

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:- socialwelfareadaman@yahoo.com Ph. 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. State Child Protection Society (SCPS) DNH & DD				
1	Assistant-cum-Data Entry Operator (Rs.13,240/-)	1	18 to 30 Years	<ul style="list-style-type: none"> • 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.
B. State Adoption Resource Agency (SARA) DNH & DD				
2	Programme Officer (SARA) (Rs.34,755/-)	1	21 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.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. District Child Protection Unit(DCPU), Daman				
3	Legal-cum-Probation Officer (LCPO) (Rs. 27,804/-)	1	21 to 35 Years	<ul style="list-style-type: none"> • 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	<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

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				<ul style="list-style-type: none"> • 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 Computers.
D. District Child Protection Unit(DCPU), Diu				
5	Legal-cum-Probation Officer (LCPO) [working arrangement in Daman] (Rs. 27,804/-)	1	21 to 35 Years	<ul style="list-style-type: none"> • 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.
E. "Snehalaya" a Govt. Run Children Home for Girls (Daman)				
6	Probation Officer/ Child Welfare Officer/Case Worker (Rs.23,170/-)	1	21 to 35 Years	<ul style="list-style-type: none"> • Graduate preferably in B.A. in Social Work/Sociology/Social Sciences or LLB from a recognized university. • Experience of at least 2 years of working with Govt./NGO/Legal Matters preferably in the field of Women & Child Rights. • Good understanding of Women & Child right & Protection issues. • Weightage for work experience candidate. • Proficiency in Computers.
7	Store Keeper Cum Accountant (Rs.18,536/-)	1	21 to 35 Years	<ul style="list-style-type: none"> • Graduate with Commerce degree with Computer skill and Computerized Accounting. • 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. • Knowledge in MS Office. • Fluency in English, Hindi and Gujarati.
F. Specialized Adoption Agency (SAA), Dadra & Nagar Haveli				
8	Chowkidar (Rs.7,944/-)	1	18 to 45 Years	<ul style="list-style-type: none"> • 8th Std. Pass. • He/She should be willing to reside in the institution at Night. • He/She will be responsible for entire security of children & Child Care Institute.
G. Govt. Run Children Home for Boys, Dapada, Dadra & Nagar Haveli				
9	Officer-in- Charge Superintendent (Rs.33,100/-)	1	21 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

				<p>&Capacity Building, Project formulation/implementation, monitoring & supervision preferable in the field of Women & Child Development Social Welfare.</p> <ul style="list-style-type: none"> • Proficiency in Computer.
10	<p>Helper cum Night Watchman</p> <p>(Rs.7,944/-)</p>	1	18 to 45 Years	<ul style="list-style-type: none"> • 7th Std. and above. • He/She should be willing to reside in the institution at Night. • He/She will be responsible for entire security of children & Child Care Institute.
H. District Drugs De-Addiction Centre (DDAC)- Dadra & Nagar Haveli				
11	<p>Manager-cum-In charge of DDAC</p> <p>(Rs.40,000/-)</p>	1	21 to 45 years	<ul style="list-style-type: none"> • 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. • They should possess working knowledge of Computers.
12	<p>Project Coordinator (One for Outdoor and other One for indoor activities)</p> <p>(Rs.25,000/-)</p>	2	21 to 35 years	<ul style="list-style-type: none"> • Graduate with preferably an experience in institutes/organizations working in the field of drugs and possessing working knowledge of computers.
13	<p>Trainer cum Supervisor of Peers and Community Mobilizers</p> <p>(Rs.15,000/-)</p>	2	21 to 35 years	<ul style="list-style-type: none"> • 12th pass with preferably an experience in institutes/organizations working in the field of drugs.
14	<p>Outreach Worker and follow-up supervisors</p> <p>(Rs.15,000/-)</p>	2	21 to 35 years	<ul style="list-style-type: none"> • Should be literate, willing to work among vulnerable and drug using population and possessing good communication skills. • Agrees to refrain from using, buying or selling drugs; Ready work for the prevention of harmful drug use and relapse.
15	<p>Accountant (One Accountant-cum-Clerical Assistant and other One to be Accountant-cum-Documentation Assistant)</p> <p>(Rs.12,000/-)</p>	2	21 to 35 years	<ul style="list-style-type: none"> • Graduate in Commerce with knowledge of accounts and working knowledge of computers.
16	<p>Cook</p> <p>(Rs.10,000/-)</p>	1	18 to 50 years	<ul style="list-style-type: none"> • 7th std. and above. • 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.

