

**ADMINISTRATION OF DAMAN & DIU (U.T),
CHILD PROTECTION SERVICES,
SOCIAL WELFARE DEPARTMENT,
COLLECTORATE, DHOLAR,
MOTI DAMAN- 396220.**

NO.SW/ICPS/DMN/2019-20/69

Dated: 19/06/2019

ADVERTISEMENT

The Child Protection Society of Union Territory of Daman & Diu is inviting applications from the eligible candidates for below mentioned posts on Contract Basis for 11 months to engage the professional staff for UT/District level structure under Child Protection Services (CPS) & Govt. Run Children Home at Daman :

Sr. No	Name of the post	No. of Post	Age	Qualification or Specialized Knowledge Experience Required	Nature of Duties
State Adoption Resource Agency - Daman					
1	Programme Officer (SARA)@ (Rs.26,250/-)	01	Below 45 years	<ul style="list-style-type: none"> ❖ PG degree in Social Work/ Sociology/ LLB / Public Administration /MBA (Human Resource) from a recognized University. ❖ 3 years of experience in project formulation/ implementation, monitoring and supervision in the fields of Child Protection / 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 in English ❖ Fluency in English, Hindi & Gujarati. 	<ul style="list-style-type: none"> ❖ He/She shall work under the overall supervision of the Programme Manager (Adoption, Foster Care & Sponsorship) to assist him is supervision and monitoring of all the adoption programmes, foster care and sponsorship services for children in need of care and protection in the state. ❖ Monitoring visits and home study visits, preparing reports. ❖ Any other task assigned by the superior authority.
District Child Protection Unit - Daman					
2	Legal-cum-Probation Officer (DCPU-Daman) @ (Rs.21,000/-)	01	Below 35 years	<ul style="list-style-type: none"> ❖ LLB or PG degree in Social Work/ Sociology from a recognized University. ❖ 3-5 years of working experience in the relevant field ❖ Good understanding of Child Rights & Protection issues. ❖ Computer skills and excellent writing skills in English ❖ Fluency in English, Hindi & Gujarati 	<ul style="list-style-type: none"> ❖ Collect and compile data on dimensions of the Child 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. ❖ Undertake follow up visits of CCL released under super vision and after release. ❖ Establish linkages with voluntary sector for facilitating rehabilitation & social reintegration of

					<p>juveniles.</p> <ul style="list-style-type: none"> ❖ Provide necessary support to the CWC & JJB in the legal matters relating to all the children coming under the purview of the Juvenile Justice Act as & when required. ❖ Any other task assigned by the superior authority.
Govt. Run Children Homes					
3	Superintendent @ (Rs.25,000/-)	01	Below 45 year	<p><u>Essential</u></p> <ul style="list-style-type: none"> ❖ A Graduate in Social Work/ Sociology/ Psychology/ Law or any other related field of Humanities from a recognised University with Computer skills. ❖ 5 years of experience working in child related Programmes. <p><u>Desirable</u></p> <ul style="list-style-type: none"> ❖ Masters Degree in Social Work/ Sociology/ Psychology/Law or any other related field of Humanities from a recognised University. ❖ Experience in managing a Child Care Institution. ❖ Should have good knowledge of the legal framework for child Protection. ❖ Fluency in English, Hindi & Gujarati 	<ul style="list-style-type: none"> ❖ Providing homely atmosphere of love, care and affection, development and welfare of children. ❖ Planning implementation and co-ordinating all institutional activities, programmes and operations. ❖ Maintaining minimum standards in the Home ❖ Monitoring of children as the case may be, training and treatment programmes and correctional activities. ❖ Supervision over children discipline and moral wellbeing. ❖ Allocation of duties to personnel ❖ Attending to personnel welfare and staff discipline. ❖ Preparation of Budget and control over financial matters. ❖ Supervision of overall office administration ❖ Daily inspection and round of institution ❖ Inspecting and tasting food prepared for children. ❖ Take prompt action to meant emergencies ❖ To take appropriate rehabilitation measures ❖ To take steps for improvement of Children in the academic, cultural and in Sports field. ❖ coordination and cooperation with the District Child Protection Unit and the UT administration as and when required; ❖ Make efforts to deinstitutionalise children by

