

Advertisement for the vacant Post

Directorate of Social Security and Women & Child Development, Punjab.				
Opening Date for apply online: 29.03.2025 at 9:00:00 AM				
Closing Date for apply online: 28.04.2025 at 11:59:00 PM				
Applications are invited for 88 contractual posts mentioned below for State Level and District Level. Interested and Eligible Candidates may apply through online mode on the given link on website sswd.punjab.gov.in in the prescribed format with all the supporting documents. No other mode of application shall be accepted.				
Sr. No.	Name of Post	Location	No. of Post	Pay per (Rs.)
1	Programme Manager (SCPS)	(Chandigarh Head Office)	1	46340/-
2	Programme Manager (SARA)	(Chandigarh Head Office)	1	46340/-
3	Programme Officer (IEC & Advocacy)	(Chandigarh Head Office)	1	34755
4	Programme Officer (SARA)	(Chandigarh Head Office)	1	34755/-
5	Helpline Administrator	(Chandigarh Head Office)	1	70000/-
6	IT Supervisor	(Chandigarh Head Office)	1	46000/-
7	District Child Protection Officer	Amritsar , Barnala, Gurdaspur, Mansa	4	44023/-
8	Protection Officer (IC)	Barnala, Jalandhar, Ludhiana, Pathankot, Kapurthala	5	27804/-
9	Protection Officer (NIC)	Barnala, Gurdaspur, Hoshiarpur, Ludhiana, Mansa, Moga, Patiala	7	27804/-
10	Legal cum Probation Officer	Barnala, Fatehgarh Sahib, Mansa, Pathankot, SAS Nagar, SBS Nagar, Roopnagar	7	27804/-
11	Probation Officer	Gurdaspur (1), Bathinda (1), Ludhiana (4), Jalandhar (5), Amritsar (2), Hoshiarpur (1)	14	23170/-
12	Counsellor	Gurdaspur (1), Ludhiana (3), Jalandhar (5), Hoshiarpur (2), Amritsar (1)	12	23170/-
13	Manager/ Coordinator	Barnala, Fatehgarh Sahib, Fazilka, Ferozepur,	16	23170/-
14	Social Worker -cum- Early Childhood Educator	Gurdaspur, Hoshiarpur, Kapurthala, Malerkotla, Mansa, Moga, Pathankot, Roopnagar, Sangrur, SBS Nagar, SAS Nagar, Tarntaran	16	18536/-
15	Psychologist	Ludhiana	1	40000/-
	Total		88	

The details of the posts along with the eligibility criteria are as follows:

Age Limit : 18-37 years

Sr. No.	Post Name	Number of Posts	Salary for the Post	Qualification
1	Programme Manager (SCPS)	1 Post (Chandigarh Head Office)	46340/- per month	<ul style="list-style-type: none"> • Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Human Development and Family Studies/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management with minimum 60% marks from a recognized University. • 3 Years of experience in relevant field. • Preference will be given to the candidate working/have worked in Government Organization. • Ability to work on MS-Office (word, excel, power-point, internet) with ease. • Must have passed Punjabi at Matric Level or equivalent.
2	Programme Manager (SARA)	1 Post (Chandigarh Head Office)	46340/- per month	<ul style="list-style-type: none"> • Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Human Development and Family Studies/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management with minimum 60% marks from a recognized University. • 3 Years of experience in relevant field. • Preference will be given to the candidate working/have worked in Government Organization. • Ability to work on MS-Office (word, excel, power-point, internet) with ease. • Must have passed Punjabi at Matric Level or equivalent.
3	Programme Officer (IEC)	01 Post (Chandigarh Head Office)	34755/- per Month	<ul style="list-style-type: none"> • Post Graduate degree in Mass Communication/MCA/ Graduate in any stream along with 3 year diploma in Mass Media. • 2 years' experience in relevant field. • Preference will be given to the candidate having experience in Government Organization.