17	Chowkidar (Rs.9,000/-)	1	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 De-Addiction Center
18	Housekeeping Staff (Rs.9,000/-)	1	18 to 45 years	<ul style="list-style-type: none"> • 7th std. and above. • 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) (Rs.60,000/-)	1	21 to 45 years	<ul style="list-style-type: none"> • MBBS with registration with medical 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 Worker/Psychologist (Rs.17,500/-)	2	21 to 40 years	<ul style="list-style-type: none"> • 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 counseling from recognized institution.
21	Yoga therapist/ Dance Teacher/Music Teacher/Art Teacher (Part time) (Rs.5,000/-)	1	18 to 40 years	<ul style="list-style-type: none"> • Possessing experience of at least three years in the discipline.
22	Ward Boys (Rs.13,000/-)	1	18 to 40 years	<ul style="list-style-type: none"> • Class 8th pass with experience of working in Hospitals/Health Care Centers/ De-addiction centers.

I. State Hub for Empowerment of Women (SHEW) for UT of DNH & DD, Daman

23	Office Assistant with Computer Knowledge (Rs.15,000/-)	1	18 to 45 Years	<ul style="list-style-type: none"> • 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.
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J. District Hub for Empowerment of Women (DHEW), Diu District

24	Accounts Assistant (Rs. 20,000/-)	1	18 to 45 Years	<ul style="list-style-type: none"> • Graduate/Diploma in Accounts/other disciplines having Accounts as a subject. • Experience:-At least 3 years' experience of working with the Government/Non-Government organizations in related domain.
25	Data Entry Operator (Rs.12,000/-)	1	18 to 45 Years	<ul style="list-style-type: none"> • Graduation with working knowledge in computers/IT etc. with a minimum of 3

				<p>years' experience in data management.</p> <ul style="list-style-type: none"> • Process documentation and web-based reporting formats. At State or District level with Government or non-Governmental/IT based organization.
K. One Stop Center [OSC], Dadra & Nagar Haveli District				
26	Center Administrator (Female only) (Rs.30,000/-)	1	Below 45 Years	<ul style="list-style-type: none"> • 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/ 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.
L. One Stop Center [OSC], Daman District				
27	Center Administrator (Female only) (Rs.30,000/-)	1	Below 45 Years	<ul style="list-style-type: none"> • In the absence of Legal Advisors provided by District Legal Services Authority, the legal counseling service could be outsourced to any person having a degree in Law/with legal training or knowledge of laws with at least 3 years" experience of working within a Government or Non-Government women related project/ programme at the district level or to any practicing Lawyer with at least 2 years" experience of litigation in any court of law. • She should be resident of Daman.
28	Case Worker (Rs.17,000/-)	2	Below 40 Years	<ul style="list-style-type: none"> • 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.
29	Psycho-social Counsellor (Rs.20,000/-)	1	Below 35 Years	<ul style="list-style-type: none"> • The service could be outsourced to any woman having professional degree/ diploma in psychology/psychiatry/ 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 computer knowledge (Rs.15,000/-)	1	Below 35 Years	<ul style="list-style-type: none"> • 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.
31	Multi-purpose Staff/	1	Below	<ul style="list-style-type: none"> • The multi-purpose activity could be

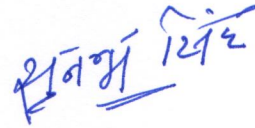
	Cook (Rs.13,230/-)		40 Years	outsourced to any person who is literate with knowledge/experience of working in the relevant domain. • High School pass or equivalent will be preferred.
32	Security Guard (Rs.12,000/-)	1	Below 40 Years	• 10 th pass or above. • A person with functional literacy.
M. One Stop Center [OSC], Diu District				
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	• 10 th 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.



**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

1.	FirstName				
2.	Middle Name				
3.	LastName				
4.	Gender				
5.	Present Postal Address				
6.	E- mail				
7.	Mobile No.				
8.	Alternative Mobile No.				
9.	Nationality				
10.	Date of Birth (DD/MM/YYYY)				
11.	Age in completed years as on <u>26/06/2024</u>				
12.	Domicile of DNH/ Daman / Diu				
13.	MaritalStatus				
14.	EducationQualification:				
	Sr. No.	Qualification	Board / University	Year of Passing	Percentage
15.	Experience:				
	Name of Organization	Designation	Pay Scale with date	Period of Service	
				From	To
16.	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)