

**UT Administration of Dadra and Nagar Haveli and Daman and Diu  
Department of Social Welfare and Women & Child Development**

**Mission Vatsalya (Child Protection Services)**

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**Contact – 0260 -2230085/7046790804**

No. SW/CPS/DMN/2021-22/169

Date: 18/11/2021

**ADVERTISEMENT**

The Child Protection Society of UT of Dadra & Nagar Haveli and Daman & Diu is inviting applications from the interested and eligible candidates for below mentioned posts on Short Term Contract Basis to engage the professional staff for District level structure under District Child Protection Unit, Dadra & Nagar Haveli and Daman, Open Shelter Home and Specialized Adoption Agency, Dadra & Nagar Haveli and Government Run Children Home, Daman.

Sr. No	Name of the post	Age	Fixed Salary per month (in Rs.)	Qualification or Specialized Knowledge Experience Required
1.	Legal cum Probation Officer (LCPO), DNH & Diu Total Post- 02 DNH- 01 Diu-01	Below 35 years	21,000/-	<ul style="list-style-type: none"> <li>❖ PG degree in Law /Child Development/Social Work/Sociology/Psychology/ Human Rights/ 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 Fluency in English, Hindi &amp; Gujarati</li> </ul>
2.	Assistant cum Data Entry Operator, DNH Post- 01	Below 35 years	10,000/-	<ul style="list-style-type: none"> <li>❖ Graduate from recognized university</li> <li>❖ Certificate/ Diploma in Computer and excellent writing skills.</li> <li>❖ Typing speed of a 30 wpm in English.</li> </ul>
3.	Social Worker, DNH (Preferably female) Post- 01	Below 45 years	14,000/-	<ul style="list-style-type: none"> <li>❖ Graduate/ PG degree in Social Work/ Sociology/ Psychology from recognized university, desirable PG degree in Social Work/Sociology/ Psychology.</li> <li>❖ 2-3 years of working experience in the relevant field child care/protection/rehabilitation/ understanding on child rights and child welfare.</li> <li>❖ Computer Skills</li> <li>❖ Fluency in English, Hindi &amp; Gujarati.</li> </ul>
4.	Helper for cleaning and cooking purposes, DNH	Below 40 years	6,000/-	<ul style="list-style-type: none"> <li>❖ 7<sup>th</sup> Std- Metric.</li> <li>❖ A person with functional literacy.</li> </ul>
5.	Ayah, DNH Post- 02	Below 40 years	6,000/-	<ul style="list-style-type: none"> <li>❖ Any female who is literate (up to 10<sup>th</sup> class)</li> </ul>
6.	Chowkidar, DNH Post- 01	Below 40 years	6,000/-	<ul style="list-style-type: none"> <li>❖ Any person who is literate (up to 10<sup>th</sup> class)</li> </ul>
7.	Counsellor, Daman Post- 01	Below 45 years	14,000/-	<ul style="list-style-type: none"> <li>❖ Post graduate /Graduates preferably Sociology/ Psychology (Child Psychology) Social Work or Rural Development with computer skills is a must.</li> <li>❖ At least two years of Experience in the field of Child Development/counseling and Child Care / Protection/rehabilitation/understanding on Child Rights.</li> </ul>
8.	Data Analyst, Daman Post- 01	Below 45 years	14,000/-	<ul style="list-style-type: none"> <li>❖ Essential: A Graduate in any stream preferably in Statistics/Mathematical/Pure Sciences/Sociology Good Knowledge in MS Excel. Desirable 1 year experience in recording and maintenance of data.</li> <li>i) Diploma/Degree in Computers &amp; excellent writing skills</li> <li>ii) Typing speed of a 30 wpm in English</li> <li>iii) Knowledge of Hindi, English and Gujarati</li> <li>iv) 1 year experience in any organization as Data Analyst.</li> <li>❖ Typing speed of a 30 words in a minute in English.</li> <li>❖ Knowledge of Hindi &amp; English and Gujarati.</li> <li>❖ 1 years experience in any organization as Data analyst.</li> </ul>

9.	Outreach Worker, Daman Post- 01 (Female)	Below 35 years	8,000/-	<ul style="list-style-type: none"> <li>❖ 12<sup>th</sup> Pass from a recognized School/Board</li> <li>❖ Basic knowledge of Computer.</li> <li>❖ Experience in Social Work will be preferable.</li> <li>❖ Good communication Skills</li> <li>❖ Knowledge of Hindi, English &amp; Gujarati</li> </ul>
10.	Probation Officer, Daman Post- 01	Below 35 years	17,500/-	<ul style="list-style-type: none"> <li>❖ Essential: Bachelor Degree in Law/Social Work/ Sociology/ Psychology / or any other related field of Humanities from a recognized University with Computer skills.</li> <li>❖ Desirable * Masters Degree in Law /Social Work/ Sociology/ Psychology/ or any other related field of Humanities from a recognized University.</li> </ul> <p>* 2 years of experience in the field of Child Protection/ child care / Rehabilitation. Fluency in English, Hindi &amp; Gujarati.</p>
11.	Paramedical Staff, Daman Post- 01	Below 35 years	9,000/-	<ul style="list-style-type: none"> <li>❖ Auxiliary Nurse Midwifery (ANM), Diploma or Degree in Pharmacy from the institution/university recognized by Govt. of India.</li> </ul>
12.	Cook Post- 01	Below 35 years	7,500/-	<ul style="list-style-type: none"> <li>❖ Ensure timely and hygiene meals for the children (4times a day) as per the planned menu.</li> <li>❖ Ensure quality of food by purchasing good quality items which are locally available.</li> <li>❖ Provide special meals on holidays, festivals and for sick children.</li> </ul>
13.	Helper, Daman Post- 01	Below 35 years	6,000/-	<ul style="list-style-type: none"> <li>❖ 7th Std - Matric.</li> <li>❖ A person with functional literacy.</li> </ul>
14.	Housekeeper Post- 01	Below 35 years	6,000/-	<ul style="list-style-type: none"> <li>❖ Maintain cleanliness in the premises.</li> <li>❖ Ensure washing and cleaning of utensils, cloths, bed sheets etc.</li> </ul>

Candidates should submit the detailed bio data in the prescribed format suggested below with a 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 within 07 days from the day of the advertisement in a sealed cover subscribing in bold letter **“Application for the post of \_\_\_\_\_”** to address to **the Dy. Secretary, Child Protection Services, “C” Block, District and Session Court Premises, Fort Area, Moti Daman-396220.**

**NOTE:**

- Eligible candidates will be informed through e-mail/SMS/telephone.
- No TA /DA will be paid for the attaining the interview.
- If any candidate fulfills the essential criteria for more than one post, then he/she can apply separately for other posts.

  
 (Jatin Goyal, DANICS)  
 Deputy Secretary,  
 Social Welfare & Women and  
 Child Development,  
 DNH &D

**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 01/11/2021
8. Domicile of Daman / Diu / DNH : 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)