

**ADMINISTRATION OF DAMAN & DIU (U.T),
SOCIAL WELFARE DEPARTMENT,
COLLECTORATE, DHOLAR,
MOTI DAMAN- 396 220,(O)0260-2230085.**

NO.SW/ICPS/DMN/2015-16/42

ADVERTISEMENT

Dated:22/05/2015

The Child Protection Society of Union Territory of Daman & Diu is conducting a Walk-in-interview for the following posts purely on contractual basis for 11 months to engage the professional staff for UT/District level structure under Integrated Child Protection Scheme (ICPS) at Daman :-


(ICPS)-DAMAN					
Sr. No	Name of the post	No. of Post	Age	Qualification or Specialized Knowledge Experience Required	Nature of Duties
1	Programme Officer (SARA)@ (Rs.26,250/-)	01	45 year	<ul style="list-style-type: none"> ❖ PG degree in Community Development /Child Development /Social Work/ Sociology/Human Rights/ Public Administration/MBA(Human Resource) from a recognized University. ❖ 1 year of experience in project formulation / implementation, monitoring and supervision in the fields of Child Development/ Social Welfare. ❖ Experience in Advocacy, Research & Documentation, Training & Capacity Building, Designing & Production of IEC materials, Information Technology, Media & Mass Communication would be preferred. ❖ Computer skills and excellent writing skills. ❖ Fluency in English,Hindi,gujarati 	<ul style="list-style-type: none"> ❖ He/ She shall work under the overall supervision of the Programme Manager (Adoption, Sponsorship) to assist him/her is super vision and monitoring of all the adoption programmes, sponsorship services for children in need of care and protection in the state. ❖ Any other task assigned by the supervisory authority.
2	Legal-cum-Probation Officer (DCPU-Daman) @ (Rs.21,000/-)	01	45 year	<ul style="list-style-type: none"> ❖ LLB/M.A in Child Rights ❖ 3-5 years of working experience in the relevant field ❖ Good understanding of Child rights & protection issues. ❖ Good Computer Skills & writing skills ❖ Fluency in English,Hindi,Gujarati 	<ul style="list-style-type: none"> ❖ Collect and compile data on dimensions of the juvenile delinquency in the district. ❖ Attend proceedings of the JJB regularly. ❖ Support JJB in conducting inquiries. ❖ Prepare and submit social investigation reports. ❖ Maintain case files and other registers. ❖ Escort juveniles to a home/fit person/fit institution from the JJB. ❖ Undertake follow up visits of juveniles released under super vision and after release. ❖ Establish linkages with voluntary sector for facilitating rehabilitation & social reintegration of juveniles. ❖ Provide necessary support to the CWC & JJB in the legal matters relating to all the children coming under the purview of the Juvenile Justice Act as & when required. ❖ Any other task assigned by the supervisory authority.

