

**ADMINISTRATION OF DAMAN & DIU (U.T)
INTEGRATED CHILD PROTECTON SCHEME (ICPS)
CHILD PROTECTION SOCIETY OF UT. OF DAMAN AND DIU
SOCIAL WELFARE DEPARTMENT**

ADVERTISEMENT

Dated: 15/04/2016

NO.SW/ICPS/DMN/2016-17/09

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 Diu :-

District Child Protection Unit (DCPU) – DIU

Sr. No	Name of the Post	No of Post	Age Limit	Qualification or specialized knowledge experience required	Nature of Duties
1	District Child Protection Officer (DCPU) (Rs.33,250/-)	01	45 years	<ul style="list-style-type: none"> ❖ PG degree/Child Development/Social Work/Sociology/Psychology/Law/Human Rights/NGO Mgt. /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, Hindi & Gujarati. 	<ul style="list-style-type: none"> ❖ He/She shall be responsible for carrying out all the functions of the DCPS at the district level. ❖ Shall coordinate & supervise implementation of the ICPS & all Other child protection activities at district level including monitoring & supervision of all institutions/ agencies/ projects/programmes/NGOs & shall report to SCPS at the State level. ❖ Shall report to SARA for the purpose of coordinating no institutional care programme at district level. ❖ Shall be responsible for developing an Annual District Child Protection Plan, resource directory of child related services & child tracking system at district level. ❖ He/She shall also be coordinating & networking with all the line departments/officers including: District Magistrate, District Judge, Superintendent of Police, Child Development Project Officer (CDPO), Labour Officer, Education Officer, Chief Medical Officer, Municipal Authorities & Members of Zila Parishad & other local bodies. ❖ He/She shall also coordinate with the voluntary Organizations, Hospitals/Nursing Homes, CWCs, JJBs, Childline & other authorities at district level who have direct or indirect impact on child protection ❖ He/She shall head of the home Management Committee of every institution. ❖ He/She shall conduct a monthly review meeting with all stakeholders including ❖ Any other task assigned by the supervisory authority.

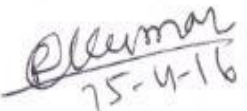
2	Programme Officer (SARA)@ (Rs.26,250/-)	01	45 year	<ul style="list-style-type: none"> ❖ PG degree in Community Development /Child Development /Social Work/ Sociology/Human Rights/ Public Administration /MBA(Human Resource) from a recognized University. ❖ 1 year of experience in project formulation / 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, Foster care) to assist him/her is supervision and monitoring of all the adoption programmes, sponsorship and foster care services for children in need of care and protection in the state. ❖ Any other task assigned by the supervisory authority.
3	Protection Officer-Non Institutional Care (DCPU) (Rs.21,000/-)	01	35 years	<ul style="list-style-type: none"> ❖ PG 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 & 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 and PAPs for in-country adoption. b) Promoting in- country adoption within district. c) Monitor adoption placement & 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 non- 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 SAAs in the district. ❖ Submit quarterly report to the SARA on status of adoption Programmes in the district.

