

ADMINISTRATION OF DAMAN & DIU (U.T.),
CHILD PROTECTION SOCIETY OF UT OF DAMAN AND DIU
INTEGRATED CHILD PROTECTION SCHEME
SOCIAL WELFARE DEPARTMENT,
D/1/4 GOVERNMENT QUARTERS, DHOLAR,
MOTI DAMAN-396 220, (0) 0260-2230085.

NO.SW/ICPS/DMN/2016-17/009

Dated: 15/04/2016

ADVERTISEMENT FOR WALK IN INTERVIEW

The Child Protection Society of U.T of Daman & Diu is conducting a Walk-in-interview for the various Posts under District Child Protection Unit and State Adoption Resource Agency , (1) District Child Protection Officer (01post) (2) Programme Officer (SARA) (01post) (3) Legal-cum-Probation Officer (01post) (4) Protection Officer Non Institutional Care (01post) (5) Accountant (01post) (6) Social Worker (01 post) (7) Data Analyst (01post) (8) Asst. Cum Data Entry Operator (01post) (9) Asst. Cum Data Entry Operator(CWC/JJB) (01post) to render the support for strengthening the Integrated Child Protection Scheme(ICPS) in Diu District on contract basis for 11 months.

Eligible and desirous candidates may come for walk -in - interview for the above posts on **30/04/2016 at 9.30 a.m.** in the Collectorate, Diu-362520 with a copy of Bio Data and self attested copies of their certificates of educational qualification and experience etc. The details can be seen on the website www.daman.nic.in, www.diu.gov.in and www.ddseps.in, No T.A / D.A shall be paid for attending the interview

Rakesh Kumar
15-4-16

(Rakesh Kumar)
Deputy Secretary (Social Welfare)
Daman & Diu

**ADMINISTRATION OF DAMAN & DIU (U.T)
INTEGRATED CHILD PROTECTON SCHEME (ICPS)
CHILD PROTECTION SOCIETY OF UT. OF DAMAN AND DIU
SOCIAL WELFARE DEPARTMENT**

ADVERTISEMENT

Dated: 15/04/2016

NO.SW/ICPS/DMN/2016-17/09

The Child Protection Society of Union Territory of Daman & Diu is conducting a Walk-in-interview for the following posts purely on contractual basis for 11 months to engage the professional staff for UT/District level structure under Integrated Child Protection Scheme (ICPS) at Diu :-

District Child Protection Unit (DCPU) – DIU

Sr. No	Name of the Post	No of Post	Age Limit	Qualification or specialized knowledge experience required	Nature of Duties
1	District Child Protection Officer (DCPU) (Rs.33,250/-)	01	45 years	<ul style="list-style-type: none"> ❖ PG degree/Child Development/Social Work/Sociology/Psychology/Law/Human Rights/NGO Mgt. /Public Administration from a recognized University. ❖ 3 years of experience in project Formulation/ implementation, monitoring & supervision in the fields of Child Development/Social Welfare. ❖ Experience in Advocacy, Research & Documentation, Training & Capacity Building, Designing & Production of IEC materials, Information Technology, Media & Mass Communication would be preferred. ❖ Computer skills and excellent writing skills. ❖ Fluency in English, Hindi & Gujarati. 	<ul style="list-style-type: none"> ❖ He/She shall be responsible for carrying out all the functions of the DCPS at the district level. ❖ Shall coordinate & supervise implementation of the ICPS & all Other child protection activities at district level including monitoring & supervision of all institutions/ agencies/ projects/programmes/NGOs & shall report to SCPS at the State level. ❖ Shall report to SARA for the purpose of coordinating no institutional care programme at district level. ❖ Shall be responsible for developing an Annual District Child Protection Plan, resource directory of child related services & child tracking system at district level. ❖ He/She shall also be coordinating & 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 & Members of Zila Parishad & other local bodies. ❖ He/She shall also coordinate with the voluntary Organizations, Hospitals/Nursing Homes, CWCs, JJBs, Childline & other authorities at district level who have direct or indirect impact on child protection ❖ He/She shall head of the home Management Committee of every institution. ❖ He/She shall conduct a monthly review meeting with all stakeholders including ❖ Any other task assigned by the supervisory authority.