Protection Officer- Institutional Care (DCPU-Daman) @ (Rs.21,000/-)	01	45 year	<ul style="list-style-type: none"> ❖ PG degree in Community Development /Child Development/Social Work/Sociology/ Human Rights/Public Administration from a recognized University. ❖ 3 years of experience in project Formulation/ implementation, monitoring and supervision in the fields of Child Development/ Social Welfare. ❖ Experience in Advocacy, Research & Documentation, Training & Capacity Building, Designing & Production of IEC materials, Information Technology, Media & Mass Communication would be preferred. ❖ Computer skills and excellent writing skills. ❖ Fluency in English & knowledge of Hindi & Gujarati. 	<ul style="list-style-type: none"> ❖ Identify families and children to prevent destitution of children & arrange/provide them necessary support services like counselling, access to health care, education, vocational skills etc. with the support of the outreach worker working under him / her. ❖ Carry out a situational analysis of children in difficult circumstances, collect & compile data on different dimensions of the child protection problems in terms of number of children requiring support, number of children in institutions & the kind of services they need. ❖ Carry out a resource mapping exercise & develop a District Child Protection Plan & resource directory of child related services at the district level on the basis of data collected. ❖ Ensure setting up & management of the child tracking system of all institutional care programme including Open Shelters in the district. ❖ Support CWC in the process of inquiry and restoration of children. ❖ Ensure registration of all childcare Organizations /institutions/ agencies housing children under the Juvenile Justice Act, 2000 and its Amendment Act,2006. ❖ Supervision and monitoring of all child care organizations/ Institutions/agencies, both Govt. & NGO run (with or without support),housing children and ensure implementation of minimum standards of care. ❖ Supervision & monitoring of other child protection programmes being implemented at district level. ❖ Identify training need & arrange for training & capacity building of personnel both Govt. & Non- Governmental) involved in institutional care at district level in coordination with State Child Protection Unit. ❖ Any other task assigned by the supervisory authority.
4 Protection Officer- Non- Institutional Care (DCPU-Daman) @ (Rs.21,000/-)	01	45 year	<ul style="list-style-type: none"> ❖ Post Graduate degree in Community Development /Child Development / Social Work/Sociology/ Human Rights / Criminology /Public Administration from a recognized University. ❖ 3 years of experience in project Formulation/ implementation, monitoring & supervision in the fields of Child Development / Social Welfare. ❖ Experience in Advocacy, Research & Documentation, Training & Capacity Building, Designing & Production of IEC materials, Information Technology, Media & Mass Communication would be preferred. ❖ Computer skills and excellent writing skills. ❖ Fluency in English & knowledge of Hindi & Gujarati. 	<ul style="list-style-type: none"> ❖ Identify families and children at risk to prevent destitution of children & arrange/provide them necessary support for non-institutional care, where required. ❖ Support SARA in identifying adoptable children from the district and preparing a district-level database of adoptable children. ❖ Promote and facilitate adoption in the district with the help of SAA by: <ul style="list-style-type: none"> a) Registering and maintaining database of adoptable children & PAPs for in-country adoption. b) Promoting in- country adoption within district. c) Monitor adoption placement and ensure that the SAAs provide post placement support & follow up. ❖ Ensure that all adoptable children in all Child Care Institutions (CCIs) are brought into the adoption system. ❖ Carryout family based non- institutional care through foster care, sponsorship and after care programmes. ❖ Carryout resource mapping and contribute in development of a District Child Protection Plan and a resource directory of a child related services for no institutional care at the district level on the basis of data collected. ❖ Function as the Nodal Officer for the child tracking system in the district. ❖ Support CWC in the process of inquiry and restoration of children, ❖ Supervise and monitor all child care institutions including SAA in the district. ❖ Coordinate with SARA and SPSU for training and building capacities of all personnel

