

# District Program Officer, S.A.S. Nagar (Mohali)

Telephone No.-0172-2219537 Email- [dpomohali@rediffmail.com](mailto:dpomohali@rediffmail.com)

Department of Social Security and Women & Child Development, Punjab.

- The last date for receipt of applications is 19.11.2021
- Applications from candidates can be submitted to the Office of the District Program Officer, S.A.S. Nagar (Mohali), DAC Complex, Sector-76, 4<sup>th</sup> Floor, Room No. 537, Pin Code-160071 by Registered Post or by hand.
- The basic Educational Qualifications and Terms & conditions for these posts are as under: -

Sr. No	Name of the Post (No. of Vacancies)	No. of Posts	Consolidated Monthly Salary (Tentative) in Rs.	Educational & Experience	Age	Remarks
1	Centre Administrative	1	25,000/-	<ul style="list-style-type: none"><li>• Degree in Law/Social Work/Women's studies/Sociology/ Psychology and Human Rights etc.</li><li>• At least 3 years experience of working on violence against women issues, in the field of gender studies, women's rights. as an administrator, regular research on women's issues and working with woman helpline etc.</li></ul>	<ul style="list-style-type: none"><li>• Age: 30-45 Years on the first of January 2021.</li><li>• 5 Year experience of working on violence against women issues in an administrative set-up with a Government or Non-Government project/programme.</li><li>• 1 Year experience of counseling either within or outside the same set-up with a Government or Non-Government project/ programme.</li><li>• She should be a resident of the local community so that local human resource and expertise is utilized for effective functioning of the Centre.</li></ul>	Female Only
2	Paralegal Personnel/ Lawyer	1	16,000/-	Degree in Law Or Masters in Social Science Subject	<ul style="list-style-type: none"><li>• Age: 18-45 year on the on the first of January 2021.</li><li>• Para legal training or Knowledge of laws with at least 3 years experience of working within a Government or Non-Government project/programme on Violence Against Women VAW at the District.</li><li>• Candidates with experience of working with in Distt Legal Service Authority (DLSA) will be Preferred.</li></ul>	Female Only
3	IT Staff	2 (1 General; 1 SC)	15,000/-	Graduate with diploma in Computer/IT	<ul style="list-style-type: none"><li>• Age: 18-45 year on the on the first of January 2021.</li><li>• Candidates with Master's Degree in IT/Computer Applications will be Preferred.</li><li>• Minimum 3 Year of experience in data management, process documentation and web-based reporting formats, video-conferencing in an organization.</li></ul>	Male/Female
4	Counselor	1	15,000/-	Masters is Social Work/ Clinical Psychology	<ul style="list-style-type: none"><li>• Age: 18-45 year on the on the first of January 2021.</li><li>• Minimum 3 years of experience of working as Counsellor/ Psychotherapist in a reputed mental Health Institute/Clinic at the District/State level.</li></ul>	Female Only
5	Case Worker	2 (1 General; 1 SC)	12,000/- (Each)	<ul style="list-style-type: none"><li>• Degree in Law/Social Work/Women's studies/Sociology/ Psychology and Human Rights etc.</li></ul>	<ul style="list-style-type: none"><li>• Age: 18-45 year on the on the first of January 2021.</li><li>• 3 Year experience of working within a Government or Non-Government project/programme on violence</li></ul>	Female Only

				<ul style="list-style-type: none"> <li>At least 2 years experience of working on violence against women issues, in the field of gender studies, women's rights. as an administrator, regular research on women's issues and working with woman helpline etc.</li> </ul>	<ul style="list-style-type: none"> <li>against women (VAW) in the District</li> <li>She should be a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre.</li> </ul>	
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**TERMS & CONDITIONS -**

- The Applications may be sent only in the specific Performa downloaded from [www.sasnagar.nic.in](http://www.sasnagar.nic.in) .
- Applications may be received at this office on or before 19.11.2021, 17.00 Hrs.
- Applications sent through any other mode except registered post or by hand will not be entertained.
- Age relaxation of 10 years over and above the upper age limit will be given to SC candidates for the posts reserved for them.

**Sd/-**  
**District Programme Officer**  
**SAS Nagar (Mohali)**

## **APPLICATION PROFORMA FOR THE RECRUITMENT FOR** **SAKHI: ONE STOP CENTRE, SAS NAGAR**

AFFIX A RECENT SELF-  
ATTESTED PASSPORT  
SIZE PHOTOGRAPH OF  
THE CANDIDATE

- 2. Name of the Candidate (In Capitals)**

- ## 7. Postal address

Married)

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- ## 9. Email ID

- | Sr. No. | Examination passed/ Degree Obtained | Board/ University | Year of Passing | Maximum Marks | Marks Obtained | %ge | Special Remarks |
|---------|-------------------------------------|-------------------|-----------------|---------------|----------------|-----|-----------------|
| 1       | 2                                   | 3                 | 4               | 5             | 6              | 7   | 8               |
|         |                                     |                   |                 |               |                |     |                 |
|         |                                     |                   |                 |               |                |     |                 |

- | Sr. No. | Name of the Institution/ NGO/ Office | Post Held | Nature of the Post (Full/Part time/ Contract/ Adhoc/ Regular/ Permanent) | Period of Service |                 | Total Period of Service (In Completed Years) | Nature of Duty |
|---------|--------------------------------------|-----------|--|-------------------|-----------------|--|----------------|
|         |                                      |           |  | From (dd/mm/yyyy) | To (dd/mm/yyyy) |  |                |
| 1       | 2                                    | 3         | 4  | 5                 | 6               | 7  | 8              |
|         |                                      |           |  |                   |                 |  |                |
|         |                                      |           |  |                   |                 |  |                |

- a. ....
- b. ....
- c. ....

- d. ....
- e. ....
- f. ....
- g. ....
- h. ....
- i. ....

**13. DECLARATION:** I hereby declare that all the statements made in the application form are true and complete to the best of my knowledge and belief and I have not tried to hide any relevant information. I understand that I would be liable for action against me by the One Stop Centre Management Committee, SAS Nagar, in case I’m found to falsify/misrepresent any information provided herein.

Date:

Place:

(Signature of the candidate)

**14. FOR OFFICE USE ONLY**

- a. Date of Receipt of the Application in this Office .....
- b. Registered Post Consignment No. ....
- c. Diary No. allotted .....
- d. Received by .....

(Signature of the Dealing Clerk)