				<ul style="list-style-type: none"> • Ability to work on MS-Office (word, excel, power-point, internet) with ease . • Must have passed Punjabi at Matric Level or equivalent.
4	Programme Officer (SARA)	01 Post (Chandigarh Head Office)	34755/- per Month	<ul style="list-style-type: none"> • Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights/ Public Administration/ Human Development and Family Studies/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management with minimum 55% marks from a recognized University. • 2 years experience in relevant field. • Preference will be given to the candidate working experience in Government Organization. • Ability to work on MS-Office (word, excel, power-point, internet) with ease. • Must have passed Punjabi at Matric Level or equivalent.
5	Helpline Administrator	01 Post (Chandigarh Head Office)	70000/- per Month	<ul style="list-style-type: none"> • Any person having a Masters in Law/Social Work/Sociology/Social Science/Psychology with atleast 5 years experience of working on child related relevant domains in an administrative setup with a Government or Non- Government project/ programme and preferably with at least 1 year experience of counselling either within or outside the same set-up. • She/he should be preferably a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre. • Must have passed Punjabi at Matric Level or equivalent.
6	IT Supervisor	01 Post (Chandigarh Head Office)	46000/- Per Month	<ul style="list-style-type: none"> • The IT services could be outsourced to any person who is a graduate with at least diploma in computers/IT etc with at least 3 years experience in data management, process documentation and web based reporting formats, video conferencing at state or district level with government or non Governmental /IT based organizations. • Must have passed Punjabi at Matric Level or equivalent.

7	District Child Protection Officer	04 Posts (Amritsar, Barnala, Gurdaspur, Mansa)	44023/- per Month	<ul style="list-style-type: none"> • Post Graduate Degree in Social Work/ Sociology/ Child Development/ Human Rights/ Public Administration/ Human Development and Family Studies/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University with minimum 60% marks. • At least 3 years of experience in relevant field. • Preference will be given to the candidate having experience in Government Organization. • Ability to work on MS-Office (word, excel, power-point, internet) with ease. • Must have passed Punjabi at Matric Level or equivalent
8	Protection Officer (IC)	05 Posts Barnala, Jalandhar, Ludhiana, Pathankot, Kapurthala	27804/- per Month	<ul style="list-style-type: none"> • Post Graduate degree in Social Work/ Sociology/ Child Development/ Human Rights /Public Administration/ Human Development and Family Studies/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management with minimum 55% of marks from a recognized University. • 2 years experience in relevant field. • Preference will be given to candidate having experience in Government Organization. • Ability to work on MS-Office (word, excel, power-point, internet) with ease. • Must have passed Punjabi at Matric Level or equivalent.
9	Protection Officer (NIC)	07 Posts (Barnala, Gurdaspur, Hoshiarpur, Ludhiana, Mansa, Moga, Patiala)	27804/- per Month	<ul style="list-style-type: none"> • Post Graduate degree in Social Work/ Sociology/ Child Development/ Human Rights /Public Administration/ Human Development and Family Studies/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management with minimum 55% of marks from a recognized University. • 2 years experience in relevant field. • Preference will be given to candidate having experience in Government Organization. • Ability to work on MS-Office (word, excel, power-point, internet) with ease. • Must have passed Punjabi at Matric Level or equivalent.

