

Sr. No.	Name of Post	Name of Unit	Eligibility Criteria	Remuneration
1.	Superintendent (Residential Post)	Children Home, CCWDC (Female-01)	❖ 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. ❖ At least 3 years of experience of working with the Govt./Non- Government Organization in Documentation, training & Capacity Building, Project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child Development/ Social Welfare. ❖ Proficiency in Computers. Age:- 25-60 years.	Rs. 33,100/- P.M. Fixed (free accommodation)
2.	Office Incharge (Warden) (Residential Post)	Snehalaya for Girls, Sec-15, Chandigarh (Female-01)	❖ Minimum Graduation (Preferably in Sociology, Psychology, Social Work) and candidate having experience in managing an institution shall be preferred Age:- 25-60 years	Rs. 18,000/- P.M. (Fixed) and free accommodation
3.	Child Welfare Officer	Snehalaya for Girls, Sec-15, Chandigarh (Female-01)	❖ Graduate preferably in B.A. in Social Work/Sociology/ Social Sciences or LLB from a recognized university. ❖ Experience of at least 2 years of working with Govt./NGO/ Legal Matters preferably in the field of Women & Child Rights. ❖ Good understanding of Women & Child right & protection issues. ❖ Weightage for work experience candidate. ❖ Proficiency in Computers. Age:- 18-37 years	Rs. 23,170/- P.M. (Fixed)
4.	Storekeeper-cum-Accountant	Snehalaya for Girls, Sec-15, Chandigarh (Female-02) Snehalaya for Boys, Maloya (Male/Female-01)	❖ Commerce Graduate with proficiency in Computer with typing speed of 35 W.P.M. in English. Age:- 18-37 years	Rs. 18,536/- P.M. (Fixed) per month
5.	Resident Superintendent (Residential Post)	Shakti-Sadan, Sec-43, Chandigarh (Female-01) (Single women preferred)	❖ 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. ❖ 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. Age:- 25-60 years.	Rs. 23,170/- P.M. Fixed (free accommodation)
6.	Office Assistant	Shakti Sadan Sector-43, Chandigarh (Female-01)	❖ Any person who is a graduate with a minimum of 3 years' experience in handling office documentation related job with proficiency in working on computers, at state or district level with government or Non-Governmental organizations Age:- 18-37 years	Rs. 11,916/- P.M. (fixed)

7.	Resident Manager (Residential Post)	Aasha-Kiran, VTC-46, Chandigarh 01 (Male/Female)	Minimum Post Graduation (preferably in Sociology, Psychology, Social Work, Anthropology, Accounts, Economics) and having experience in managing an institution shall be preferred. Age:- 30-60 years	Rs. 20,000/- P.M. Fixed (free accommodation)
8.	Organizing Secretary-cum-Administrative Officer	Bal-Bhawan & RCSC-Prayaas, Sec-23, Chandigarh 01 (Male/Female)	Graduate with 05 years Administrative experience in the field of Financial Management/Administration. Age:- 35-58 years In case of retired, the age should be 58-62 years.	Rs. 30,000/- 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 14.11.2025 upto 03:00 PM at the office of Chandigarh Child & Women Development Corporation, Additional Town Hall Building, 3rd Floor, Sector-17C, Chandigarh.

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,
3RD 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):

<i>Name of organization</i>	<i>Designation</i>	<i>Nature of Duties</i>	<i>Period</i>		<i>Duration</i>
			<i>From</i>	<i>To</i>	

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)