5.	Accounts Officer (SCPS) @ (Rs.17,500/-)	01	45 years	<ul style="list-style-type: none"> ❖ Graduate degree in Commerce from a recognized University. ❖ Minimum 3-5 years of experience in day to day accounts work/office procedure, Finalization of accounts and preparation of annual accounts, scrutinizing financial proposals and administrative matters. ❖ Experience in maintaining society's account. ❖ Experience in Govt. / Non- Govt. setting shall be preferred. ❖ Computer skills & command on Tally ❖ Knowledge of GFRs ❖ Knowledge of English ,Hindi & Gujarati with excellent writing skills. 	<p>A. Preparation of financial proposals, All work related to transfer of funds & payments, Disbursement of remuneration to all staff under ICPS, Other miscellaneous expenditure of the SCPS & other units under ICPS, Maintain & keep records of all files related to ICPS, Book keeping & accounting, Assist in evaluation of finance proposals(GIA)</p> <p>B. Support the SCPS in consultations on implementation of ICPS.</p> <p>C. Any other office tasks assigned by supervisory authority.</p>
6	Assistant Cum Data Entry Operator (DCPU-Daman) @ (Rs.10,000/-)	01	Below 30 year	<ul style="list-style-type: none"> ❖ 12th/ Graduate passed from a recognised school ❖ Diploma/Certificate in Computers ❖ 1-2 years of experience in the relevant field & Gujarati. 	<ul style="list-style-type: none"> ❖ Work related to data entry operations. ❖ Any other task assigned by the supervisory authority.
7	Programme Assistant (SARA)@ (Rs.10,000/-)	01	Below 30 year	<ul style="list-style-type: none"> ❖ Graduate from any recognized university, 2 years experience. One year ❖ Diploma/Certificate basics (Word, Excel, Power point, Internet) with ease. ❖ Good communication skills ❖ Knowledge of Hindi, English & Gujarati ❖ Basic knowledge of computers 	<ul style="list-style-type: none"> ❖ Assist the Programme Manager/Programme Officer in managing the day to day activities of the office ❖ Record Maintenance ❖ Field Work ❖ Any other task assigned by the supervisory authority.
8	Assistant Cum Data Entry Operator (CWC/JJB)@ (Rs.9,000/-)	01	Below 30 year	<ul style="list-style-type: none"> ❖ 12th/Graduate with Computer Skills Typing Speed of 30 wpm ❖ At least 2 years of working experience in related Field. ❖ Computer skills and excellent writing skills. ❖ Fluency in English,Hindi,gujarati 	<ul style="list-style-type: none"> ❖ Work related to data entry operations. ❖ Any other task assigned by the supervisory authority.

9	Outreach Workers (DCPU-Daman) @ (Rs.8,000/-)	02	Below 30 year	<ul style="list-style-type: none"> ❖ 12th passed from a recognised school. ❖ Graduate from any recognized University. ❖ At least one year experience in SocialWork. ❖ Working knowledge of computers. ❖ 2-3 years of experience in outreach activities. ❖ Good communication skills ❖ Knowledge of Hindi, English & Gujarati ❖ Basic knowledge of computers 	<ul style="list-style-type: none"> ❖ To assist their respective Protection Officer & Legal cum Probation Officer in carrying out their roles & responsibilities. ❖ To identify the families & children at risk and offer necessary support services , ❖ To develop good networking & linkages with the Aanganwaris Workers & members of panchayat / local bodies at community/ block levels. ❖ To encourage volunteerism amongst the local youth for Involving them in to the child protection programme at block & community levels. ❖ Any other task assigned by the supervisory authority.
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Candidates holding Domicile Certificate of Daman and Diu will be given preference. Eligible and desirous candidates may come for walk –in – interview for the post at **Sr. No. 1 to 9 on 10/06/2015 at 09:00 a.m. in the Chamber of Secretary (Social Welfare), Secretariat, Fort Area, Moti Daman-396220** with a copy of Bio Data and Original certificates of their educational qualification and experience along with Photo Copy of the certificates duly self attested. The Application format is available on the official website www.daman.nic.in. **Document verification will be carried out at Secretariat, Fort Area, Moti Daman-396220.** No T.A / D.A shall be paid for attending the interview.


(Smt. Mitali Namchoom)
 Director Social Welfare,
 Daman

Application for the post of _____

1. Name of the applicant (in Block Letters): _____
2. Father's name (In Block Letters): _____
3. Date of birth (with age in yrs): _____
4. Sex : (Male/ Female) _____
- Nationality: _____
- Marital Status: _____
- Whether belongs to reserve category (Yes/No) Category details _____
- Permanent Address: _____

9. Correspondence Address with Contact (Mobile) No _____

10. Educational Qualifications:

Affix recent
passport size
photograph
(attested)

Sr. No.	Educational qualification	Year of passing	University/ Board	Maximum Marks	Marks obtained	%age

11. Experience if any:

Sr. No.	Name of the Employer	Designation	Duration		Total Period
			From	To	
TOTAL					

Declaration

I _____ hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

(Signature of the Applicant)

Dated: _____