

GENERAL INSTRUCTIONS

The following documents have to be attached with the printed & filled application form.

1. Self-attested photocopy of Secondary, HSC, Graduation, Post-Graduation or any other Professional qualification certificate and mark sheet.
2. One recent self-attested photograph (3.5 x 4.5 size) should be affixed to the application Form.
3. Certificate of experience issued from the previous & current employer.
4. Self-declaration regarding non-involvement in any criminal activities especially child Related offence (Police verification Certificate shall be produced at the time of certificate Verification)
5. Training Certificate (if any).

The recruitment shall be on the basis of career marking only as per weightage assigned below.

Sl. No.	Qualification	Weightage
01	Secondary	10
02	Higher Secondary	15
03	Graduation	25
04	Post -Graduation	30
05	Any other professional course/Training related to child rights and its protection or MPhil, PhD etc.	10
06	Work experience	10
	Total	100

Santilata Hota

**Sd-
Secretary**