

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 the following post purely on Contractual basis initially for a period of one year in the office of Child Welfare Committee, Maloya, Chandigarh:

Name of the Post	No. of post	Qualification & Eligibility Criteria	Experience	Age	Salary Structure
Secretary, Child Welfare Committee	01	Graduate from recognized University with 60% marks Desirable: Post Graduate from recognized University	<ul style="list-style-type: none">• Minimum 02 years' experience of Managing Office work• Ability to work on MS Office (Word, Excel, Power point)• Desirable: Experience of working in the field of Child Protection	21-42 years	As per D.C. rate of Clerk

Note 1: Complete application in all respects along with self-attested documents should be sent to the O/o Member Secretary, UTCPS, Sector 19-B (Opposite House No. - 1042), Chandigarh before & on 1 July, 2022 by 3.00pm.

Note 2: Documents to be attached with the application shall 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) The application is unsigned/incomplete; ii) 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.

Note 4: No TA/DA will be paid to the candidate for interview.

The Competent Authority reserves the right to cancel the selection process at any time and at any stage without assigning any reason thereof.

-Sd-
Member Secretary
UTCPS, Chandigarh Administration