4	Legal-cum-Probation Officer (DCPU) (Rs.21,000/-)	01	40 years	<ul style="list-style-type: none"> ❖ M.A in Child Rights M.S.W. Desirable: LLB ❖ 3-5 years of working experience in the relevant field ❖ Good understanding of Child rights, Child related Acts & Child 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 supervision and after release. ❖ Establish linkages with voluntary sector for facilitating rehabilitation & social reintegration of juveniles. ❖ Provide necessary support to the Child Welfare Committee & Juvenile Justice Board in the legal matters relating to all the children coming under the purview of the Juvenile Justice Act as and when required. ❖ Any other task assigned by the supervisory authority.
5	Accountant (DCPU) (Rs.14,000/-)	01	35 years	<ul style="list-style-type: none"> ❖ Graduate with commerce degree from a recognised university. ❖ 2-5 years of experience in maintain day to day accounts of the Society. ❖ Computer Skills & command on Tally ❖ Fluency in English, Hindi & Gujarati. 	<ul style="list-style-type: none"> ❖ Maintain the day to day accounts of the DCPU ❖ Assist the Accounts officer in scrutinizing financial proposals & administrative matters. ❖ Any other task assigned by the supervisory authority.
6	Social Worker (DCPU) (Rs.14,000/-)	01	35 years	<ul style="list-style-type: none"> ❖ Graduate from recognised university, Desirable: PG degree in Social Work/ Sociology/ Psychology ❖ 2-3 years of working experience in the relevant field ❖ Computer Skills ❖ Fluency in English, Hindi & Gujarati. 	<ul style="list-style-type: none"> ❖ To coordinate field level activities in their respective cluster of sub-divisions as assigned by the DCPO, ❖ To guide the outreach workers for carrying out the field level Interventions. ❖ Shall also assist the SJPU (Special Juvenile Police Unit)in discharging their duties as and when required. ❖ Any other task assigned by the senior authorities.
7	Data Analyst (DCPU) (Rs.14,000/-)	01	Below 30 year	<p>Essential *A Graduate in any stream preferably in Statistics/Mathematics/ Pure Sciences/ Sociology * Good Knowledge in MS Excel. Desirable 1 year experience in recording and maintenance of data.</p> <ul style="list-style-type: none"> ❖ Diploma/Degree in Computers & excellent writing skills ❖ Typing speed of a 30 words in a minute in English. ❖ Knowledge of Hindi & English and Gujarati ❖ 1 years experience in any organization as Data analyst 	<ul style="list-style-type: none"> ❖ Work related to data analysis, compilation & presentation. ❖ Any other task assigned by the supervisory authority.
8	Assistant Cum Data Entry Operator (DCPU) (Rs.10,000/-)	01	Below 30 year	<ul style="list-style-type: none"> ❖ 12th/Graduate passed from a recognised University. ❖ Diploma/Certificate in Computers ❖ 1-2 years of experience in the relevant field. ❖ 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	Assistant Cum Data Entry Operator (CWC/JJB) (Rs.9,000/-)	01	Belo w 30 year	<ul style="list-style-type: none"> ❖ 12th/Graduate passed from a recognised University. Diploma/Certificate in Computers ❖ 1-2 years of experience in the relevant field. ❖ Fluency in English, Hindi & Gujarati. 	<ul style="list-style-type: none"> ❖ Work related to data entry operations. ❖ Working with Child welfare committee and Juvenile Justice Board ❖ Any other task assigned by the supervisory authority.
---	---	----	----------------------	---	--

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 30/04/2016 at 9.30 a.m. in the Collectorate, Diu-362520 (Registration time 09.30 am to 10.30 am and Typing test for the post of Sr. No. 7 to 9) with a copy of Bio Data and Original certificates of their educational qualification and experience along with Xerox copy of the certificates duly self attested . Document verification will be carried out at Collectorate, Diu-362520.

No T.A / D.A shall be paid for attending the interview.


 75-4-16
(Rakesh Kumar)
Deputy Secretary (Social Welfare)
Daman & Diu

U.T Administration of Daman & Diu
CHILD PROTECTION SOCIETY OF U.T OF DAMAN AND DIU
INTEGRATED CHILD PROTECTION SCHEME (ICPS)
D-1/4, Government Quarters
SOCIAL WELFARE DEPARTMENT,
COLLECTORATE, DHOLAR,
MOTI DAMAN- 396210, (O) 0260-2230085.

Passport size
Photograph
self attested

Application for the Post of _____

1. Application's Name(in Block Letter) : _____
2. Father's Name(in Block Letter) : _____
3. Residential Address : _____

4. Date of Birth (DD/MM/YYYY) : _____
5. Gender : _____
6. Whether belong to : SC/ST/OBC
7. Domicile of Daman & Diu, UT : YES/NO
8. Education Qualification :

Sr. No.	Board/University	Year of Passing	Percentage

9. Information/ documents regarding Educational and other Qualifications:

10. Experience, if any

Name of Organization	Designation	Nature of Duty	Period of Service	
			From	To

Declaration:

I, declare that I fulfill all the conditions of eligibility regarding **age limit and Education Qualification, Experience etc.**, for the various post.

I declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/ false or incorrect or negligibility being detected before or after the examination, my candidature /appointment is liable to be cancelled.

Dated:

(Signature of Candidate)

Unsigned application will be rejected

Note: Attach self attested copy of Birth/Education/Experience Certificate