

**U.T. Administration of Dadra & Nagar Haveli and Daman & Diu**  
**O/o the Social Welfare/Women and Child Development Department**  
**District Court Premises, Fort Area, Moti Daman- 396220**  
**Email:- [socialwelfaredaman@yahoo.com](mailto:socialwelfaredaman@yahoo.com) Ph. No.: 0260-2230085**

No.SW/DNH&DD/2023-24/214

Date: /01/2024

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**ADVERTISEMENT**

The Social Welfare/Women and Child Development Department of U.T. of Dadra & Nagar Haveli and Daman & Diu is inviting applications to engage the professionals/official from the interested and eligible candidates purely on short Term contract basis for below mentioned posts:

Sr. No.	Name of the Post	No. of Post	Age Limit in yrs.	Education/ Qualification
<b>A. State Hub for Empowerment of Women (SHEW) for UT of DNH &amp; DD</b>				
1	Research and Training Specialist  (Rs.25,000/-)	2	18 to 45 Years	<ul style="list-style-type: none"> <li>• Graduate preferably in Social Work/ other social disciplines.</li> <li>• At least 3 years' experience of working with the Government/Non-Government organizations in training and research on women related development work.</li> </ul>
2	Office Assistant with Computer Knowledge  (Rs.15,000/-)	1	18 to 45 Years	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.
<b>B. District Hub for Empowerment of Women (DHEW), Dadra &amp; Nagar Haveli District</b>				
3	Specialist in Financial Literacy  (Rs.22,000/-)	1	18 to 45 Years	<ul style="list-style-type: none"> <li>• Graduate in Economics/Banking/other similar disciplines. Postgraduates will be preferred.</li> <li>• Experience: At least 3 years' experience of working with the Government/Non – Government organizations in Financial literacy/Financial inclusion focused themes.</li> </ul>
<b>C. District Hub for Empowerment of Women (DHEW), Daman District</b>				
4	Gender Specialist (Rs.27,000/-)	1	18 to 45 Years	<ul style="list-style-type: none"> <li>• Graduate in Social Work/other Social disciplines.</li> <li>• Post-graduates will be preferred.</li> <li>• Experience: At least 3 years experience of working with the Government/Non-Government organizations in Gender focused theme.</li> </ul>
5	Specialist in Financial Literacy  (Rs.22,000/-)	1	18 to 45 Years	<ul style="list-style-type: none"> <li>• Graduate in Economics/Banking/other similar disciplines. Postgraduates will be preferred.</li> <li>• Experience: At least 3 years' experience of working with the Government/Non – Government organizations in Financial literacy/Financial inclusion focused themes.</li> </ul>

6	Accounts Assistant (Rs.20,000/-)	1	18 to 45 Years	<ul style="list-style-type: none"> <li>• Graduate/Diploma in Accounts/other disciplines having Accounts as a subject.</li> <li>• Experience: At least 3 years' experience of working with the Government/Non-Government organizations in related domain.</li> </ul>
7	DEO for PMMVY Work (Rs.12,000/-)	1	18 to 45 Years	<ul style="list-style-type: none"> <li>• Graduation with working knowledge in computers/IT etc. with a minimum of 3 years' experience in data management. Process documentation and web-based reporting formats. At State or District level with Government or non-Governmental/IT based organization.</li> </ul>
<b>D. District Hub for Empowerment of Women (DHEW), Diu District</b>				
8	Gender Specialist (Rs.27,000/-)	1	18 to 45 Years	<ul style="list-style-type: none"> <li>• Graduate in Social Work/other Social disciplines.</li> <li>• Post-graduates will be preferred.</li> <li>• Experience: At least 3 years experience of working with the Government/Non-Government organizations in Gender focused theme.</li> </ul>
9	Specialist in Financial Literacy (Rs.22,000/-)	1	18 to 45 Years	<ul style="list-style-type: none"> <li>• Graduate in Economics/Banking/other similar disciplines. Postgraduates will be preferred.</li> <li>• Experience: At least 3 years' experience of working with the Government/Non – Government organizations in Financial literacy/Financial inclusion focused themes.</li> </ul>
10	Accounts Assistant (Rs.20,000/-)	1	18 to 45 Years	<ul style="list-style-type: none"> <li>• Graduate/diploma in Accounts/other disciplines having accounts as a subject.</li> <li>• Experience: At least 3 years' experience of working with the Government/Non-Government organizations in related domain.</li> </ul>
11	DEO for PMMVY Work (Rs.12,000/-)	1	18 to 45 Years	Graduation with working knowledge in Computers/IT etc. with a minimum of 3 years' experience in data management. Process documentation and web-based reporting formats. At State or District level with Government or non-Governmental/IT based organization.
12	MTS (Rs.11,000/-)	1	18 to 35 Years	10 <sup>th</sup> class pass under 10+2 system from any recognized board.
<b>E. Women Helpline</b>				
13	Call Operator, WCD Control Room, Daman (Rs.15,000/-)	1	18 to 35 Years	Any women with Graduation degree in any discipline or 12 <sup>th</sup> pass with any diploma course with good communication skills in Hindi, English and regional languages.
14	Call Operator, Diu District (Rs.15,000/-)	1	18 to 35 Years	Any women with Graduation degree in any discipline or 12 <sup>th</sup> pass with any diploma course women with Graduation degree having good communication skills in Hindi, English and regional languages.
<b>F. Child Helpline, Daman District</b>				
15	Project Coordinator (Rs.30,000/-)	1	18 to 40 Years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Social Work/ Sociology/Child Development/Human Rights Public Administration/</li> </ul>

