



UT Administration of Dadra & Nagar Haveli and Daman & Diu
O/o the Social Welfare Department,
District Court Premises, Fort area, Moti Daman-396220
Email: socialwelfareddaman@yahoo.com

No. SW/DNH&DD/2023-24/ 765

Dated:- 29/08/2023

ADVERTISEMENT

The Social Welfare Department/Women and Child Department of U.T. of Dadra & Nagar Haveli and Daman & Diu is inviting applications to engage the professional officials from the interested and eligible candidates purely on Short Term Contract Basis for below mentioned posts:

Sr. No	Position & Salary	Number of Staff	Age	Qualification
A. National Helpline for Prevention of atrocities SC/ST				
1.	Call Center Agents/Operators (atrocities helpline) (Rs.15,000/-)	03	18 to 35 years	<ul style="list-style-type: none">• Essential: Any person with Graduation in any discipline with at least certificate in Computer training from recognized institute.• Desirable: Knowledge of computer and data entry works, work experience in cal centre/Helpline.• Operators shall work round the clock (24*7) in shift wise.• Able to communicate effectively both verbally and in writing.• Able to speak clearly, listen actively, and express empathy when dealing with victims who may be upset or frustrated.• He/ She must have a complete understanding of types of complaints and types of offences so that they can easily understand victims' concerns and register their grievances.
B. Child Helpline Unit at DCPU Diu				
2.	Project Coordinator (Rs.30,000/-)	01	18 to 40 years	<ul style="list-style-type: none">• Post Graduate degree in Social Work/ Sociology/Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University.OR• Graduate in Social Work/ Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ community Resource Management from a recognized University• Experience: with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & child Development / Social Welfare.• Proficiency in Computers.• Preference may be given to personnel's of working in Emergency Help lines.
C. Child Helpline, Women & Child Development - CONTROL ROOM, Daman				
3.	Security Guard/ Night Guard (Rs.10,500/-)	01	18 to 40 years	<ul style="list-style-type: none">• 10th pass from a recognized board/ equivalent board.• Any person having at least 2 years' experience of working as security personnel in a government or reputed

				<ul style="list-style-type: none"> organization at the district/ state level. He/ she should preferably be retired military / para-military personnel.
D. Govt. run Children Home for Boys, Dapada, DNH				
4.	Office-in-Charge, Superintendent (Rs.33,100/-)	01	18 to 45 Years	<ul style="list-style-type: none"> Post Graduate degree in Social Work/ Sociology/ Child Development/ Human Rights/ Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University. At least 3 years of experience of working with the Govt./ Non Government organization in Documentation, training & Capacity Building, Project formulation/ implementation, monitoring and supervision preferable in the field of Women & Child Development/ Social Welfare. Proficiency in Computer.
5.	PT Instructor Cum Yoga Trainer (Rs.10,000/-)	01	18 to 45 Years	<ul style="list-style-type: none"> Degree/Diploma in physical education/ Certificate course in yoga from recognized university/Institution. Weight age for work experience candidate.
6.	Helper cum Night Watchman (Rs.7,944/-)	01	18 to 45 Years	<ul style="list-style-type: none"> 7th Std and above Should be willing to reside in the institution at Night. He will be responsible for entire security of Children & Child Care Institute
E. District Child Protection Unit, DNH				
7.	Assistant cum Data Entry Operator (JJB) (Rs.11,916/-)	01	18 to 30 Years	<ul style="list-style-type: none"> 12th pass from a recognized board / equivalent board with diploma/ certificate in computers. Weight age for work experience candidate.
F. District Child Protection Unit, Daman				
8.	Data Analyst (Rs.18,536/-)	01	18 to 35 Years	<ul style="list-style-type: none"> Graduation in Statistics/Mathematics/ Economics/Computer (BCA) from a recognized university. Weight age for work experience candidate Proficiency in Computer.
G. Govt. run Children Home for Girls, Daman				
9.	PT Instructor Cum Yoga Trainer (Rs.10,000/-) (Female Only)	01	18 to 45 Years	<ul style="list-style-type: none"> Degree/Diploma in physical education/ Certificate course in yoga from recognized university/Institution. Weight age for work experience candidate.

