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.comPh. No.: 0260-2230085

No. SW/DNH&DD/2023-24/35

Date: 11/06/2024

ADVERTISEMENT

The Social Welfare Department/ Women and Child Development 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
A.S	tate Child Protection So	ciety (SCP		& DD
1	Assistant-cum-Data Entry Operator (Rs.13,240/-) tate Adoption Resource	1	18 to 30 Years	 12th pass from a recognized Board/ Equivalent Board with Diploma/ Certificate in Computers. At least 1 year experience of working with Govt./NGO-Government Organization.
2	Programme Officer	1	21 to 45	• Post Graduate degree in Social Work/
	(SARA) (Rs.34,755/-)		Years	 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 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 Computer.
C. D	District Child Protection	Unit(DCP	U), Dama	
3	Legal-cum-Probation Officer (LCPO) (Rs. 27,804/-)	1	21 to 35 Years	 LLB from recognized university. Preferably an Experience of working with Govt./NGO/Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child right & protection issues.
4	Protection Officer (Non-Institutional Care) (Rs.27,804/-)	1	21 to 45Years	 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

Officer (LCPO) [working arrangement in Daman]Years• Preferably an Experience of Govt./NGO/Legal Matters p field of Wome & Child Righ • Good understanding of Wom & protection issues.E. "Snehalaya" a Govt. Run Children Home for Child Welfare Officer/Case Worker (Rs.23,170/-)21 to 35 Years• Graduate preferably in I Work/Sociology/Social Se from a recognized universit • Experience of at least 2 ya with Govt./NGO/Legal Ma in the field of Wome & Child • Good understanding of W work/Sociology/Social Se from a recognized universit • Experience of at least 2 ya with Govt./NGO/Legal Ma in the field of Wome & Child • Proficiency in Computers.7Store Keeper Cum Accountant (Rs.18,536/-)121 to 35 Years• Graduate with Commerc Computer skill and Accounting.8Chowkidar (Rs.7,944/-)118 to 45 Years• Sti A pass. • He/She should be willing institution at Night. • He/She will be respons security of children & Child • Post Graduate Haveli9Officer-in- Children Home for Boys, Dapada, Superintendent21 to 45 Years• Post Graduate degree in Sociology/Child Develog Rights/Public Administrati Yeals	Graduate in Social Work/ Sociology/ Development/Human Rights Administration/Psychology/ Psychiatry/Law/Public Health/ Comm Resource Management from a recog University with 2 years experien project formulation/Implement Monitoring and Supervision in preferably in the field of Women & Development/Social Welfare. Proficiency in Computers.	Public mmunity cognized ence in entation, in the
[working arrangement in Daman]Govt./NGO/Legal Matters p field of Women & Child Righ • Good understanding of Wom & protection issues.E. "Snehalaya" a Govt. Run Children Home for Girls (Daman)Graduate preferably in J Work/Sociology/Social Sc from a recognized universit with Govt./NGO/Legal Matters p field of Women & Cli Work/Sociology/Social Sc from a recognized universit with Govt./NGO/Legal Matters p field of Women & Cli experience of at least 2 yd with Govt./NGO/Legal Matters p field of Women & Cli experience of at least 2 yd with Govt./NGO/Legal Matters p from a recognized universit experience of at least 2 yd with Govt./NGO/Legal Matters p field of Women & Cli experience of at least 2 yd with Govt./NGO/Legal Matters p from a recognized universit experience of at least 2 yd with Govt./NGO/Legal Matters p field of Women & Cli experience of at least 2 yd with Govt./NGO/Legal Matters p field of Women & Cli experience of at least 2 yd with Govt./NGO/Legal Matters p field of Women & Cli experience of at least 2 yd with Govt./NGO/Legal Matters p field of Women & Cli experience of at least 2 yd with Govt./NGO/Legal Matters p field of Women & Cli experience of at least 2 yd 	LLB from recognized university.	
