

ADMINISTRATION OF DAMAN & DIU (U.T),
CHILD PROTECTION SOCIETY OF UT OF DAMAN & DIU
INTEGRATED CHILD PROTECTION SCHEME
SOCIAL WELFARE DEPARTMENT,
DHOLAR, MOTI DAMAN-396 220.

NO.SW/ICPS/DMN/2017-18/135

Dated: 28/11/2017

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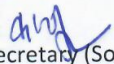
The Child Protection Society of UT of Daman & Diu is invites applications from eligible candidates for various Posts under **State Child Protection Society (SCPS)** , **District Child Protection Unit, Daman** , **State Adoption Resource Agency(SARA)**, **Daman Child Welfare Committee(CWC)/ Juvenile Justice Board(JJB)and Govt. Run Children Homes Daman**, 1) Assistant Cum Data Entry Operator(02 – Post)(SCPS)2) Counsellor(01 – Post)(DCPU), 3)Programme Assistant (01 – Post)(SARA)4)Assistant Cum Data Entry Operator (01 – Post)(CWC/JJB) **Govt. Run Children Homes Daman**5) Office-in-Charge Superintendent (01 – Post) , 5) House Mother and House Father(02 – Post), 7)Store Keeper cum Accountant(01 – Post) , 8) Cook(01 – Post) , 9)Helper(01 – Post), 10)Housekeeper (01 – Post) to render the support for strengthening the Integrated Child Protection Scheme (ICPS) in Daman District on Contract Basis for 11 months.

Candidates should apply with detailed bio data in the prescribed format suggested below with recent passport size photograph duly self attested by themselves and photocopies of testimonials in support of qualifications, experience and age should be sent by RPAD/ courier or by hand on or before **13th December, 2017** in a sealed cover subscribing in bold letters **“APPLICATION FOR THE POST OF _____”** to the address mentioned below:

The Deputy Secretary, Integrated Child Protection Scheme, Social Welfare Dept., D ¼, Govt. Qtrs, Dholar, Moti Daman-396220 Cont.:- (0) 0260-2230085

The details can be seen on the website www.daman.nic.in, www.diu.gov.in and www.ddscps.in.

NOTE: The eligible candidates will be called for walk-in-interview through E-mail/Phone.


Deputy Secretary (Social Welfare)
Daman & Diu

ADMINISTRATION OF DAMAN & DIU (U.T),
INTEGRATED CHILD PROTECTION SCHEME (ICPS)
CHILD PROTECTION SOCIETY OF UT OF DAMAN & DIU
D-1/4, GOVT. QRTS, DHOLAR,
SOCIAL WELFARE DEPARTMENT,
MOTI DAMAN- 396 220.

NO.SW/ICPS/DMN/2017-18/ 135

Dated: 28/11/2017

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The Child Protection Society of Union Territory of Daman & Diu is invites applications from eligible candidates for below mentioned post on Contract 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
State Child Protection Society(SCPS)					
1	Assistant Cum Data Entry Operator (SCPS) @ (Rs. 10,000/-)	02	Below 30 year	<ul style="list-style-type: none"> ❖ 12th passed from a recognised school ❖ Diploma/Certificate in Computers ❖ 1-2 years of experience in the relevant field & Gujarati. ❖ Graduate with Computer Skills 	<ul style="list-style-type: none"> ❖ Work related to data entry operations. ❖ Any other task assigned by the supervisory authority.
District Child Protection Unit, Daman					
2	Counsellor (DCPU) (Rs.14,000/-)	01	45 years	<ul style="list-style-type: none"> ❖ Post Graduate/ Graduates/ preferably Sociology /Psychology (Child Psychology)/ Social Work or Rural Development with Good communication skills ❖ At least 2 years of experience in the field of Child Development or Counselling and child care / Protection / Rehabilitation/ understanding on Child Rights. 	<ul style="list-style-type: none"> ❖ Providing counselling services to children in conflict with law and children in need of care and protection as well as their parents and families. The counsellor shall also work with the CWC and JJB at district level as and when required.
State Adoption Resource Agency(SARA) Daman					
3.	Programme Assistant (SARA)@ (Rs.10,000/-)	01	Below 30 year	<ul style="list-style-type: none"> ❖ Graduate from any recognized university, 2 years experience. ❖ Diploma/Certificate basics (Word, Excel, Power point, Internet) with ease. ❖ Good communication skills ❖ Knowledge of English both written and spoken along with sound communication skills in 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