					focussing on family restoration, and by linkages with adoption agencies, sponsorship, and foster care and after care programmes in the district.
4	Counsellor @ (Rs.17,500/-)	01	Below 35 years	<p>Essential</p> <ul style="list-style-type: none"> ❖ Bachelor Degree in Social Work/ Sociology/ Psychology or any other related field of Humanities from a recognised University with Computer skills. <p>Desirable</p> <ul style="list-style-type: none"> ❖ Masters Degree in Social Work/ Sociology/ Psychology/ or any other related field of Humanities from a recognised University. ❖ 2 years of experience in the field of Child Protection or Counselling/ child care / Rehabilitation. ❖ Fluency in English, Hindi & Gujarati. 	<ul style="list-style-type: none"> ❖ The counsellor shall provide counselling service to children as well as their parents and families. ❖ Counsellor shall also help the CWC as and when required. ❖ He/She will produce the child before the CWC. ❖ He/She will prepare plan of action for social integration. ❖ Assisting the children to develop contact with their families and also providing assistance to family members
5	Probation Officer/Child Welfare Officer/ Case Worker @ (Rs.17,500/-)	01	Below 35 years	<p>Essential</p> <ul style="list-style-type: none"> ❖ Bachelor in Law /Social Work/ Sociology/ Psychology / or any other related field of Humanities from a recognised University with Computer skills. <p>Desirable</p> <ul style="list-style-type: none"> ❖ Masters Degree in Law /Social Work/ Sociology/ Psychology/ or any other related field of Humanities from a recognised University. ❖ 2 years of experience in the field of Child Protection/ child care / Rehabilitation. ❖ Fluency in English, Hindi & Gujarati 	<ul style="list-style-type: none"> ❖ To make inquiries regarding the home and school conditions, conduct, character and health of children under their supervision. ❖ To attend regularly the proceeding of CWC and submit reports. ❖ To maintain diary case file and such register as may be prescribed from time to time. ❖ To visit regularly the residence of children under their supervision and also places of employment or school attended by such children and to submit regularly fortnightly reports as prescribed in JJ Act, 2015. ❖ To accompany children where- ever require from the office of the CWC to children's home or fit person as the case may be. ❖ Ensuring that the children in need of food and clothes are meet as per standard ❖ Ensuring the cleanliness of the premises and maintenance of physical infrastructure including provisions of water and electricity etc. ❖ Clarifying problems of the children and dealing with difficulties in institutional life.

					<ul style="list-style-type: none"> ❖ Participating in the orientation, monitoring, education, vocational and rehabilitation programmes. ❖ Assisting the children to develop contact with their families and also providing assistance to family members.
6	House Mother and House Father @ (Rs.11,000 /-)	02 01 Male & 01 Female	Below 40 year	<p><u>Essential</u></p> <ul style="list-style-type: none"> ❖ 12th or equivalent. <p><u>Desirable</u></p> <ul style="list-style-type: none"> ❖ A Graduate in any stream ❖ 2 years of experience in the field of Child welfare/ Social Welfare/ Education ❖ Should be willing to reside in the Institution. (Day and Night duty) 	<ul style="list-style-type: none"> ❖ Handling children with love, Care and affection. ❖ Taking proper care and welfare of children. ❖ Maintaining discipline among the children ❖ Maintenance, sanitation and hygiene ❖ Implementing daily routine in an effective manner and ensuring children's involvement. ❖ Looking after the security and safety arrangements of the home ❖ Escorting children whenever they go out of the home. ❖ He/ She shall be work in shift duty (Day/ Night)
7	Paramedical Staff@ (9,000/-)	01	Below 35 year	<p><u>Essential</u></p> <p>Auxiliary Nurse Midwifery (ANM), Diploma or Degree in Pharmacy from the institution/university recognized by Govt. of India.</p>	<ul style="list-style-type: none"> ❖ Provide first aid to Needy Children and other medical aid like administration of medication as per doctors' advice etc.
8	Store Keeper cum Accountant @ (Rs.14,000 /-)	01	Below 35 year	<p><u>Essential</u></p> <ul style="list-style-type: none"> ❖ Bachelor Degree in Commerce (B.COM) with Computer skills and computerized Accounting. <p><u>Desirable</u></p> <ul style="list-style-type: none"> ❖ 2 years of experience in Accounting Work, preference will be given to experience in maintenance of Accounts related book keeping, acquainted with Tally. ❖ Knowledge in MS- Office ❖ Fluency in English, Hindi & Gujarati 	<ul style="list-style-type: none"> ❖ Financial planning monitoring and reporting. ❖ Ensure timely reporting of monthly expenses ❖ Ability to consistently ❖ Meet reporting deadlines ❖ He/She shall be record all materials/ Goods of Child Care Institution. ❖ Maintain record of Store. ❖ Accountant-cum-Store Keeper should have 5 years of working experience related to accounts and book keeping. ❖ Accountant-cum -Store keeper must have some technical knowledge to handle different types