10	Legal cum Probation Officer	07 Posts Barnala, Fatehgarh Sahib, Mansa, Pathankot, SAS Nagar, SBS Nagar, Roopnagar	27804/- per Month	<ul style="list-style-type: none"> • LLB with minimum 60% marks from recognized university. • Degree in LLM will be given additional marks. • At least 2 years of experience in working with Legal Matters related to Women & Child Rights. • Ability to work on MS-Office (word, excel, power-point, internet) with ease. • Must have passed Punjabi at Matric Level or equivalent
11	Probation Officer	14 Posts Gurdaspur (1), Bathinda (1), Ludhiana (4), Jalandhar (5), Amritsar (2), Hoshiarpur (1)	23170/- per Month	<ul style="list-style-type: none"> • Post Graduate preferably in Social Work/ Sociology/ Human Development and Family Studies/ Human Development/ LLB with minimum 55% marks from recognized university • At least 1 years of working experience in relevant field. • Ability to work on MS-Office (word, excel, power-point, internet) with ease. • Must have passed Punjabi at Matric Level or equivalent.
12	Counsellor	12 Posts Gurdaspur (1), Ludhiana (3), Jalandhar (5), Hoshiarpur (2), Amritsar (1)	23170/- per Month	<ul style="list-style-type: none"> • Post Graduate Degree in Social Work/ Sociology/ Psychology/Public Health/ Counseling with minimum 55% marks from recognized university. • PG Diploma in Counselling and Communication will get extra marks. • 1 year experience in relevant field. • Ability to work on MS-Office (word, excel, power-point, internet) with ease. • Must have passed Punjabi at Matric Level or equivalent.
13	Manager/ Coordinator	16 Posts (Barnala, Fatehgarh Sahib, Fazilka, Ferozepur, Gurdaspur, Hoshiarpur, Kapurthala, Malerkotla, Mansa, Moga, Pathankot, Roopnagar,	23170/- Per Month	<ul style="list-style-type: none"> • Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University • At least 3 years of experience of working with the Govt./Non- Government Organization in Documentation, training & Capacity Building, Project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child Development/ Social Welfare. Proficiency in Computers.

		Sangrur, SBS Nagar, SAS Nagar, Tarntaran)		<ul style="list-style-type: none"> • Must have passed Punjabi at Matric Level or equivalent.
14	Social Worker -cum- Early Childhood Educator	16 Posts (Barnala, Fatehgarh Sahib, Fazilka, Ferozepur, Gurdaspur, Hoshiarpur, Kapurthala, Malerkotla, Mansa, Moga, Pathankot, Roopnagar, Sangrur, SBS Nagar, SAS Nagar, Tarntaran)	18536/- per Month	<ul style="list-style-type: none"> • Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences from a recognized university. Weightage for work experience candidate Proficiency in Computers • Must have passed Punjabi at Matric Level or equivalent.
15	Psychologist	01 Post (Ludhiana)	40000/- per Month	<ul style="list-style-type: none"> • Postgraduate Diploma (PG) Diploma in Counselling, Masters in Psychology, Phd in Psychology from any recognized university with minimum 55% marks. • Minimum 3 years of working as counsellor, psychotherapist in a reputed Mental Health Institute/ Clinic at the District/ State level • Must have passed Punjabi at Matric Level or equivalent.

Terms & Conditions:

1. Candidate can apply only through online Application link available on sswcd.punjab.gov.in and last date for submission of application form is 28.04.2025.
- Any other mode of application will not be accepted.
 - Fill the online application form carefully and check all details thoroughly before submitting. This office will not be responsible for any incorrect /wrong entries filled by the candidates and he/she will be responsible for the information they submit.
 - Candidate must check and select the location and vacant post to be applied for.
 - Before applying for the mentioned posts, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement.
 - Date of determination of eligibility of all candidates in respect of age, essential qualification and work experience shall be the last date for the submission of application.
 - If candidate have more than one Post Graduate Degree, the degree with maximum marks to be filled.
 - No change or alteration should be made in the application after the final submission.
 - Documents should be uploaded in PDF format and should be readable.

- Latest photograph shall be uploaded.
- After successful submission of online application, candidate is required to take print out of application form for future reference.
- Every successful submission will be allotted unique Application ID printed on the application form containing the other details filled by the candidate. All future communication should be based on this application ID.
- Shortlisted candidates will be intimated for Interview date, time & venue through message and e-mail, therefore candidates are requested to provide their correct mobile number and e-mails. No other mode of communication will be done.
- This post is on contract basis. In case of large number of applications, Department reserves the right to evaluate the applications and call selected candidates for interview.
- Candidates are advised to reach the venue 15 minutes before the Reporting time.
- At the time of interview, original documents shall be produced.
- For regular updates, kindly visit the Website <https://sswcd.punjab.gov.in/> at regular intervals.

Disclaimer:

- The Competent Authority reserves the right to cancel the selection process at any time before issuance of the appointment letter.
- No TA/DA will be paid to the candidates for attending the interview.
- Candidates are advised to visit the website on regular basis as addendum and any corrigendum will be issued on the website.

Sd/-
Director cum Member Secretary