				<p>Psychology/Psychiatry/Law/Public Health/Community Resource Management from a recognized University.</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Graduate in Social Work/Sociology/ Child Development/Human Rights Public Administration/Psychology/ Psychiatry/Law/ Public Health/ Community Resource Management from a recognized University.</li> <li>• Experience: with 2 years' experience in project formulation/implementation, monitoring and supervision in the preferably in the field of Women &amp; child Development/Social Welfare.</li> <li>• Proficiency in Computers.</li> <li>• Preference may be given to personnel's of working in Emergency Helplines.</li> </ul>
16	Counselor (Rs.18,536/-)	1	18 to 35 Years	<ul style="list-style-type: none"> <li>• Graduate in Social Work/Sociology/ Psychology/Public Health/Counseling from a recognized university.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• PG Diploma in Counseling and Communication.</li> <li>• Experience: At least 1 year of working experience with the Govt./NGO preferably in the field of Women &amp; Child Development.</li> <li>• Proficiency in Computers.</li> <li>• Preference may be given to personnels of working in Emergency Help lines.</li> </ul>
17	Case Worker (Rs.14,500/-)	1	18 to 35 Years	<ul style="list-style-type: none"> <li>• 12th passed from a recognized Board/ Equivalent Board.</li> <li>• Good Communication Skills.</li> <li>• Weightage for experienced candidate.</li> <li>• Preference may be given to personnel's of working in Emergency Helplines.</li> </ul>
18	Security Guard/ Night Guard, Child Helpline, Women & Child Development, Control Room, Daman  (Rs. 10,500/-)	1	18 to 40 Years	<ul style="list-style-type: none"> <li>• 10<sup>th</sup> passed from a recognized Board/ Equivalent Board.</li> <li>• Any person having at least 2 years' experience of working as security personnel in a government or reputed organization at the district/state level.</li> <li>• He/she should preferably be retired military/ para-military personnel.</li> </ul>
<b>G. Child Helpline, Diu District</b>				
19	Case Worker (Rs. 14,500/-)	1	18 to 35 Years	<ul style="list-style-type: none"> <li>• 12th passed from a recognized Board/ Equivalent Board.</li> <li>• Good Communication Skills.</li> <li>• Weightage for experienced candidate.</li> <li>• Preference may be given to personnel's of working in Emergency Helplines.</li> </ul>
<b>H. State Child Protection Society(SCPS), Mission Vatsalya</b>				
20	Account Officer (SCPS) (Rs. 23,170/-)	1	18 to 40 Years	<ul style="list-style-type: none"> <li>• Graduate degree in Commerce from a recognized university.</li> <li>• Minimum 3-5 years of experience in day-to-day accounts work/ office</li> </ul>

