



UT Administration of Dadra & Nagar Haveli and Daman & Diu  
O/o the Social Welfare Department  
District Court Premises, Fort area, Moti Daman-396220  
Email: icpsswd@gmail.com  
Ph: 0260-2230085

No. SW/DDAC/DNH&DD/2023-24/ 154

Date: 03 /10/2023

**ADVERTISEMENT**

The Social Welfare Department of U.T. of Dadra & Nagar Haveli and Daman and Diu is inviting applications from the interested and eligible candidates for filling up the Position in the District De-Addiction Centre on short term contractual basis in the Dadra & Nagar Haveli District under Social Welfare Department.

Sr. No.	Name of the Post	No. of Posts	Age	Salary	Education Qualification
<b>A. Administrative:</b>					
1.	Manager-cum-In charge of DDAC *	01	21 to 45 years	40,000/-	<ul style="list-style-type: none"><li>• Post Graduate with 2 years of administrative experience or Graduate with 5 years of administrative experience in institutes/organizations preferably in the field of drugs.</li><li>• They should possess working knowledge of Computers.</li></ul>
2.	Project coordinator (one for outdoor and other one for indoor activities)	02	21 to 35 years	25,000/-	<ul style="list-style-type: none"><li>• Graduate with 3 years' experience in institutes/organizations working in the field of drugs and possessing working knowledge of computers.</li></ul>
3.	Trainer cum Supervisor of peers and community mobilizers	02	21 to 35 years	15,000/-	<ul style="list-style-type: none"><li>• 12<sup>th</sup> pass with two years' experience in institutes/organizations working in the field of drugs.</li></ul>
4.	Outreach Worker and follow-up supervisors	02	21 to 35 years	15,000/-	<ul style="list-style-type: none"><li>• Should be literate, Ex-Drug user with 1-2 years of sobriety, willing to work among vulnerable and drug using population and possessing good communication skills.</li><li>• Agrees to refrain from using, buying or selling drugs; Ready to work for the prevention of harmful drug use and relapse.</li></ul>
5.	Accountant (One Account cum Clerical Assistant and other one to be Account cum documentation Assistant)	02	21 to 35 years	12,000/-	<ul style="list-style-type: none"><li>• Graduate in Commerce with knowledge of accounts and working knowledge of computers.</li></ul>
6.	Chowkidar	02	18 to 45 years	9,000/-	<ul style="list-style-type: none"><li>• 7<sup>th</sup> std. and above.</li><li>• Should be willing to reside in the institution at Night.</li><li>• He will be responsible for entire security of De-Addiction Center</li></ul>
7.	Housekeeping Staff	02	18 to 45 years	9,000/-	<ul style="list-style-type: none"><li>• 7<sup>th</sup> std. and above.</li><li>• House keeper will be responsible for Housekeeping activities such as sweeping, moping, dusting and cleaning cloths and maintain the hygiene of the institution.</li></ul>



<b>B. Medical:</b>					
8.	Doctor (full time)	01	21 to 45 years	60,000/- (Rural)	<ul style="list-style-type: none"> <li>• MBBS with registration with medical council/Medical commission along with should undergo training arranged by the M/o SJ&amp;E /NISD within three months of joining the DDAC.</li> </ul>
9.	Counselor/ Social Worker/ Psychologist	02	21 to 40 years	17,500/-	<ul style="list-style-type: none"> <li>• Graduate in social sciences preferably in Social work/ Psychology with 1-2 years experience in the field and should have knowledge of English as well as regional language preference shall be given to the person holding a certificate of Training Course in De-Addiction counselling from recognized institution.</li> </ul>
10.	Yoga therapist /Dance Teacher/ Music Teacher/ Art Teacher (Part time)	01	18 to 40 years	5,000/-	<ul style="list-style-type: none"> <li>• Possessing experience of at least three years in the discipline.</li> </ul>
11.	Nurse (Full Time)	02	18 to 40 years	15,000/-	<ul style="list-style-type: none"> <li>• Qualified Nurse with GNM/ B.Sc. Nursing degree and should be willing to be trained by the agency as decided by M/o SJ&amp;E.</li> </ul>
12.	Ward Boys	02	18 to 40 years	13,000/-	<ul style="list-style-type: none"> <li>• Class 8<sup>th</sup> pass with experience of working in Hospitals/Health Care Centers/ De-addiction centers.</li> </ul>

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 **18/10/2023** 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. No TA/DA will be provided for attending the interview.
2. Eligible candidate will be informed through Telephonic/SMS/E-mail.
3. If any candidates fulfill the eligible criteria for more than one post he or she has to apply separately for the other post.
4. If any candidate found for submitting wrong information the department shall take appropriate action.
5. The department have right to cancel any of the above mentioned position interview without any justification.
6. 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.
7. Original documents shall be made available at the time of interview.
8. Preference shall be given to the candidates with working experience in similar schemes/ Projects.



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

**UT Administration of Dadra & Nagar Haveli and Daman & Diu.**  
**Social Welfare/Women and Child Development Department**  
 District Court Premises, Fort area, Moti Daman-396220  
 Email: icpsswd@gmail.com

Application for the Post of \_\_\_\_\_

*Paste self-attested  
 recent passport  
 size Photograph*

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	
<b>(Tick <math>\checkmark</math> in the below boxes as applicable)</b>			
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 ( $\checkmark$ )	<b>Married / Unmarried</b>	
11	Domicile of DNH/Daman/Diu		

**12. Educational Qualification :-**

Sr.	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				
7	Others				



### 13. Experience

Sr. No.	Name of the Organization/Department	Post held	Worked		Brief of Services
			From	To	
1					
2					
3					
4					
5					
6					
7					

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 (if applicable)                      |
| <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**