

**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**

No.SW/Advertisement/2025-26/137

Date: 27.06.2025

**Advertisement for Walk in interview**

The Department of Social Welfare and Women and Child Development, DNH & DD is calling eligible and desirous candidates for walk-in interview under various centrally sponsored schemes i.e. Mission Vatsalya, Mission Shakti and Mission Saksham Anganwadi and Poshan 2.0 and other schemes of the department for appointment purely on short term contract basis as annexed:

**Note:-**


Desirable age of the applicant from 18-35 years. However, candidates with experience of working in social welfare and missions upto the age of 50 years may be considered by the department.

Eligible and desirous candidates may come for walk-in- interview from 09.30 am to 01.00 pm on 01.07.2025 and 02.07.2025 in below mentioned offices:

<b>Candidates from Daman and Dadra &amp; Nagar Haveli</b>	<b>Candidates from Diu</b>
O/o The Director-cum-Deputy Secretary (SW/WCD), DNH & DD, Department of Social Welfare/ Women and Child Development, District Court Premises, Fort Area, Moti Daman	O/o The Child Development Project Officer, Near Sai Baba Temple, Naida, Diu

The eligible Candidates shall submit application in prescribed performa (preferably computerized) along with original certificates of education qualifications and experience along with photocopy of the certificates duly self-attested. The Application format is available along with the advertisement on UT official website <https://ddd.gov.in/>. The selection committee will have all rights to decide the mode of interview. No T.A/D. A shall be paid for attending the interview.

This is issued with the approval of the Secretary (SW/WCD), DNH & DD.

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

Copy to :

1. For display of the advertisement on office Notice Boards DNH/DMN/DIU.
2. SIO, NIC Daman to upload the advertisement on official website.

Sr.No.	Name of Post	remuneration	No. of Post	Eligibility Criteria
1	Gender Specialist- (SHEW)	34000	1	Post Graduate preferably in Social Work/other Social disciplines. At least 3 years experience of working with the Government/Non-Government organizations in gender focussed themes
2	Gender Specialist- (DHEW)	27000	1	Graduate in Social Work/other Social disciplines. Post-graduates will be preferred. At least 3 years experience of working with the Government& Non-Government organizations in Gender focused theme.
3	Case Worker (OSC)	17000	3	Any woman having a Bachelor in Law/ Social Work/Sociology/Social science/ Psychology with at least 3 years" experience of working on women related relevant domains in a Government or Non-Government project/programme. She should be a resident of the local community so that local human resource and expertise is utilised for effective functioning of the centre.
4	Counsellor (CHL)	18536	2	Graduate in Social Work/ Sociology/ Psychology/ Public Health/from Counselling a recognized university. OR PG Diploma in Counselling Communication. and Experience: At least 1 year of working experience with the Govt./NGO preferably in the field of Women &Child Development. Proficiency Computers. in Preference may be given to personnels of working in Emergency Helplines.
5	Call Operator (CHL)	15000	1	Any person having good communication skills in Hindi, English and / or regional languages and having requisite qualifications and experience of working on telecom /web based relevant systems.
6	Call Operator (WHL)	15000	1	Any women with Graduation degree in any discipline or 12'h pass with any diploma course women with Graduation degree having good communication skills in Hindi, English and regional languages.
7	Case Worker (CHL)	14500	2	12th passed from a recognized Board/Equivalent Board. Good Skills. Communication Weightage for experienced candidate. Preference may be given to personnels of working in Emergency Helplines.
8	Office Assistant with Computer knowledge (SHEW)	15000	1	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.
9	Office Assistant with Computer Knowledge (OSC)	15000	2	Any women 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.



10	Programme Assistant (SARA)	13240	1	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.
11	Asst-Cum-Data Entry Operator (SCPS, DCPU)	13240	3	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.
12	Data Entry Operator (DHEW)	12000	3	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-Government/IT based organization.
13	Asst. Cum-Data-Entry – Operator (JJB, CWC)	11916	2	12th pass from a recognized Board/ Equivalent Board with Diploma/Certificate in Computers. weightage for work experience candidate.
14	Paramedical Staff (CCI)	11916	1	Auxiliary Nurse Midwife (ANM)/ General Nurse Midwife (GNM)/ Diploma or Degree in Pharmacy from the recognised Institution / University. Weightage for work experience candidate
14	Outreach Worker (OSH,DCPU)	10592	2	12th passed from a recognize Board/ Equivalent Board.Good Communication Skills Weightage for work experience candidate.
15	Night Watchman (CHL)	10500	1	The services could be outsourced to any person having at least 2 years' experience of working as security personnel in a government or reputed organization at the district/state He/she level. should preferably be retired military / para-military personnel.
16	PT Instructor cum Yoga Trainer (CCI)	10000	2	Degree/Diploma in Physical Education/ Certificate Course in Yoga from recognised university/ Institution. Weightage for work experience candidate.
17	Chowkidar (SAA)	7944	1	8th Std. Pass. Should be Willing to reside in the institution at Night. He will be responsible for entire security of children & Child Care Institute.
18	Helper-Cum-Night Watchman (CCI)	7944	2	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
19	Multi - purpose staff / cook (OSC)	13230	5	Any person who is literate with knowledge/ experience of working in the relevant domain. High School pass or equivalent will be preferred.
20	MTS (SHEW,DHEW)	11000	2	10th class pass under 10+2 system from any recognised board.

**Paste Recent  
Self Attested  
Passport Size  
Photograph**

POST NAME \_\_\_\_\_

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

[illegible]

<b>15.</b>	<b>Experience:</b>			
	<b>Name of Organization</b>	<b>Designation</b>	<b>Pay Scale with date</b>	<b>Period of Service</b>
				<b>From To</b>
<b>16.</b>	<b>Any other relevant Information</b>			

**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)**