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Child Welfare Committee(CWC)/ Juvenile Justice Board(JJB)					
4	Assistant Cum Data Entry Operator (CWC/JJB)@ (Rs.9,000/-)	01	Below 30 year	<ul style="list-style-type: none"> ❖ 12th passed from a recognised school ❖ Diploma/Certificate in Computers ❖ 1-2 years of experience in the relevant field & Gujarati. ❖ Graduate with Computer Skills 	<ul style="list-style-type: none"> ❖ Work related to data entry operations. ❖ Any other task assigned by the supervisory authority.
Govt. Run Children Homes Daman					
5	Office-in-Charge, Superintendent (Govt. Run Children Homes)@ (Rs.25,000/-)	01	Below 45 year	<p>Essential</p> <ul style="list-style-type: none"> ❖ A Graduate in any stream/Social Work/ Sociology/ Psychology/Political Science/Law/counselling/child development from a recognised University ❖ At least 5 years of experience working in child related Programmes. <p>Desirable</p> <ul style="list-style-type: none"> ❖ Post-graduate in any stream/ Social Work/ Sociology ❖ Experience in managing a Child Care Institution. ❖ Should have good knowledge of the legal framework for child protection. 	<ul style="list-style-type: none"> ❖ He / She shall be responsible for control and management of the Institution. ❖ Shall be responsible for maintaining minimum standards of care in the institution. Planning, implementation and coordination of all institutional activities, programmes and operations including training and rehabilitation programmes; Liaison, coordination and cooperation with the District Child Protection Unit and the UT administration as and when required; Make efforts to deinstitutionalise children by focussing on family restoration, and by linkages with adoption agencies, sponsorship, foster care and after care programmes in the district.
6.	House Mother and House Father (Govt. Run Children Homes)@ (Rs.11,000/-)	02 (01 Male & 01 Female)	Below 40 year	<p>Essential</p> <ul style="list-style-type: none"> ❖ 10+2 or equivalent. ❖ At least 2 years of experience in Working with children in difficult circumstances. <p>Desirable</p> <ul style="list-style-type: none"> ❖ A Graduate in any stream ❖ Minimum 2 years of experience in the field of Child welfare/ Social Welfare/ Education ❖ Should be willing to reside in the Institution. 	<ul style="list-style-type: none"> ❖ Shall be responsible for overall care and welfare of the child staying in the Institution; maintaining discipline among children, implementing daily routine ensuring children's involvement and ensuring children are examined at regular Intervals by the doctors. ❖ He/ She shall be work in shift duty (Day/ Night)
7.	Store Keeper cum Accountant (Govt. Run Children Homes)@ (Rs.14,000/-)	01	Below 35 year	<ul style="list-style-type: none"> ❖ Graduate with commerce degree with Computer skills and computerized Accounting. ❖ Fluency in English, Hindi & Gujarati. <p>Desirable</p> <ul style="list-style-type: none"> At least 2 years of experience in Accounting Work, preference will be given to experience in maintenance of Accounts related book keeping, acquainted with Tally. ❖ Knowledge in MS- Office ❖ Fluency in English, Hindi & Gujarati 	<ul style="list-style-type: none"> ❖ Financial planning, monitoring and reporting. ❖ Ensure timely reporting of CCI ❖ Ability to consistently meet reporting deadlines ❖ he/ She shall be record all materials/ Goods of Child Care Institute ❖ Maintain record of Store.
8.	Cook(Govt. Run Children Homes)@ (Rs.7,500/-)	01	Below 45 year	<p>Essential</p> <ul style="list-style-type: none"> ❖ 7th Std- Metric A person with functional literacy 	<ul style="list-style-type: none"> ❖ Experience of at least 5 years in cooking everyday (3 times) for 50 number of children

9.	Helper(Govt. Run Children Homes)@ (Rs. 6,000/-)	01	Below 35 year	Essential ❖ 7 th Std- Metric A person with functional literacy	❖ Assisting in Housekeeping, cooking and other activities as directed by superintendent.
10.	Housekeeper (Govt. Run Children Homes)@ (Rs.6,000 /-)	01	Below 35 year	Essential ❖ 7 th Std- Metric ❖ A person with functional literacy	❖ Overall Housekeeping of the Children Home.

Candidates should apply with detailed bio data in the prescribed format suggested below with a recent Passport size photograph duly self attested by themselves and photocopies of testimonials in support of qualifications, experience and age should be sent by RPAD/ courier or by hand on or before **13th December, 2017** in a sealed cover subscribing in bold letter **Application for the post of _____** to address to the **Dy. Secretary, Child Protection Society, Integrated Child Protection Scheme, D ¼, Govt. Qtrs, Dholar, Moti Daman.**

NOTE: NOTE: The eligible candidates will be called for walk-in-interview through E-mail/Phone.


 Deputy Secretary,
 Social Welfare Dept.,
 Daman & Diu

FORMAT

APPLICATION FORMAT FOR THE POST _____

(Application should be filled up by computerized only)

Paste Recent
Self Attested
Passport Size
Photograph

1. Name in full :
2. Father's Name :
3. Present Postal Address :
4. E- mail :- :
5. Mobile No. :
6. Nationality :
7. Date of Birth (DD/MM/YYYY) : ___/___/___ Age as on 13/12/2017 ___/___/___
8. Domicile of Daman / Diu : Yes / No
9. Educational Qualification (From SSC Onwards) :-

Sr. No.	Qualification	Board / University	Year of Passing	Percentage

10. List of previous Employments:-

Name of Organization	Designation	Pay Scale with date	Period of Service	
			From	To

11. Any other relevant Information:-

Declaration:-

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

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 ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled.

Dated: -

(Signature of Candidate)

The following Certificates / Documents as applicable to be attached with Application are as under:

1. SSC Mark sheet.
2. HSC Mark sheet.
3. Leaving Certificate.
4. Degree Certificate along with all mark sheet (Semester / Year Wise).
5. Master / Post Graduate Degree Certificate along with all mark sheet (Semester / Year Wise).
6. Domicile Certificate issued by the Mamlatdar, Daman / Diu.
7. SC/ST/OBC Certificate issued by the Mamlatdar, Daman / Diu.
8. Computer Certificate Course.
9. Person already in service with Government / other organization should obtain "No objection Certificate" from concerned authority and enclose it with application.
10. Reservation, relaxation of age limit and other concessions will be provided in accordance with the orders issued by the U.T Administration or Central Government time to time.
11. Any other relevant documents.

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