

**.ADMINISTRATION OF DAMAN & DIU (U.T),  
DISTRICT CHILD PROTECTION UNIT  
COLLECTORATE, DIU - 362520**

NO: SW/ICPS/DCPUDI/2017-18/73

Dated:22/11/2017

**ADVERTISEMENT**

The District Child Protection Unit, of Diu is invites applications from eligible candidates for below mentioned post on Contract Basis for 11 months to engage the professional and qualified staff for District level structure under Integrated Child Protection Scheme (ICPS) at Diu District :-

**(ICPS)-DIU**

Sr. No	Name of the post	No. of Post	Age	Qualification or Specialized Knowledge Experience Required	Nature of Duties
<b>District Child Protection Unit – Diu</b>					
1	District Child Protection Officer (DCPU) (Rs.33,250/-)	01	45 years	<ul style="list-style-type: none"> <li>❖ PG degree/Child Development/Social Work/Sociology/Psychology/Law/Human Rights/NGO Mgt./Public Administration from a recognized University.</li> <li>❖ 3 years of experience in project Formulation/ implementation, monitoring &amp; supervision in the fields of Child Development/Social Welfare.</li> <li>❖ Experience in Advocacy, Research &amp; Documentation, Training &amp; Capacity Building, Designing &amp; Production of IEC materials, Information Technology, Media &amp; Mass Communication would be preferred.</li> <li>❖ Computer skills and excellent writing skills.</li> <li>❖ Fluency in English, Hindi &amp; Gujarati.</li> </ul>	<ul style="list-style-type: none"> <li>❖ He/ She shall be responsible for carrying out all the functions of the DCPS at the district level.</li> <li>❖ Shall coordinate &amp; supervise implementation of the ICPS &amp; all Other child protection activities at district level including monitoring &amp; supervision of all institutions/ agencies/ projects/ programmes/NGOs &amp; shall report to SCPS at the State level.</li> <li>❖ Shall report to SARA for the purpose of coordinating no institutional care programme at district level.</li> <li>❖ Shall be responsible for developing an Annual District Child Protection Plan, resource directory of child related services &amp; child tracking system at district level.</li> <li>❖ He/She shall also be coordinating &amp; networking with all the line departments/officers including: District Magistrate, District Judge, Superintendent of Police, Child Development Project Officer (CDPO), Labour Officer, Education Officer, Chief Medical Officer, Municipal Authorities &amp; Members of Zila Parishad &amp; other local bodies.</li> <li>❖ He/She shall also coordinate with the voluntary Organizations, Hospitals/Nursing Homes, CWCs, JJBs, Child line &amp; other authorities at district level who have direct or indirect impact on child protection</li> <li>❖ He/She shall head of the home Management Committee of every institution.</li> <li>❖ He/She shall conduct a monthly review meeting with all stakeholders including</li> <li>❖ Any other task assigned by the supervisory authority.</li> </ul>
<b>State Child Protection Society(SCPS)- Diu</b>					
2	Programme Officer (SCPS) @ (Rs.26.250/-)	01	40 year	<ul style="list-style-type: none"> <li>❖ PG degree in Community Development/Child Development/ Social Work/ Sociology/Rural Development/Public Administration/ Human Resource from a recognised university</li> <li>❖ 3 years of working experience related to project formulation/ implementation/ monitoring and</li> </ul>	<ul style="list-style-type: none"> <li>❖ He/ She shall work under the overall supervision of the Programme Manager (Advocacy, Research &amp; Documentation, Training &amp; Capacity Building, Designing &amp; Production of IEC materials would be preferred) to assist him/her is supervision and monitoring of all the programmes, sponsorship services for children in need of care and protection in the state.</li> <li>❖ Any other task assigned by the supervisory authority.</li> </ul>

