

National Institute of Public Cooperation and Child Development
5, Siri, Institutional Area, Hauz Khas, New Delhi- 110016

VACANCY NOTIFICATION
(WALK-IN-TEST & INTERVIEW)

The Institute is conducting a Walk-in-Written Test, Computer Skill Test and Interview to prepare a panel for the post of Project Associate, Project Assistant, Assistant Accountant (for NIPCCD, Regional Centre, Mohali), Accounts Clerk and Data Entry Operator for Short Term Project Posts and Psychiatrist (Part-time) post in AGSC in the Institute's Headquarters, New Delhi for the year 2020-21 to be filled up, purely on contractual basis at its Headquarters, New Delhi, as under:-

S. No	Name of the project post	Educational Qualification	Experience and age limit	Remuneration (consolidated)	Date & time of Written Test, Computer Skill Test and Interview
1.	Project Associate	Candidates should possess Master's Degree in Social Work/Sociology/ Psychology/ Home Science Nutrition, Statistics Management & Child Development.	i) Two years experience of working in areas of Women & child development related Programmes. ii) Functional knowledge of Computer is essential. Maximum Age: 50 Years	@ Rs. 40,000/- Per month. (Consolidated remuneration)	Written Test and Computer Skill Test Written Test and Computer Skill Test on 12.03.2020 (Thursday) at 11.00 A.M. Interview Interview for the eligible candidates who qualify the written examination and computer skill test will be held on 18.03.2020 (Wednesday) at 11.00 A.M. onwards. Candidates who qualify the written examination will be called for the interview.
2.	Project Assistant	Candidates should possess Master's Degree in Social Work/Sociology/ Psychology/ Home Science Nutrition, Statistics Management & Child Development.	i) Preferably Two years experience of working in areas of Women & child related Programme. ii) Functional knowledge of Computer is essential. Maximum Age: 40 Years	@Rs. 30,000/- Per month. (Consolidated remuneration)	Written Test and Computer Skill Test Written Test and Computer Skill Test on 12.03.2020 (Thursday) at 11.00 A.M. Interview Interview for the eligible candidates who qualify the written examination and computer skill test on 18.03.2020 (Wednesday) at 11.00 A.M. onwards
3.	Accounts Clerk	The candidate should have Bachelor of Commerce Knowledge of typing on computer.	One year experience. Preferable with knowledge of Tally. Maximum Age 30 Years	@Rs. 25,000/- Per month. (Consolidated remuneration)	Written Test and Computer Skill Test Written Test and Computer Skill Test on 12.03.2020 (Thursday) at 11.00 A.M.

4.	Assistant Accountant for Regional Centre, Mohali, Punjab.	The candidate should have Master of Commerce from any recognized University/College.	Knowledge of computer. Preferable with experience in Accounts. Maximum Age 30 Years	@Rs. 30,000/- Per month. (Consolidated remuneration)	Written Test and Computer Skill Test Written Test and Computer Skill Test on 12.03.2020 (Thursday) at 11.00 A.M.
5.	Data Entry Operator	Candidates Possessing 10+2 (Intermediate) or equivalent certificate. Knowledge of use of Computers, Proficiency in typing on computer.	Preferable with experience. Maximum Age 30 Years	@Rs. 25,000/- Per month. (Consolidated remuneration)	Computer Skill Test Computer Skill Test on 07.03.2020(Saturday) at 11.00 A.M. Onwards
6.	Psychiatrist (Part-time) in Adolescent Guidance Service Centre (AGSC). 24 hours in a months (As to be decided by Institute)	Professional in MBBS and Specialization (M.D.) in Psychiatry or Child Psychiatry	@Rs. 15,000/- for having more than ten years experience @Rs. 12,000/- for having less than ten years experience Maximum Age: 45 Years		Interview only Interview on 18.03.2020 (Wednesday) at 11.00 A.M.

NOTE (Instructions):-

- i) 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.
- ii) All candidates are required to report in the Institute's premises on the above date and time for Written Test/Computer Skill Test / Interview on the dates as indicated against each post. The candidates appearing in the Written Examination & Computer Skill Test for the post of Project Associate, Project Assistant, Accounts Clerk, Assistant Accountant, Data Entry Operator and Psychiatrist (Part-time) are requested to report at 9.00 A.M. as the exam will start at 11.00 A.M. **No candidates will be allowed after 10.30 A.M.**
- iii) It is the responsibility of the candidates to ensure that they fulfill the eligibility conditions in term of i) Educational Qualifications ii) Experience iii) Age etc.
- iv) All posts will be filled up on short term project/contractual basis and candidate has no right to claim for permanent absorption in the Institute.
- v) No other allowances are entitled.
- vi) No TA/DA will be paid for attending written and interview.
- vii) The Selection Committee/ Appointing Authority has discretionary power to relax any conditions with regard to Experience and Age.
- viii) Canvassing in any form will be a disqualification.

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Recent Passport
size Photograph

Application form for Project Posts on Contractual basis

1.	NAME OF THE POST APPLIED FOR	:				
2.	Full Name (in Capital letters)	:				
3.	Father's Name	:				
4.	Mother's Name	:				
5.	Husband's Name (In case of female married candidates)	:				
6.	Nationality	:				
7.	(a) Address for communication	:				
	(b) Permanent Address	:				
	(c) e-mail ID	:				
	(d) Mobile phone No.	:				
	(e) Telephone No.	:				
8.	Date of Birth (DD/MM/YYYY)	:				
9.	Age as on the date of last date of receipt of: application	:				
10.	Details of Educational Qualifications					
	Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks

11. Details of Professional / Technical Educational Qualifications:
Additional Sheet may be added, if required.

Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks

12. 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	Duration of Service		Nature of appointment whether regular/ adhoc/full time/part time	Remarks
			From	To		

13.	Any other relevant information which you would like to mention in support of your suitability for the post applied for:					
14.	<p>DECLARATION: (i) I hereby declare that I fulfill 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.</p>					

Place :

Date :

Signature of the Applicant