6ProbationOfficer/ Child121 to 35 Years• Graduate preferably in H Work/Sociology/Social Sc from a recognized universit • Experience of at least 2 ye with Govt./NGO/Legal Ma in the field of Women & CI • Good understanding of W right & Protection issues. • Weightage for work experis • Proficiency in Computers.7StoreKeeper121 to 35 Years• Graduate with Commerc Computer skill and Accounting. • At least 2 years of Accounting work, preferent to experience in maintair related book keeping regis with Tally. • Knowledge in MS Office. • Fluency in English, Hindi a8Chowkidar118 to 45 Years• Sth Pass. • He/She should be willing institution at Night. • He/She will be respons security of children & Child • Store Graduate degree in Superintendent9Officer-in- Charge121 to 45 Years• Post Graduate degree in Sociology/Child Develop Rights/Public Administrati	Preferably an Experience of working Govt./NGO/Legal Matters preferably field of Women & Child Rights. Good understanding of Women & Child & protection issues.	y in the
ChildWelfare Officer/Case Worker (Rs.23,170/-)YearsWork/Sociology/Social Sc from a recognized universit • Experience of at least 2 ya with Govt./NGO/Legal Ma in the field of Women & CI • Good understanding of W right & Protection issues. • Weightage for work experie • Proficiency in Computers.7StoreKeeper Cum (Rs.18,536/-)21 to 35 Years• Graduate with Commerc 	irls (Daman)	
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(Rs.23,170/-)Experience of at least 2 ye with Govt./NGO/Legal Ma in the field of Women & Cl • Good understanding of W 	from a recognized university.	
7Store Keeper Cum121 to 35 YearsGraduate with Commerc Computer skill and Accounting.7Store Keeper Cum121 to 35 YearsGraduate with Commerc Computer skill and Accounting.8Chowkidar118 to 45 Years• At least 2 vears8Chowkidar118 to 45 Years• Sth Std. Pass. • He/She should be willing institution at Night.9Officer-in- Charge Superintendent121 to 45 Years• Proficiency in Computers.9Officer-in- Charge Superintendent121 to 45 Years• Post Graduate degree in Sociology/Child Develop Rights/Public Administration	Experience of at least 2 years of we with Govt./NGO/Legal Matters pref in the field of Women & Child Rights Good understanding of Women & right & Protection issues.	referably hts. & Child
7Store Keeper Cum121 to 35 Years• Graduate with Commerc Computer skill and Accounting.(Rs.18,536/-)Years• At least 2 years of Accounting work, preference to experience in maintair related book keeping regis 		luiuale.
F. Specialized Adoption Agency (SAA), Dadra & Nagar Haveli8Chowkidar118 to 45•8th Std. Pass.(Rs.7,944/-)Years•He/She should be willing institution at Night.6Govt. Run Children Home for Boys, Dapada, Dadra & Nagar Haveli9Officer-in- Charge121 to 45•Post Graduate degree in Sociology/Child Develop Rights/Public Administration	Graduate with Commerce degree Computer skill and Comput Accounting. At least 2 years of experience Accounting work, preference will be to experience in maintains of Acc related book keeping register, Acqu with Tally.	ence in be given Accounts
F. Specialized Adoption Agency (SAA), Dadra & Nagar Haveli8Chowkidar118 to 45•8th Std. Pass.(Rs.7,944/-)Years•He/She should be willing institution at Night.•He/She will be response security of children & ChildG. Govt. Run Children Home for Boys, Dapada, SuperintendentDadra & Nagar Haveli9Officer-in- Superintendent121 to 45 YearsPost Graduate degree in Sociology/Child Develop Rights/Public Administration		anoti
8Chowkidar118 to 45•8th Std. Pass.(Rs.7,944/-)YearsYears•He/She should be willing institution at Night.G. Govt. Run Children Home for Boys, Dapada, SuperintendentDadra & Nagar Haveli9Officer-in- Superintendent121 to 45 Years•Post Graduate degree in Sociology/Child Develop Rights/Public Administration		aratt.
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G. Govt. Run Children Home for Boys, Dapada, Dadra & Nagar Haveli9Officer-in- Charge121 to 45• Post Graduate degree in Sociology/Child Develop Rights/Public Administration	He/She should be willing to reside institution at Night. He/She will be responsible for	or entire
9Officer-in- Superintendent121 to 45 Years• Post Graduate degree in Sociology/Child Develop Rights/Public Administration	security of children & Child Care Ins	nstitute.
Superintendent Years Sociology/Child Develop Rights/Public Administration		1 Work
 (Rs.55,100/-) Resource Management fro University. At least 3 years of experie with the Govt./N 	Sociology/Child Development H Rights/Public Administration/ Psych Psychiatry/Law/Public Health/Comm Resource Management from a reco University. At least 3 years of experience of we	Human chology/ mmunity cognized working /ernment

