

National Institute of Public Cooperation and Child Development
(An autonomous Institution under Ministry of Women and Child Development, Government of India)

Regional Centre Mohali, Near Gurudwara, Sector 79, Mohali, S A S Nagar, Punjab PIN-140308
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VACANCY NOTIFICATION
(WALK-IN-TEST & INTERVIEW)

The Institute is going to conduct a Walk-in-Written Test, Computer Skill Test and Interview to prepare a panel for the post of Project Assistant and Data Entry Operator for Short Term Project Posts for its **Regional Centre, Mohali** to be filled up, purely on contractual basis. Besides, the Institute is also looking for suitable person to be engaged on part time as Speech Therapist, Physiotherapist/Occupational Therapist, Clinical Psychologist and Paediatrician/Psychiatrist at Regional Centre, Mohali as under.

Sl.No.	Post	No. of Posts	Essential Qualification and Experience	Desirable Qualification	Upper Age Limit	Remuneration per month	Date & time of Written Test, Computer Skill Test and Interview
<u>Full Time</u>							
1.	Project Assistant (Special Educator)	01	Candidates should possess Master's Degree in Social Work/Sociology/ Psychology/ Home Science Nutrition, Statistics Management & Child Development.	i) Graduate with Diploma in Special Education (ID/MR/LD/ASD) with Rehabilitation Council of India Registration. ii) Preferably Two years experience of working in areas of Women & child related Programme. iii) Proficiency in working on Computers like MS Word, Excel and Power Point iv) Proficiency in Punjabi Language will be preferred	40 Years	Rs. 30,000/- P.M. (Consolidated Remuneration)	<u>Written Test and Computer Skill Test on 20.09.2019 at 10.00 A.M.</u> <u>Interview for the eligible candidates who qualify the written examination and computer skill test on 21.09.2019 at 10.00A.M.</u>

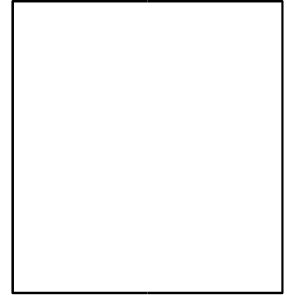
2.	Project Assistant (Social Worker)	01	Candidates should possess Master's Degree in Social Work/Sociology/ Psychology/ Home Science Nutrition, Statistics Management & Child Development.	i) Preference will be given to candidate having Advance Diploma in Child Guidance and Counselling ii) Preferably Two years experience of working in areas of Women & child related Programme.	40 Years	Rs. 30,000/- P.M. (Consolidated Remuneration)	<u>Written Test and Computer Skill Test on 20.09.2019 at 10.00 A.M.</u> <u>Interview for the eligible candidates who qualify the written examination and computer skill test on 21.09.2019 at 10.00A.M.</u>
<u>Part Time</u>							
3.	Speech Therapist (Part time 48 hours per month)	01	i. BSc. in Speech & Language Pathology or Graduate with DSE (HI) with RCI Registration. ii. Minimum 2 years' experience in relevant field	MSc. in Speech & Language Pathology with 1 years' experience working with children having Speech & Language Problems	60 Years	Rs. 20,000/- for having more than 10 years' experience Rs. 17,000/- for having less than 10 years' experience	<u>Interview for the eligible candidates on 21.09.2019 at 10.00A.M.</u>
4.	Physiotherapist/Occupational Therapist (Part time 48 hours per month)	01	i. BSc/MSc (Physiotherapy/ Occupational Therapy) from reputed University/Institutions ii. Minimum 2 years' experience in relevant field for BSc and 1 year experience in case of MSc	Preference will be given to candidate having experience in dealing with children	60 Years	Rs. 20,000/- for having more than 10 years' experience Rs. 17,000/- for having less than 10 years' experience	<u>Interview for the eligible candidates on 21.09.2019 at 10.00A.M.</u>

5.	Clinical Psychologist (Part time 48 hours per month)	01	i. M.Phil Clinical Psychology from a reputed University/ Institution ii. Minimum 2 years' experience in relevant field with RCI Registration	Preference will be given to candidate having M.Phil.	60 Years	Rs. 20,000/- for having more than 10 years' experience Rs. 17,000/- for having less than 10 years' experience	<u>Interview for the eligible candidates on 21.09.2019 at 10.00A.M..</u>
6.	Paediatrician/Psychiatrist (Part time 48 hours per month)	01	MD in Paediatric or Psychiatry	Two years' experience in relevant field	60 Years	Rs. 20,000/- for having more than 10 years' experience Rs. 17,000/- for having less than 10 years' experience	<u>Interview for the eligible candidates on 21.09.2019 at 10.00A.M..</u>
7.	Data Entry Operator	01	Candidates Possessing 10+2 (Intermediate) or equivalent certificate. Knowledge of use of Computers, Proficiency in typing on computer.	Preferable with experience.	30 Years	Rs. 25,000/- Per month (Consolidated remuneration)	<u>Computer Skill Test held on 20.09.2019 at 10.00A.M.</u>

Note (Instructions):

01. All posts are short term project posts purely on contractual basis and candidate has no right to claim for permanent absorption in the Institute.
02. No other allowances are entitled.
03. No TA/DA will be paid for attending written and interview.
04. Interested candidates who fulfill the above conditions may download the Application Form (available on the website: www.nipccd.nic.in under vacancies) and bring the same duly filled in on the date of Written examination, Computer Skill test and interview for the post indicated with two recent self-attested colour photograph, self-attested copies of testimonial/ certificates, experience certificates etc.
05. All candidates are required to report in the Institute's Regional Centre, Mohali on the above date and time for written test/computer skill test / interview as indicated against each post. The candidates appearing in the written examination for the post of Project Assistant and DEO are requested to report at 9.00 A.M. as the exam will start at 10.00 A.M. **No candidates will be allowed after 10.00A.M.**
06. It is the responsibility of the candidates to ensure that they fulfill the eligibility conditions in term of i) Educational Qualifications ii) Experience etc.
07. Canvassing in any form will be a disqualification.

APPLICATION FORM



NAME OF THE POST APPLIED FOR :

1.	Full Name (in Capital letters)	:				
2.	Father's Name	:				
3.	Mother's Name	:				
4.	Husband's Name (In case of female married candidates)	:				
5.	Nationality	:				
6.	(a) Address for Communication with email ID and Mobile No.	:				
	(b) Permanent Address	:				
7.	Date of Birth	:				
8.	Details of Educational Qualifications (Starting from 10 th):					
Year of Passing	Board/University/Institution	Subject Studied	Duration of Study	Exam Passed	% of Marks	Division/Class

9.	Details of Professional/Technical Educational Qualifications Additional Sheet may be added, if required:					
Year of Passing	Institution/University	Subject Studied	Duration of Study	Exam Passed	% of marks	Division/Class
10.	Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection) Additional sheet may be added, if required.					
Name of Organization	Post held	Pay Scale/ Monthly Emoluments (Rs.)	Duration of Service		Nature of appointment whether Regular or Ad-hoc	Remarks
			From	To		
11.	Any other relevant information which you would like to mention in support of your suitability for the post applied for:					

12.	DECLARATION: (i) I hereby declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/appointment is liable to be cancelled /terminated. (ii) I have enclosed the required attested copies of the certificates.
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Place:

Date:

Signature of the Applicant