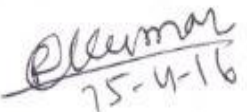
2	Programme Officer (SARA)@ (Rs.26,250/-)	01	45 year	<ul style="list-style-type: none"> ❖ PG degree in Community Development /Child Development /Social Work/ Sociology/Human Rights/ Public Administration /MBA(Human Resource) from a recognized University. ❖ 1 year of experience in project formulation / implementation, monitoring and supervision in the fields of Child Development / Social Welfare. ❖ Experience in Advocacy, Research & Documentation, Training & Capacity Building, Designing & Production of IEC materials, Information Technology, Media & Mass Communication would be preferred. ❖ Computer skills and excellent writing skills. ❖ Fluency in English, Hindi ,Gujarati 	<ul style="list-style-type: none"> ❖ He/She shall work under the overall supervision of the Programme Manager (Adoption, Sponsorship, Foster care) to assist him/her is supervision and monitoring of all the adoption programmes, sponsorship and foster care services for children in need of care and protection in the state. ❖ Any other task assigned by the supervisory authority.
3	Protection Officer-Non Institutional Care (DCPU) (Rs.21,000/-)	01	35 years	<ul style="list-style-type: none"> ❖ PG degree in Community Development /Child Development/ Social Work/Sociology/ Human Rights / Criminology /Public Administration from a recognized University. ❖ 3 years of experience in project Formulation/ implementation, monitoring & supervision in the fields of Child Development / Social Welfare. ❖ Experience in Advocacy, Research & Documentation, Training & Capacity Building, Designing & Production of IEC materials, Information Technology, Media & Mass Communication would be preferred. ❖ Computer skills and excellent writing skills. ❖ Fluency in English & knowledge of Hindi & Gujarati. 	<ul style="list-style-type: none"> ❖ Identify families and children at risk to prevent destitution of children & arrange/provide them necessary support for non-institutional care, where required. ❖ Support SARA in identifying adoptable children from the district & preparing a district- level database of adoptable children. ❖ Promote and facilitate adoption in the district with the help of SAA by: <ul style="list-style-type: none"> a) Registering and maintaining database of adoptable Children and PAPs for in-country adoption. b) Promoting in- country adoption within district. c) Monitor adoption placement & ensure that the SAAs provide post Placement support & follow up. ❖ Ensure that all adoptable children in all Child Care Institutions (CCIs) are brought into the adoption system. ❖ Carryout family based non- institutional care through foster care, sponsorship and after care programmes. ❖ Carryout resource mapping and contribute in development of a District Child Protection Plan and a resource directory of a child related services for non- institutional care at the district level on the basis of data collected. ❖ Function as the Nodal Officer for the child tracking system in the district. ❖ Support CWC in the process of inquiry and restoration of children, ❖ Supervise and monitor all child care institutions including SAAs in the district. ❖ Submit quarterly report to the SARA on status of adoption Programmes in the district.