				<p>procedure, finalization of accounts and preparations proposals and administrative matters in govt. / private sector</p> <ul style="list-style-type: none"> <li>• Experience in govt. setting shall be preferred.</li> <li>• Computer skills and command on tally and knowledge of GFRs.</li> <li>• Knowledge of English, Hindi and Gujarati with excellent writing skills.</li> </ul>
<b>I. District Child Protection Unit (DCPU), Daman</b>				
<b>21</b>	Legal-cum-Probation Officer (LCPO)  (Rs. 27,804/-)	1	18 to 35 Years	<ul style="list-style-type: none"> <li>• LLB from recognized university.</li> <li>• Experience of at least 2 years of working with Govt./NGO/ Legal Matters preferably in the field of Women &amp; Child Rights.</li> <li>• Good understanding of Women &amp; Child right &amp; protection issues.</li> </ul>
<b>22</b>	Asst. cum Data Entry Operator  (Rs. 13,240/-)	1	18 to 30 Years	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> pass from a recognized board / equivalent board with diploma/ certificate in computers.</li> <li>• Weightage for work experience candidate.</li> </ul>
<b>J. "Snehalaya" a govt. run Children Home for Girls, Daman</b>				
<b>23</b>	Probation Officer/ Child Welfare Officer/ Case Worker ( <b>Female Only</b> )  (Rs. 23,170/-)	1	18 to 35 Years	<ul style="list-style-type: none"> <li>• Graduate preferably in BA in Social Work/ Sociology/ Social Sciences or LLB from recognized university.</li> <li>• Experience of at least 2 years of working with govt./ NGO/ legal matters preferably in the field of women and child rights.</li> <li>• Good understanding of women and child rights and child protection issues.</li> <li>• Weightage for work experience candidate.</li> <li>• Proficiency in computer.</li> </ul>
<b>24</b>	Store Keeper cum Accountant ( <b>Female Only</b> )  (Rs. 18,536/-)	1	18 to 35 Years	<ul style="list-style-type: none"> <li>• Graduate with commerce degree with computer skills and Computerized Accounting.</li> <li>• At least 2 years of experience in accounting work, preference will be given to experience in maintains of accounts related book keeping, register, Acquainted with tally.</li> <li>• Knowledge in MS Office.</li> <li>• Fluency in English, Hindi and Gujarati</li> </ul>
<b>25</b>	PT Instructor cum Yoga Trainer ( <b>Female Only</b> )  (Rs. 10,000/-)	01	18 to 45 Years	<ul style="list-style-type: none"> <li>• Degree/Diploma in physical education/ Certificate course in yoga from recognized university/ Institution.</li> <li>• Weightage for work experience candidate.</li> </ul>
<b>K. "Snehalaya" a govt. run Children Home for Boys, Dapada</b>				
<b>26</b>	Office-in-charge, Superintendent	01	18 to 45 Years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Social Work/ Sociology/ Child Development Human Rights/ Public Administration/</li> </ul>

	(Rs. 33,100/-)			Psychology/ Psychiatry/ Law Public Health/ Community Resource Management from a recognized University. <ul style="list-style-type: none"> <li>At least 3 years of experience of working with the Govt./ Non-Government organization in Documentation, training &amp; Capacity Building, Project formulation/ implementation, monitoring and supervision preferable in the field of Women &amp; Child Development Social Welfare.</li> <li>Proficiency in Computer.</li> </ul>
27	Helper cum Night Watchman (Rs.7,944/-)	01	18 to 45 Years	<ul style="list-style-type: none"> <li>7th 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 children &amp; Child Care Institute.</li> </ul>
<b>L. Saksham Anganwadi &amp; POSHAN 2.0</b>				
28	<b>SPMU Level</b> Consultant (Health & Nutrition) (State Level)  (Rs.60,000/-)	01	21 to 50 Years	PG degree in Nutrition/Public Health/ Social Sciences/ Rural Development Community Medicine with at least 55% marks. <ul style="list-style-type: none"> <li>At least 3 years' experience in planning, implementation and monitoring of child and women nutrition programmes.</li> <li>For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience.</li> <li>Expertise in MS Office including Word, Excel and PowerPoint.</li> <li>Good understanding of decentralized planning and supportive supervision. Excellent oral and written communication skills in English and ability to converse in local language.</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 29/01/2024 in sealed cover.

Subscribing in the bold letter application for the post **(NAME OF THE POST 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 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.

21/7/21 12/5

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

**DIRECTOR (SW & WCD)  
DADRA & NAGAR HAVELI AND DAMAN & DIU**

**U.T. ADMINISTRATION OF  
DADRA & NAGAR HAVELI AND DAMAN & DIU  
O/o the Social Welfare/Women and Child Development,  
Block-C, District Court Premises, Fort Area, Moti Daman-396220**

Application for the Post of _____						<i>Paste self-attested recent passport size Photograph</i>	
Kindly tick 01 from below mentioned Districts: -							
<input type="radio"/> DNH District <input type="radio"/> Daman District <input type="radio"/> Diu District							
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					
9.	Caste category (Whether SC/ ST/ OBC)	<input type="radio"/> SC <input type="radio"/> ST <input type="radio"/> OBC <input type="radio"/> GENERAL					
10	Marital Status (✓)	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	Graduation in (Prin. Sub:_____)						
4	Post-Graduation in (Prin. Sub:_____)						
5	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 ✓ in the below boxes as applicable*)

- ☐ Leaving Certificate

☐ HSC Mark sheet

☐ Graduation/Diploma Degree Certificate

☐ Post-Graduation Degree Certificate

☐ Experience Certificate

☐ Caste Certificate (*if applicable*)
- ☐ Domicile (*if applicable*)

☐ SSC Mark sheet

☐ Graduation Mark sheet & Degree Certificate

☐ Post-Graduation Mark sheet/Degree certificate

☐ Professional qualification

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.

Date d: -  
Place : -

\_\_\_\_\_  
SIGNATURE OF THE CANDIDATE