

NOTICE

No. 2840

Dated:- 26.02.19

**OFFICE OF THE MEMBER SECRETARY, HARYANA STATE LEGAL SERVICES
AUTHORITY, INSTITUTIONAL PLOT NO. 9, SECTOR 14, PANCHKULA**

Applications are invited for engagement of following posts for a period of one year for execution of outreach programmes undertaken by Haryana State Legal Services Authority as well as District Legal Services Authorities at a consolidated honorarium from the persons having qualifications mentioned below:-

Sr. No.	Nomenclature of Posts	Qualifications and Experience	Honorarium in ₹ per month	Number of posts
1.	Project Consultant	Master's Degree in Management/Social Work/ Sociology/ Public Administration/ Economics/ Political Science/ Sociology etc. or a Degree in Law and having 7 years of experience with proven track record in project planning and implementation.	₹ 60,000/-	1
2.	Project Coordinators	Master's Degree in Management/Social Work/ Sociology/ Public Administration/ Economics/ Political Science/ Sociology etc. or a Degree in Law and having 5 years of experience in project planning and implementation.	₹ 45,000/-	2
3.	Project Assistants	Degree in any subject with 3 years experience and knowledge of MS Office (Excel, Power Point, Word etc.). Preference will be given those having diploma in Computer	₹ 25,000/-	3

- Applications be submitted in the prescribed format attached herewith.
- Last date for submission of applications is 13.03.2019
- No application shall be entertained after due date of submission.

Sd/-

Member Secretary
Haryana State Legal
Services Authority
Panchkula
Ph: 0172-2583309

**PROFORMA FOR APPLICATION FORM FOR THE POST OF
PROJECT CONSULTANT**



Photograph

1.	Name	:			
2.	Father's/Husband Name	:			
3.	Date of Birth	:			
4.	Correspondence Address	:			
5.	Permanent Address	:			
6.	Sex:	:			
7.	Nationality	:			
8.	Qualification (photocopy be attached)	:			
			Total Marks	Marks obtained	% of marks
		Matric			
		10+2			
		Graduation			
		Master Degree			
	Other qualification				
9.	7 years experience particularly with proven track record in project planning and implementation. (Photocopy be attached.)	:Sr. No.	Detail of proven track record in project planning and implementation		Period
10.	Other Activities/qualification	:			
11.	Mobile No. & E-mail address	:			

Place:

Signature of the Candidate

Date:

**PROFORMA FOR APPLICATION FORM FOR THE POST OF
PROJECT COORDINATOR**



Photograph

1.	Name	:				
2.	Father's/Husband Name	:				
3.	Date of Birth	:				
4.	Correspondence Address	:				
5.	Permanent Address	:				
6.	Sex:	:				
7.	Nationality	:				
8.	Qualification (photocopy be attached)	:				
				Total Marks	Marks obtained	% of marks
			Matric			
			10+2			
			Graduation			
			Master Degree			
			Other qualification			
9.	Experience (05 Years experience particularly in the field of Project Planning and Implementation) (Photocopy be attached).	:				
			Sr. No.	Detail of Project Planning and Implementation	Period	
10.	Other Activities/ qualification	:				
11.	Mobile No. & E-mail address	:				

Place:

Signature of the Candidate

Date:

**PROFORMA FOR APPLICATION FORM FOR THE POST OF
PROJECT ASSISTANT**



Photograph

1.	Name	:			
2.	Father's/Husband Name	:			
3.	Date of Birth	:			
4.	Correspondence Address	:			
5.	Permanent Address	:			
6.	Sex:	:			
7.	Nationality	:			
8.	Qualification (photocopy be attached)	:			
			Total Marks	Marks obtained	% of marks
		Matric			
		10+2			
		Graduation			
		Master Degree			
	Other qualification				
9.	Experience (03 years experience and knowledge of MS Office (Excel, Power Point, Word etc.). Preference will be given those having diploma in Computer(Photocopy be attached.)	:			
		Sr. No.	Knowledge of MS Office (Excel, Power Point, Word etc.). Preference will be given those having diploma in Computer	Period	
10.	Other Activities/ qualification	:			
11.	Mobile No. & E-mail address	:			

Place:
Date:

Signature of the Candidate