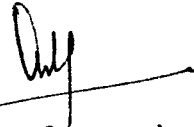
				<p>supervision in the fields of Child Developments/ Social Welfare</p> <ul style="list-style-type: none"> <li>❖ Experience in Advocacy, Research &amp; Documentation, Training &amp; Capacity Building, Designing &amp; Production of IEC materials, Information Technology, Media &amp; Mass communication would be preferred.</li> <li>❖ Knowledge of English both written and spoken along with sound communication skills in Gujarati</li> </ul>	
3	Legal-cum- Probation Officer (DCPU) (Rs.21,000/-)	01	40 years	<ul style="list-style-type: none"> <li>❖ PG degree/ Law /Child Development/Social Work/Sociology/Psychology/ Human Rights/NGO Mgt./Public Administration from a recognized University.</li> <li>❖ 3-5 years of working experience in the relevant field</li> <li>❖ Good understanding of Child rights, Child related Acts &amp; Protection issues.</li> <li>❖ Good Computer Skills &amp; writing skills</li> <li>❖ Fluency in English, Hindi &amp; Gujarati</li> </ul>	<ul style="list-style-type: none"> <li>❖ Collect and compile data on dimensions of the juvenile delinquency in the district.</li> <li>❖ Attend proceedings of the JJB regularly.</li> <li>❖ Support JJB in conducting inquiries.</li> <li>❖ Prepare and submit social investigation reports.</li> <li>❖ Maintain case files and other registers.</li> <li>❖ Escort juveniles to a home/fit person/fit institution from the JJB.</li> <li>❖ Undertake follow up visits of juveniles released under supervision and after release.</li> <li>❖ Establish linkages with voluntary sector for facilitating rehabilitation &amp; social reintegration of juveniles.</li> <li>❖ Provide necessary support to the Child Welfare Committee &amp; Juvenile Justice Board in the legal matters relating to all the children coming under the purview of the Juvenile Justice Act as and when required.</li> <li>❖ Any other task assigned by the supervisory authority.</li> </ul>
4	Social Worker (DCPU) (Rs.14,000/-)	01 (Male)	35 years	<ul style="list-style-type: none"> <li>❖ Graduate from recognised university.</li> <li>❖ <b>Desirable:</b> PG degree in Social Work/ Sociology/ Psychology from a recognised university will be preferable.</li> <li>❖ 2-3 years of working experience in the relevant field</li> <li>❖ Computer Skills</li> <li>❖ Fluency in English, Hindi &amp; Gujarati.</li> </ul>	<ul style="list-style-type: none"> <li>❖ To coordinate field level activities in their respective cluster of sub- divisions as assigned by the DCPO,</li> <li>❖ To guide the outreach workers for carrying out the field level Interventions.</li> <li>❖ Shall also assist the SJPU (Special Juvenile Police Unit)in discharging their duties as and when required.</li> <li>❖ Any other task assigned by the senior authorities.</li> </ul>
5	Counsellor (DCPU) (Rs.14,000/-)	01	35 years	<ul style="list-style-type: none"> <li>❖ Post Graduate/ Graduates/ preferably Sociology /Psychology (Child Psychology)/ Social Work or Rural Development with skills is a must.</li> <li>❖ At least 2 years of experience in the field of Child Development or Counselling and child care / Protection / Rehabilitation/ understanding on child Rights.</li> </ul>	<p>Providing counselling services to children in conflict with law and children in need of care and protection as well as their parents and families. The counsellor shall also work with the CWC and JJB at district level as and when required.</p>

**Child Welfare Committee(CWC)/ Juvenile Justice Board(JJB)**

6	Assistant Cum Data Entry Operator (CWC/JJB)@ (Rs.9,000/-)	01	Below 30 year	<ul style="list-style-type: none"><li>❖ 12th passed from a recognised school</li><li>❖ Diploma/Certificate in Computers</li><li>❖ 1-2 years of experience in the relevant field &amp; Gujarati.</li><li>❖ Graduate with Computer Skills</li></ul>	<ul style="list-style-type: none"><li>❖ Work related to data entry operations.</li><li>❖ Any other task assigned by the supervisory authority.</li></ul>
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**How to apply:**

Candidates should apply with detailed bio data in the prescribed format suggested below with recent passport size photograph duly self attested by themselves and photocopies of testimonials in support of qualifications, experience and age should be sent by RPAD/ courier or by hand on or before 06/12/2017 in a sealed cover subscribing in bold letters "APPLICATION FOR THE POST OF \_\_\_\_\_" to the address mentioned below:

  
(Member Secretary)  
District Child Protection Unit-Diu  
Collectorate, Above R.T.O Office,  
1<sup>st</sup> Floor- Diu- 362520  
Ph: 02875-254447

**NOTE: Eligible candidates will be informed through E-mail/Phone.**

FORMAT

APPLICATION FORMAT FOR THE POST \_\_\_\_\_

(Application should be filled up by computerized only)

Paste Recent  
Self Attested  
Passport Size  
Photograph

1. Name in full :
2. Father's Name :
3. Present Postal Address :
  
4. E- mail :- :
5. Mobile No. :
6. Nationality :
7. Date of Birth (DD/MM/YYYY) : \_\_\_/\_\_\_/\_\_\_ Age as on 06/12/2017, \_\_\_/\_\_\_/\_\_\_
8. Domicile of Daman / Diu : Yes / No
9. Educational Qualification (From SSC Onwards) :-

Sr. No.	Qualification	Board / University	Year of Passing	Percentage

10. List of previous Employments:-

Name of Organization	Designation	Pay Scale with date	Period of Service	
			From	To

11. Any other relevant Information:-

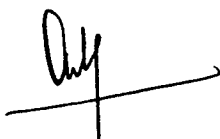
**Declaration:-**

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)



- **The following Certificates / Documents as applicable to be attached with Application are as under:**
  1. SSC Marksheet.
  2. HSC Marksheet.
  3. Leaving Certificate.
  4. Degree Certificate along with all marksheet (Semester / Year Wise).
  5. Master / Post Graduate Degree Certificate along with all marksheet (Semester / Year Wise).
  6. Domicile Certificate issued by the Mamlatdar, Daman / Diu.
  7. SC/ST/OBC Certificate issued by the Mamlatdar, Daman / Diu.
  8. Computer Certificate Course.
  9. Person already in service with Government / other organization should obtain **"No objection Certificate"** from concerned authority and enclose it with application.
  - 10. Reservation, relaxation of age limit and other concessions will be provided in accordance with the orders issued by the U.T Administration or Central Government time to time.**
  11. Any other relevant documents.

A handwritten signature in black ink, consisting of a stylized, cursive name above a horizontal line that extends to the left and right, with a vertical line extending downwards from the center of the horizontal line.