

Union Territory Child Protection Society (UTCPS)

under the aegis of Department of Social Welfare, Chandigarh Administration

Phone 91-172-2548000 Email Id :- utcpschandigarh@gmail.com

Applications are invited for filling up of following posts purely on Contractual basis initially for a period of one year in the office of Union Territory Child Protection Society (UTCPS), Chandigarh:

Sr. No.	Name of Post	No. of Posts	Qualification Criteria	Age	Fixed Salary per Month
1.	Accountant	01	i) B.com from any recognized University with 60% marks and 1 year relevant experience ii) Ability to work on Accounting Software (TALLY), Ms Office and Internet with ease.	25-37 years	Rs. 14,000/- per month
2.	Program Assistant (SARA)	01	i) Graduate from any recognized University with 60% marks and 1 year experience in the relevant field. ii) One year diploma in Computer Science	25-37 years	Rs. 10,000/- per month

Note 1: Complete application in all respects and self attested documents by the candidate should be sent to the O/o Member Secretary, UTCPS, Sector 19-B (Opposite House No. -1042), Chandigarh before & on 22.03.2021 by 3.00pm.

Note 2: Documents to be attached with the application letter include: i) One copy of latest passport size photograph which should be pasted on the application letter; ii) Self-Attested photocopy of testimonials of essential qualification and experience along with resume;

Note 3: An application letter will be summarily rejected if: i) A candidate makes more than one application for a particular category/post; ii) Applicant does not mention the name of the post applied for; iii) The application is unsigned/incomplete; iv) The application is received in the office after closing of date and time.

Note 4: Date and time of interview will be intimated to the eligible candidates.

The Competent Authority reserves the right to cancel the selection process at any time and at any stage assigning any reason thereof.

-Sd-
Member Secretary
UTCPS, Chandigarh Administration