

UT Administration of Dadra & Nagar Haveli and Daman & Diu
Department of Social Welfare and Women & Child Development
Mission Vatsalya (Child Protection Services)
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NO.SW/CPS/DMN/2021-22/ 106

Dated: 3/8/2021

The Child Protection Society of UT of Dadra & Nagar Haveli and Daman & Diu is inviting applications from the interested and eligible candidates for below mentioned posts on Contract Basis for 11 months to engage the professional staff for District level structure under District Child Protection Unit, Dadra & Nagar Haveli and Daman & Diu , Open Shelter Home and Specialized Adoption Agency, Dadra & Nagar Haveli:

Sr. No	Name of the post	No. of Post	Age	Qualification or Specialized Knowledge Experience Required	Nature of Duties
District Child Protection Unit, Dadra & Nagar Haveli					
1	District Child Protection Officer (DCPU) @ (Rs.33.250/-)	01	up to 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 District Child Protection Unit 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 State Child Protection Services at the State level. ❖ Shall report to State Adoption Resource Agency 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, Child line & 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	Accountant @ (Rs.14,000/-)	01	Below 35 years	<ul style="list-style-type: none"> ❖ Graduate in Commerce degree from a recognized University. ❖ 2-5 years of experience in maintaining day-to-day accounts in govt./private sector. ❖ Computer skills and command on Tally. ❖ Fluency in English, Hindi & Gujarati. 	<ul style="list-style-type: none"> ❖ Maintain day to day accounts of the DCPU. ❖ Assist the Account Officer in scrutinizing financial proposals & administrative matters. ❖ Any other task assigned by the supervisory authority.

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Open Shelter Home, Silvassa

3	Care Giver/ Educator @(Rs.9,000/-)	01	Below 35 years	<ul style="list-style-type: none"> ❖ Graduate in any discipline with computer knowledge. ❖ Preference will be given to candidates who possess degree in Education. 	<ul style="list-style-type: none"> ❖ To work towards creating and ensure congenial environment at Open Shelter. ❖ To ensure participation of children in productive activities and assist the children in their studies. ❖ To report the misconduct of any child to the project coordinator. ❖ Record maintenance i.e. attendance, activity record, case profile, stock register, health record of all children. ❖ To ensure and monitor food health / nutritional status of all children. ❖ To develop teaching aids & material for children, if required ❖ To resolve general issues of children by child friendly approach. ❖ Any task assigned by supervisory authority.
4	Outreach Worker (Male) @ (Rs.8,000/-)	01	Below 35 years	<ul style="list-style-type: none"> ❖ 12th Pass from a recognized School/Board ❖ Basic knowledge of Computer. ❖ Experience in Social Work will be preferable. ❖ Good communication Skills ❖ Knowledge of Hindi, English & Gujarati 	<ul style="list-style-type: none"> ❖ To identify families and children at risk in catchment area/ vicinity as per the Open Shelter guideline. ❖ Regular Home visits of those children who have families living in the nearby area and maintain record accordingly. ❖ To make regular visit to the schools and vocational training institutes and appraise the concerned official about the open shelter programmes. ❖ To carry out post rehabilitation visits of children who have been rehabilitated or moved out from Open shelter. ❖ Net working with other department s like education, health, police, transport etc. ❖ Any task assigned by supervisory authority.
5	Helper/ Cooking @ (Rs.6,000/-)	01	Below 45 year	<u>Essential</u> <ul style="list-style-type: none"> ❖ 7th Std- Metric A person with functional literacy 	<ul style="list-style-type: none"> ❖ Experience of at least 2 years in cooking everyday (3 times) for 25 number of children ❖ Housekeeping and other activities as directed by superintendent. ❖ Any task assigned by supervisory authority.

State Adoption Agency, DNH

6	Ayah @ (Rs.6,000/-)	02	Below 40 years old	<ul style="list-style-type: none"> ❖ Any female who is literate (up to 10th class) 	Provide technical inputs on the health and nutrition of the children <ul style="list-style-type: none"> ❖ Provide care to sick children in the SAA. ❖ Supervise medication of children ❖ Facilitate medical support to sick children ❖ Any task assigned by supervisory authority.
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78

District Child Protection Unit –Daman					
7	Protection Officer (IC) @ Rs.21,000/-)	01	up to 40 years	<ul style="list-style-type: none"> ❖ Graduation/ Post Graduation in any discipline. ❖ Preference will be given to candidates who possess degree in Sociology / Social Work / Psychology/ Child Development / Law/ Education. ❖ 3 years experience in the field of Child welfare, Social Welfare, Education, Labour etc. 	<ul style="list-style-type: none"> ❖ Under the supervision of the District Child Protection Officer, the Protection Officer (Institutional Care) would ensure effective implementation of child protection programs and policies relating to children in need of care and protection at the district and local levels ❖ He/she shall be responsible for ensuring effective institutional/residential care services at the district level for all children in need of care and protection. ❖ The specific roles and responsibilities of a Protection Officer (Institutional Care) shall include: <ul style="list-style-type: none"> ❖ Identify families and children at risk to prevent destitution of children and arrange/provide them necessary support services like counseling, 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 and compile data on different dimensions of the child protection problems in terms of number of children requiring support, number of children in institutions and the kind of services they need; ❖ Carry out a resource mapping exercise and develop a District Child Protection Plan and resource directory of child related services at the district level on the basis of data collected; ❖ Ensure setting up and management of the child tracking system of all institutional care program including Open Shelters in the district; ❖ Support CWC in the process of inquiry and restoration of children; ❖ Ensure registration of all child care organizations/ institutions/ agencies housing children under the Juvenile Justice Act, 2015; ❖ 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 and monitoring of other child protection programs being implemented at district level; ❖ Identify training need and arrange for training and capacity building of personnel (both Governmental and Non-Governmental) involved in institutional care at district
District Child Protection Unit , Diu					
8	Legal-cum-Probation Officer (DCPU) @ (Rs.21,000/-)	01	up to 40 years	<ul style="list-style-type: none"> ❖ PG degree/ Law /Child Development/Social Work/Sociology/Psychology/ Human Rights/ Public Administration from a recognized University. ❖ 3-5 years of working experience in the relevant field ❖ Good understanding of Child rights, Child related Acts & 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.

28

Candidates should submit the 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 within 15 days from the day of the advertisement in a sealed cover subscribing in bold letter **Application for the post of _____** to address to the **Dy. Secretary, Child Protection Services, "C" Block, District and Session Court Premises, Fort Area, Moti Daman-396220.**

NOTE:

- eligible candidates will be informed through e-mail / SMS/ telephone.
- No TA /DA will be paid for the attaining the interview
- If any candidate fulfill the essential criteria for more than one post, then he/she can apply separately for other posts.



(Jatin Goyal) DANICS
Deputy Secretary,
Social Welfare & Women and
Child Development,
DNH & DD

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 01/08/2021
8. Domicile of Daman / Diu / DNH : 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)

28