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				& Consisty Duilding During to former lating
				&Capacity Building, Project formulation/ implementation, monitoring & supervision
				preferable in the field of Women & Child
				Development Social Welfare.
				Proficiency in Computer.
10	Helper cum Night	1	18 to 45	• 7 th Std. and above.
	Watchman		Years	•He/She should be willing to reside in the
				institution at Night.
	(Rs.7,944/-)			•He/She will be responsible for entire
				security of children & Child Care Institute.
		tion Centre		Dadra & Nagar Haveli
11	Manager-cum-In	1	21 to 45 years	• Post Graduate with 2 years of administrative experience or Graduate
	charge of DDAC		years	with 5 years of administrative experience
	(Rs.40,000/-)			in institutes/organizations preferably in
	(10,000/)			the field of drugs.
				• They should possess working knowledge
				of Computers.
12	Project Coordinator	2	21 to 35	• Graduate with preferably an experience in
	(One for Outdoor		years	institutes/organizations working in the
	and other One for			field of drugs and possessing working
	indoor activities)			knowledge of computers.
	(Rs.25,000/-)			
	(10.23,0007)			
13	Trainer cum	2	21 to 35	• 12 th pass with preferably an experience in
	Supervisor of Peers		years	institutes/organizations working in the
	and Community			field of drugs.
	Mobilizers			
	(Rs.15,000/-)			
14	Outreach Worker and	2	21 to 35	• Should be literate, willing to work among
	follow-up		years	vulnerable and drug using population and
	supervisors			possessing good communication skills.
	(Rs.15,000/-)			• Agrees to refrain from using, buying or
	(10,10,000,)			selling drugs; Ready work for the
				prevention of harmful drug use and
1 /	A account out	2	01 += 25	relapse.
15	Accountant (One	2	21 to 35	• Graduate in Commerce with knowledge
	Accountant-cum-		years	of accounts and working knowledge of
	Clerical Assistant			computers.
	and other One to be			
	Accountant-cum-			
	Documentation			
	Assistant)			
	(Rs.12,000/-)			
16	Cook	1	18 to 50	• 7 th std. and above.
	(Rs.10,000/-)		years	• Shall be able to cook breakfast, lunch,
				snacks and dinner and ensure that the
				meal is served on time as per the
				nutritional planned menu. • Weightage for work experience candidate
				• Weightage for work experience candidate.

17	Chowkidar	1	18 to 45	• 7 th std. and above.
	(Rs.9,000/-)		years	 Should be willing to reside in the institution at Night. He will be responsible for entire security of De-Addiction Center
18	Housekeeping Staff	1	18 to 45	• 7 th std. and above.
	(Rs.9,000/-)		years	• House keeper will be responsible for Housekeeping activities such as sweeping, moping, dusting and cleaning cloths and maintain the hygiene of the institution.
19	Doctor (Full time)	1	21 to 45	• MBBS with registration with medical
	(Rs.60,000/-)		years	council/Medical commission along with should undergo training arranged by the M/o SJ&E/ NISD within three months of joining the DDAC.
20	Counsellor/Social	2	21 to 40	• Graduate in social sciences preferably in
	Worker/Psychologist		years	Social work/ Psychology with 1-2 years
	(Rs.17,500/-)			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 counseling from recognized institution.
21	Yoga therapist/ Dance	1	18 to 40 years	• Possessing experience of at least three years in the discipline.
	Teacher/Music			
	Teacher/Art Teacher			
	(Part time)			
	(Rs.5,000/-)			
22		1	18 to 40	• Class 8 th pass with experience of working
Anal Acad	Ward Boys	1	years	in Hospitals/Health Care Centers/ De-
	(Rs.13,000/-)			addiction centers.
L St	ate Hub for Empowern	nent of Wo	men (SHE	W) for UT of DNH & DD, Daman
23	Office Assistant with	1	18 to 45	• Graduate with at least diploma in
	Computer		Years	computers/IT etc. with a minimum of 3
	Knowledge			years' experience in data management. Process documentation and web-based reporting formats. Video conferencing at
	(Rs.15,000/-)			State or District level with Government or non-Governmental/IT based organizations.
		mpowerme		nen (DHEW), Diu District
24	Accounts Assistant	1	18 to 45	• Graduate/Diploma in Accounts/other
	(Rs. 20,000/-)		Years	disciplines having Accounts as a subject.
	N			• Experience:-At least 3 years' experience of working with the Government/Non-
				Government organizations in related
				domain.
25	Data Entry Operator	1	18 to 45 Years	• Graduation with working knowledge in computers/IT etc. with a minimum of 3
	(Rs.12,000/-)		1	

