

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

Dated: 11.05.2022

**VACANCY NOTIFICATION**

The Institute is an Autonomous Organization under the aegis of Ministry of Women and Child Development, Government of India. The Institute requires the following short term project staff purely on contractual basis at the Institute's Headquarters, New Delhi. The details of each posts, are as under:-

2. The eligibility criteria are given in the table.

<b>S. No</b>	<b>Name of the project post</b>	<b>Educational Qualification</b>	<b>Experience and age limit</b>	<b>Remuneration (consolidated)</b>
1.	Project Associate  <b>No. of Post: One</b>	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.  <b>Maximum Age: 50 Years</b>	@Rs. 40,000/- Per month. (Consolidated remuneration)
2.	Psychiatrist (Part-time)  <b>No. of Post: One</b>  24 hours in a month (As to be decided by Institute)	MBBS and Specialization (M.D.) in Psychiatry/Child Psychiatry/ Developmental Pediatrics / Pediatric Neurology	@ Rs. 40,000/- (consolidated remuneration) for having less than 2 years experience  OR  @Rs. 45,000/- for having 2 years experience or more  <b>Maximum Age: 60 Years</b>	
3.	Clinical Psychologist (Part-time)  <b>No. of Post: One</b>  48 hours in a month (As to be decided by Institute)	M. Phil in Clinical Psychology with RCI registration	@Rs. 28,000/- (consolidated amount) for having less than 2 years experience  OR  @Rs. 30,000/- (consolidated remuneration) for having 2 years experience or more  <b>Maximum Age: 60 Years</b>	

4.	Assistant (IT)  <b>No. of Post: One</b>	Master of Computer Applications (MCA)	<b>Experience:</b>  Minimum two years of experience in IT Field.  <b>Maximum Age: 40 Years</b>	@Rs. 30,000/- Per month. (Consolidated remuneration)
5.	Data Entry Operator (DEO)  <b>No. of Post: One</b>	Candidates Possessing 10+2 (Intermediate) or equivalent certificate. Knowledge of use of Computers, Proficiency in typing on computer.	<b>Experience:</b>  One Year Experience as DEO / Computer Operator.  <b>Maximum Age: 30 Years</b>	@Rs. 25,000/- Per month. (Consolidated remuneration)

**NOTE/INSTRUCTIONS**

- Interested candidates who fulfill the eligibility criteria may download the application form available on [www.nipccd.nic.in](http://www.nipccd.nic.in) under vacancies and submit their application duly filled up alongwith self-attested copies of testimonials, experience certificate, age-proof, a copy of address proof, PAN Card, Aadhar Card, recent passport size photograph etc. to the Assistant Administrative Officer (Pers.), National Institute of Public Cooperation and Child Development 5, Siri, Institutional Area, Hauz Khas, New Delhi- 110016 within 15 days from the date of uploading of the advertisement on Institute's Website. The last date of receipt of application is 27.05.2022.
- It is the responsibility of the candidates to ensure that they fulfill the eligibility criteria in terms of educational qualification, experience, age etc. for the post they are applying for.
- All project / contractual posts will be filled up, purely on contractual basis and the candidates have no right to claim for any regular post in the Institute.
- Written test and Computer skill test will be conducted for the post of Project Associate, Assistant(IT) and Data Entry Operator. No interview will be conducted for these posts. However, only interview for part-time project professionals will be conducted. Dates of tests/interview etc. will be informed to the eligible candidates in the call letters through Email / Speed Post.
- The Selection Committee/ Appointing Authority has discretionary power to relax any conditions with regard to Experience and Age.
- No other allowances, TA/DA etc. will be given for attending the test / interview etc.
- Canvassing in any form will be a disqualification.

**Joint Director (CS)**

**NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT**  
**5-Siri Institutional Area, HauzKhas, New Delhi-110 016**

**Application form for Part Time / Project posts on Contractual basis**

1.	<b>NAME OF THE POST APPLIED FOR</b>	:				
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. **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.

Place :

Date :

Signature of the Applicant