

Date: 06.01.2017

**NOTIFICATION**

The State Child Protection Unit-UNICEF, Bangalore seeks application for the post of Programme cum Documentation officer.

**Essential educational qualification:** Post Graduate in Social works/ Social Sciences. Proficiency in Kannada and English language and computer skills (M S office, Internet etc.) required.

**Essential experience:** At least 2 years in the field of child rights and Child development issues. Experience in UNICEF project preferred.

Consolidated monthly Salary for programme officer Rs. 25,000/-  
Applications in prescribed format to be sent within 10 days of this advertisement to:

The Director, Department of Women and Child Development, 1st floor, M S building, DR. B R Ambedkar Veedhi, Bangalore-560001. For application form and further information, visit **dwcdkar.gov.in**  
For details please contact Child Protection Unit-UNICEF 080-22341665

Short-listed candidates would be called for personal interview.

  
Director

Department of Women and Child Development  
Bangalore

To be uploaded to  
NWCD website

Kindly affix a  
passport size  
photograph here

# APPLICATION FORM

## PERSONAL DETAILS

Name: Mr. /Ms. /Mrs.(as mentioned in SSLC/degree certificate) \_\_\_\_\_

Parent's Name (as mentioned in degree certificate):

Date of Birth (DD/MM/YYYY):

Age:

Nationality:

**HAVE YOU BEEN EARLIER INTERVIEWED BY THE ORGANIZATION?**

**IF YES, WHEN AND FOR WHAT ROLE:**

## CONTACT DETAILS

Address for Correspondence:

Contact Number *(please provide at least one landline number)*

Office:

Personal/Residence:

Permanent Address *(if not same as above):*

E-MAIL:

## EDUCATION DETAILS

Sl. No.	Course/Degree / Certification (from last completed until XII)	Key subjects / specialization	School / College / Institute and Location	Duration From - To	% of Marks / CGPA / Class

Please provide further details on the Post-Graduation and Graduation degree:

<b>Post-Graduation</b>			
Name of the Institute / College :			
Board/University :			
Duration of Study (specify month & year):		Division / Class / % :	
Majored in :		Degree Obtained :	
Address of Institute/School/College	City:	Course Type : Regular [ ] Distance [ ]	
	Pin:	State:	
		Landline :	

<b>Graduation</b>			
Name of the Institute / College :			
Board/University :			
Duration of Study (specify month & year):		Division / Class / % :	
Majored in :		Degree Obtained :	
Address of Institute/School/College	City:	Course Type : Regular [ ] Distance [ ]	
	Pin:	State:	
		Landline :	

**SIGNIFICANT ACHIEVEMENTS: Distinctions, Honors, Awards (Academic, extracurricular) received:**

**EMPLOYMENT DETAILS**

**Total Years of Experience:**

**PRESENT EMPLOYMENT (if not currently working, please state details of last employment)-**

**Name and address of Organization/Institution:**

**Domain & nature of business/activities:**

**No. of employees:**

**Working since / Duration:**

**Current Position (Role):**

**Position reporting to:**

**No. of direct reportees:**

**Key Responsibilities:**

**Reasons for seeking change:**

**Notice period:**

**Total Monthly Gross Salary(A+B+C):  
(Please state the breakup figures on a monthly basis)**

(A)	(B)	(C)
<b>Basic:</b>	<b>Bonus:</b>	<b>Provident Fund :</b>
<b>DA / HRA: (please specify)</b>	<b>LTA :</b>	<b>Gratuity :</b>
<b>Other Allowances :</b>	<b>Medical:</b>	<b>Pension / Superannuation:</b>
<b>Performance Incentives:</b>	<b>Company car: (Fuel, Maintenance, etc)</b>	<b>Any other : (please specify)</b>
<b>Any other : (please specify)</b>	<b>Any other : (please specify)</b>	<b>Any other : (please specify)</b>
<b>Total :</b>	<b>Total:</b>	<b>Total :</b>

**Expected monthly gross salary:**

**PREVIOUS EMPLOYMENT / EXPERIENCE: (Use additional sheets if required)**

Sl. No.	Name of the Organization/ Institution	Designation / Role	Duration		Monthly Gross salary Drawn – Rs. / Month
			From Date	To Date	
1.					
2.					
3.					

**Any education / employment time-period gaps from the date of passing school (10<sup>th</sup> std or equivalent Examination) to the date of application:**

From	To	How was this time spent?

**a) Language Proficiency : Please tick against the language mentioned**

Languages Known	Speak	Read	Write

**b) Computer Proficiency: (please indicate Operating System and Programs)**

Give two references under whom you have either worked / received education from or who know you professionally.

Sl. No	Name & E Mail Id	Nature of Acquaintance	Position	Telephone No. (Office & Res.)	Organization / Institution
1					
2					

**Certification / Authorization**

I certify that the information provided in this form is true and correct to the best of my knowledge.

I authorize 'Child Protection Unit, UNICEF-DWCD' to conduct my background verification at an appropriate time.

I understand that if any information furnished by me is found to be false, I could be denied employment/terminated.

Place:

Date:

Signature:

**Confidential when completed**