5				vooral experience in date management
				years' experience in data management.Process documentation and web-based
1.040	a shadhar ar ta ta ta ta			reporting formats. At State or District level
		Le Interstica	1964 - S.	with Government or non-Governmental/IT
	V. One Sten Conten	IOSCI Dad	Ino P. Noo	based organization.
26	K. One Stop Center Center Administrator	[USC], Dat	Below	
20	(Female only) (Rs.30,000/-)	1	45 Years	• Any woman having a Master in Law/ Social Work/Sociology/Social Science / Psychology with at least 5 years experience of working on women related
	(10.50,0007)	es esteres es esteres estados estárados es perato darm		 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 counseling either within or outside the same set up. She should be resident of DNH.
	I One Sten Conton		Distri	
27	L. One Stop Center Center Administrator	USCJ, Dan	Below	
27	(Female only)	1	45 Years	• In the absence of Legal Advisors provided by District Legal Services Authority, the legal counseling service could be
	(Rs.30,000/-)			outsourced to any person having a degree in Law/with legal training or knowledge of laws with at least 3 years" experience
		el an		of working within a Government or Non- Government women related project/ programme at the district level or to any
		1 - 2 12 - 14 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2		 practicing Lawyer with at least 2 years" experience of litigation in any court of law. She should be resident of Daman.
28	Case Worker	2	Below	• Any women having a Law degree/Mater
	(Rs.17,000/-)	ති කරන්නේ. කරන්නේ සේද	40 Years	in Social Work from a recognized University.
				• 5 years experience of working on violence against women in administrative set up with a government or non Government project/programme.
29	Psycho-social	1	Below	• The service could be outsourced to any
	Counsellor	i da ang di A tang mitor	35 Years	woman having professional degree/ diploma in psychology/psychiatry/
	(Rs.20,000/-)	stanos de Sector Maria de Sector de Sector		neurosciences with a background in health sector and preferably with at least 3 years" experience of working within a Government or Non-Government health project/programme at the district level.
30	Office Assistant with	1	Below	• The services could be outsourced to any
	computer knowledge		35 Years	person who is a graduate with at least diploma in computers/IT etc with a
	(Rs.15,000/-)		. ** . ¹	minimum of 3 years" experience in data management, process documentation and web based reporting formats video
	na an a	ala sea crist A P I taginisi		web-based reporting formats, video conferencing at state or district level with government or Non-Governmental/IT- based organizations.
31	Multi-purpose Staff/	1	Below	• The multi-purpose activity could be

32	Cook (Rs.13,230/-) Security Guard	1	40 Years Below	 outsourced to any person who is literate with knowledge/experience of working in the relevant domain. High School pass or equivalent will be preferred. 10th pass or above.
	(Rs.12,000/-)	1	40 Years	A person with functional literacy.
	M. One Stop Center	[OSC], Diu		I
33	Center Administrator (Female only) (Rs.30,000/-)	1	Below 45 Years	 Any woman having a Master 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/ program and preferably with at least 1 year experience of counseling either within or outside the same set up. She should be resident of Diu.
34	Case Worker (Rs.17,000/-)	2	Below 40 Years	 Any women having a Law degree/Mater in Social Work from a recognized University. 5 years experience of working on violence against women in administrative set up with a government or non Government project/programme.
35	Office Assistant with computer knowledge (Rs.15,000/-)	1	Below 35 Years	• The services could be outsourced to 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.
36	Multi-purpose Staff / Cook (Rs.13,230/-)	2	Below 40 Years	 The multi-purpose activity could be outsourced to any person who is literate with knowledge / experience of working in the relevant domain. High School pass or equivalent will be preferred.
37	Security Guard (Rs.12,000/-)	1	Below 40 Years	 10th pass or above. A person with functional literacy.

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 26/06/2024 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.
- 8. The Department has right to take typing test/computer test of any candidate, at the time of interview.
- 9. The typing speed of the candidates at Sr. No. 01,15,23,25,30,35 should be minimum 30 w.p.m.
- 10. The place of interview of District level posts will be conducted at that respective district.

21991 1292

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

FORMAT FOR THE POST

(Application should be filled up by computerized only in Block Letters)

Paste Recent Self Attested Passport Size Photograph

	Any other relevant				
	e of Organization	Designation	Pay Scale with date	From	To
15.	Experience: le of Organization	Period of Service			
	.				
No.				Passing	
Sr.	Qualification	Board / I	University	Year of Bassing	Percentage
14.	EducationQualific	ation:			
13.	MaritalStatus				
12.	Domicile of DNH/	Daman / Diu			
11.	Age in completed	years as on <u>26/0</u>	6/2024		
10.	Date of Birth (DD/	MM/YYYY)			
9.	Nationality				
8.	Alternative Mobile	e No.			
7.	Mobile No.				
6.	E- mail				
5.	Present Postal Add	dress	oli tasudhbi Tasuddeltairt		legitas noite. autobriceo
4.	Gender	qla Li se sub	miterination	yat be incr	silt n tédi .
3.	LastName			an oran a bu	
2.	Middle Name				
1.	FirstName			aninentii	bag finali il.

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)

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