

UT Administration of Dadra & Nagar Haveli and Daman & Diu
Department of Social Welfare and Women & Child Development
Mission Vatsalya (Child Protection Services)
Email: icpsswd@gmail.com, Ph: 0260-2230085, 7046790804

NO.SW/CPS/DMN/2021-22/ 251

ADVERTISEMENT

Dated: 04/03/2022

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 short term Contract Basis to engage the professional staff for District level structure under District Child Protection Unit, Dadra & Nagar Haveli and Daman & Diu, Snehalya Govt. run Children Home, Daman 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					
1	District Child Protection Officer @ (Rs.33,250/-) Dadra & Nagar Haveli (DNH)	1 Post	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. ❖ 5 years of experience in project Formulation/ implementation, monitoring & supervision in the fields of Child Protection/ 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	Legal-cum-Probation Officer @ (Rs.21,000/-)	03 Posts (1 DNH, 1 Daman & 1 Diu)	up to 40 years	<ul style="list-style-type: none"> ❖ Degree in Law (LLB / LLM) from recognized university. ❖ Good understanding of Child related Acts, Child Rights & 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 CCL 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 CCL to a home/fit person/fit institution from the JJB. ❖ Undertake follow up visits of CCL released under supervision and after release. ❖ Establish linkages with voluntary sector for facilitating rehabilitation & social reintegration of Children in Conflict with Law(CCL). ❖ 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.


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3	Accountant @ (Rs.14,000/-)	02 Posts (1 DNH & 1 Daman)	Below 35 years	❖ 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.	❖ 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.
“Snehalaya” A Govt. run Children Home, Daman					
4	Office-in-Charge, Superintendent (Govt. Run Children Homes) Daman @ (Rs.25,000/-)	01 Posts	Below 45 year	❖ A Post Graduate in any stream/Social Work/ Sociology /Psychology / Political Science/ Law/ child Protection /counseling /child development from a recognized University ❖ At least 3 years of experience working in child related Programmes. <u>Desirable:</u> ❖ Experience in managing a child care institution. ❖ Should have good knowledge of the legal framework for child protection.	❖ He / She shall be responsible for control and management of the Child Care Institution (Children Home). ❖ He / She 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 as and when required; Make efforts to deinstitutionalize children by focusing on family restoration, and by linkages with adoption agencies, sponsorship, foster care and after care programmes in the district. ❖ He/She shall be responsible for round the clock monitoring of Child Care Institution (Children Home).
State Adoption Agency, DNH					
5	Chowkidar (State Adoption Agency, DNH @ (Rs.6,000/-)	01 Posts	Below 40 years	❖ 8 th Std pass ❖ A person with functional literacy.	❖ Watch and ward support to the institution. Ensure that entry is restricted and only by prior authorization.

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 10 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 01/03/2021
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)