4	Legal-cum-Probation Officer (DCPU) (Rs.21,000/-)	01	40 years	<ul style="list-style-type: none"> ❖ M.A in Child Rights M.S.W. Desirable: LLB ❖ 3-5 years of working experience in the relevant field ❖ Good understanding of Child rights, Child related Acts & Child Protection issues. ❖ Good Computer Skills & writing skills ❖ Fluency in English, Hindi & Gujarati 	<ul style="list-style-type: none"> ❖ Collect and compile data on dimensions of the juvenile delinquency in the district. ❖ Attend proceedings of the JJB regularly. ❖ Support JJB in conducting inquiries. ❖ Prepare and submit social investigation reports. ❖ Maintain case files and other registers. ❖ Escort juveniles to a home/fit person/fit institution from the JJB. ❖ Undertake follow up visits of juveniles released under supervision and after release. ❖ Establish linkages with voluntary sector for facilitating rehabilitation & social reintegration of juveniles. ❖ Provide necessary support to the Child Welfare Committee & 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. ❖ Any other task assigned by the supervisory authority.
5	Accountant (DCPU) (Rs.14,000/-)	01	35 years	<ul style="list-style-type: none"> ❖ Graduate with commerce degree from a recognised university. ❖ 2-5 years of experience in maintain day to day accounts of the Society. ❖ Computer Skills & command on Tally ❖ Fluency in English, Hindi & Gujarati. 	<ul style="list-style-type: none"> ❖ Maintain the day to day accounts of the DCPU ❖ Assist the Accounts officer in scrutinizing financial proposals & administrative matters. ❖ Any other task assigned by the supervisory authority.
6	Social Worker (DCPU) (Rs.14,000/-)	01	35 years	<ul style="list-style-type: none"> ❖ Graduate from recognised university, Desirable: PG degree in Social Work/ Sociology/ Psychology ❖ 2-3 years of working experience in the relevant field ❖ Computer Skills ❖ Fluency in English, Hindi & Gujarati. 	<ul style="list-style-type: none"> ❖ To coordinate field level activities in their respective cluster of sub-divisions as assigned by the DCPO, ❖ To guide the outreach workers for carrying out the field level Interventions. ❖ Shall also assist the SJPU (Special Juvenile Police Unit)in discharging their duties as and when required. ❖ Any other task assigned by the senior authorities.
7	Data Analyst (DCPU) (Rs.14,000/-)	01	Below 30 year	<p>Essential *A Graduate in any stream preferably in Statistics/Mathematics/ Pure Sciences/ Sociology * Good Knowledge in MS Excel. Desirable 1 year experience in recording and maintenance of data.</p> <ul style="list-style-type: none"> ❖ Diploma/Degree in Computers & excellent writing skills ❖ Typing speed of a 30 words in a minute in English. ❖ Knowledge of Hindi & English and Gujarati ❖ 1 years experience in any organization as Data analyst 	<ul style="list-style-type: none"> ❖ Work related to data analysis, compilation & presentation. ❖ Any other task assigned by the supervisory authority.
8	Assistant Cum Data Entry Operator (DCPU) (Rs.10,000/-)	01	Below 30 year	<ul style="list-style-type: none"> ❖ 12th/Graduate passed from a recognised University. ❖ Diploma/Certificate in Computers ❖ 1-2 years of experience in the relevant field. ❖ Fluency in English, Hindi & Gujarati. 	<ul style="list-style-type: none"> ❖ Work related to data entry operations. ❖ Any other task assigned by the supervisory authority.

9	Assistant Cum Data Entry Operator (CWC/JJB) (Rs.9,000/-)	01	Belo w 30 year	<ul style="list-style-type: none"> ❖ 12th/Graduate passed from a recognised University. Diploma/Certificate in Computers ❖ 1-2 years of experience in the relevant field. ❖ Fluency in English, Hindi & Gujarati. 	<ul style="list-style-type: none"> ❖ Work related to data entry operations. ❖ Working with Child welfare committee and Juvenile Justice Board ❖ Any other task assigned by the supervisory authority.
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Candidates holding Domicile Certificate of Daman and Diu will be given preference. Eligible and desirous candidates may come for walk –in – interview for the post at Sr. No. 1 to 9 on 30/04/2016 at 9.30 a.m. in the Collectorate, Diu-362520 (Registration time 09.30 am to 10.30 am and Typing test for the post of Sr. No. 7 to 9) with a copy of Bio Data and Original certificates of their educational qualification and experience along with Xerox copy of the certificates duly self attested . Document verification will be carried out at Collectorate, Diu-362520.

No T.A / D.A shall be paid for attending the interview.


 75-4-16
(Rakesh Kumar)
Deputy Secretary (Social Welfare)
Daman & Diu

U.T Administration of Daman & Diu
CHILD PROTECTION SOCIETY OF U.T OF DAMAN AND DIU
INTEGRATED CHILD PROTECTION SCHEME (ICPS)
D-1/4, Government Quarters
SOCIAL WELFARE DEPARTMENT,
COLLECTORATE, DHOLAR,
MOTI DAMAN- 396210, (O) 0260-2230085.

Passport size
Photograph
self attested

Application for the Post of _____

1. Application's Name(in Block Letter) : _____
2. Father's Name(in Block Letter) : _____
3. Residential Address : _____

4. Date of Birth (DD/MM/YYYY) : _____
5. Gender : _____
6. Whether belong to : SC/ST/OBC
7. Domicile of Daman & Diu, UT : YES/NO
8. Education Qualification :

Sr. No.	Board/University	Year of Passing	Percentage

9. Information/ documents regarding Educational and other Qualifications:

10. Experience, if any

Name of Organization	Designation	Nature of Duty	Period of Service	
			From	To

Declaration:

I, declare that I fulfill all the conditions of eligibility regarding **age limit and Education Qualification, Experience etc.**, for the various post.

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 negligibility being detected before or after the examination, my candidature /appointment is liable to be cancelled.

Dated:

(Signature of Candidate)

Unsigned application will be rejected

Note: Attach self attested copy of Birth/Education/Experience Certificate