					<p>of materials, machineries etc.</p> <ul style="list-style-type: none"> ❖ Accountant-cum-Store keepers should be well versed in the field of store accounting to prepare the store records, such as Bin Card, store ledger etc. ❖ Prepare and send Utilization Certificates to donors. ❖ Procure and maintain stock of various items required in the institution. ❖ Institutions maintenance.
9	Cook @ (Rs.7,500 /-)	01	Below 45 year	<u>Essential</u> <ul style="list-style-type: none"> ❖ 7th Std- Matric ❖ A person with functional literacy. ❖ 2 years of experience in cooking. 	<ul style="list-style-type: none"> ❖ Ensure timely and hygiene meals for the children (4 times a day) as per the planned menu. ❖ Ensure quality of food by purchasing good quality items which are locally available. ❖ Provide special meals on holidays, festivals and for sick children.
10	Helper @ (Rs. 6,000/-)	01	Below 35 year	<u>Essential</u> <ul style="list-style-type: none"> ❖ 7th Std- Matric ❖ A person with functional literacy 	<ul style="list-style-type: none"> ❖ Provide support to the cook in maintaining timeliness and quality of meals being cooked for children ❖ Clean the cooking utensils and the kitchen after every round of cooking.
11	Housekeeper @(Rs.6,000 /-)	01	Below 35 year	<u>Essential</u> <ul style="list-style-type: none"> ❖ 7th Std- Matric ❖ A person with functional literacy 	<ul style="list-style-type: none"> ❖ Maintain cleanliness in the premises. ❖ Ensure washing and cleaning of utensils, clothes, bed sheets etc. ❖ Sweeping and cleaning of Wash Basin /Bathrooms / Toilets and Boundary areas.

Candidates should submit the detailed Bio Data in the prescribed format suggested below with a recent Passport size photograph along with the photocopies of testimonials in support of qualifications, experience and age duly self attested by themselves should be sent by

RPAD/ courier or by hand so as to reach the address to the Dy. Secretary, Child Protection Services, D ¼, Govt. Qtrs, Dholar, Moti Daman-396220 till 3rd July, 2019 by 4 p.m. in a sealed cover subscribing in bold letter Application for the post of _____ .

NOTE:

- Eligible candidates will be informed through phone.
- No TA/DA will be paid for attending the interview.
- If any candidates fulfill the essential criteria for more than one post, then he/she can apply separately for qualified posts.



Deputy Secretary,
Social Welfare Dept.,
Daman

FORMAT

APPLICATION FORMAT FOR THE POST _____

(Application should be neatly typed)

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 01/06/2019 ____ / ____ / ____
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 by me in this application form and information sheet are true and complete to the best of my knowledge and belief, I also understand that in case, any of my statements is found untrue during any stage of recruitment and therefore, I shall be disqualified for and I shall be liable for any penal action.

Place:

Dated: -

(Signature of Candidate)

Copy Encl:

- Self Attested copies of relevant Certificate/Documents should be attached along with application form.
- Please bring filled copy of the same at the time of interview with original documents.