H. Specialized Adoption Agency(SAA), DNH				
10.	Chowkidar (Rs.7,944/-)	01	18 to 45 Years	<ul style="list-style-type: none"> • 8th Std pass • A person with functional literacy.
I. Women & Child Development - CONTROL ROOM ,Daman				
11.	Helpline Administrator (Rs.35,000/- pm)	01	18 to 45 years	<p>Any woman having a Masters in Law/ Social Work/ Sociology/Social Science/Psychology with at least 5 years' experience of working on women related relevant domains in an administrative set-up with a Government or Non-Government project/programme and preferably with at least 1-year experience of counselling either within or outside the same set-up.</p> <p>She should be preferably a resident of the local community so that local human resource and expertise is utilised for effective functioning of the centre.</p>
12.	Call Operators (WCD Control Room-Daman) (Rs.15,000/- pm)	03	18 to 35 years	Any women with Graduation degree in any discipline or 12 th pass with any diploma course with good communication skills in Hindi, English and regional languages.
13.	Call Operators (one per each district i.e DNH-01 Daman-01 Diu-01) (Rs.15,000/- pm)	03	18 to 35 years	Any women with Graduation degree in any discipline or 12 th pass with any diploma course women with Graduation degree having good communication skills in Hindi, English and regional languages.
14.	IT Supervisor (Rs. 30,000/-)	01	18 to 35 years	Any person who is a graduate with at least diploma in computers/ IT etc with a minimum of 3 years' experience in data management, process documentation and web-based reporting formats, video conferencing at state or district level with government or Non-Governmental/ IT- based organizations.
15.	Multi- purpose Staff (Rs. 11,000/-)	03	18 to 35 years	He/she should be 10 th pass from a recognized board/ equivalent board

The Candidates should submit the detailed Bio-data/Resume in the prescribed format suggested below with a recent passport size photograph, duly self attested by themselves and photocopies of testimonials in support of qualification, experience and age should be sent by RPAD/ Courier or by hand on or before 20/09/2023 in sealed cover.

Subscribing in the bold letter application for the post **(NAME OF THE POST APPLIED FOR)** in the name of **Dy. Secretary, (SW & WCD), DNH & DD, District & Session Court Premises, Fort Area, Moti Daman 396220.**

Note:-

1. Age relaxation shall be given as per the U.T Administration of DNH & DD norms.
2. TA/DA shall not be provided for attending the interview.

3. Eligible candidate will be informed through Telephonic/SMS/E-mail.
4. If any candidates fulfill the eligible criteria for more than one post he or she has to apply separately for the other post.
5. If any candidate found for submitting wrong information the department shall take appropriate action.
6. The department have right to cancel any of the above mentioned position interview without any justification.
7. Applicants are requested to submit a copy of all required documents in respect to the above information along with copy of one government identity proof.

M. S. J.
20/08/23

**Director-Cum- Deputy Secretary
(SW/WCD), DNH & DD**

**U.T Administration of Dadra Nagar Haveli, Daman & Diu
Social Welfare Department, District Court Premises,
Fort Area, Moti Daman- 396220**

Application for the Post of _____ Kindly tick 01 from below mentioned Districts: - <input type="radio"/> DNH District <input type="radio"/> Daman District	<i>Paste self-attested recent passport size Photograph</i>
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1.	Applicant's Name	
2.	Father's Name	
3.	Residential Address	
4.	Mobile No.	
5.	Email Id	
6.	Date of Birth	
7.	Age as on last date of Application	_____Years _____Months _____Days

(Tick in the below boxes as applicable)

8.	Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
9.	Caste category (Whether SC/ ST/ OBC)	<input type="radio"/> SC <input type="radio"/> ST <input type="radio"/> OBC <input type="radio"/> EWS <input type="radio"/> GENERAL
10	Marital Status (<input checked="" type="checkbox"/>)	Married / Unmarried
11	Domicile of DNH/Daman/Diu	
12	Educational Qualification	

Sr. No.	Qualification	Board / University	Year of Passing	Mark Obtained out of Total Marks	Percentage
1	SSC				
2	HSC				
3	Diploma in (Prin. Sub: _____)				
4	Graduation in (Prin. Sub: _____)				
5	Post-Graduation in (Prin. Sub: _____)				
6	Professional Qualification				

13. Experience :					
Sr. No.	Name of the Organization/Department	Post held	Worked		Brief of service
			From	To	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
14. Any other achievements with respect to the applied post:-					

Note: - Candidate should attach supporting documents (*Tick \checkmark in the below boxes as applicable*)

- | | |
|---|---|
| <input type="radio"/> Leaving Certificate | <input type="radio"/> Experience Certificate |
| <input type="radio"/> HSC Mark sheet | <input type="radio"/> Domicile (<i>if applicable</i>) |
| <input type="radio"/> Graduation/Diploma Degree Certificate | <input type="radio"/> SSC Mark sheet |
| <input type="radio"/> Post-Graduation/ Degree Certificate | <input type="radio"/> Post-Graduation Mark sheet/Degree certificate |

DECLARATION

I, _____ hereby declare that, I fulfill all the conditions for the engagement to the applied post. I am also aware that the post for which I have applied is contractual in nature and does not have any right for regularization in future in any case.

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/engagement is liable to be cancelled.

Dated: -

Place: -

SIGNATURE OF THE CANDIDATE