

**UT Administration of Dadra & Nagar Haveli and Daman & Diu**  
**Department of Social Welfare and Women and Child Development**  
**Child Protection Services (Mission Vatsalya)**  
**Email: [icpsswd@gmail.com](mailto:icpsswd@gmail.com), Ph: 0260-2230085**


No. SW/CPS/DMN/2021-22/01

Dated: 01/04/2021

**VACANCY CIRCULAR / ADVERTISEMENT FOR RECRUITMENT OF VARIOUS POSITIONS UNDER CHILD PROTECTION SOCIETY OF UT OF DADRA & NAGAR HAVELI AND DAMAN & DIU IN THE DEPARTMENT OF SOCIAL WELFARE**

Applications are invited from all the interested and eligible candidates for engagement in various positions under Child Protection Society of UT of Dadra & Nagar Haveli and Daman & Diu in the Department of Social Welfare on Contract basis.

1. The eligibility criteria along with Job description is given in Annexure -I.
2. The application form is given in Annexure-II.
3. Duly filled application in block letters along with the self-attested enclosures and four coloured passport size photographs (one pasted in the space provided in the application form and rest attached) should reach within fifteen (15) days from the date of publication of this advertisement (Last date : 15.04.2021) at the following address :  
**The Child Protection Society, D 1/4, Govt. Quarters, Dholar, Moti-Daman – 396220.**
  - i. Application form along with self-certified enclosures should be send in C4 (229 ×324) sized envelope. Do not fold any paper inside.
  - ii. Envelope must be super-scribed with “*Application for the post of \_\_\_\_\_.*”
  - iii. In the bottom- right side of the envelope mention your Name and Complete address with pin-code and contact number.
4. Persons in government employment should send their application through proper channel.
5. There will be a written test of 25 marks for the posts of Account Officer and Accountants comprising of Multiple Choice Question (MCQ). The Level of question paper shall be of Graduation.
6. The shortlisted candidates of all the posts shall be intimated later for interview.
7. List of Enclosures :
  - i. Duly filled signed Application form along with self-declaration.
  - ii. Four coloured passport size photographs (one pasted in the space provided in the application form and one attached)
  - iii. SSC Mark Sheet.
  - iv. HSC Mark Sheet.
  - v. Degree Certificate along with all mark sheets (Semester / Years Wise).
  - vi. Master Degree Certificate along with all mark sheets (Semester / Years Wise) (if applicable).
  - vii. Domicile Certificate issued by the Mamlatdar, Daman / Diu / Dadra & Nagar Haveli
  - viii. Experience Certificate (if applicable)
8. Soft copy of the Application form along with annexure can also be downloaded from <https://ddd.gov.in>
9. For more details, please contact at Email-id. [icpsswd@gmail.com](mailto:icpsswd@gmail.com)

  
**(Rakesh Das, DANICS)**  
**Deputy Secretary,**  
**(SW/WCD), DNH & DD**



## Application form for the post of \_\_\_\_\_

[Application should be neatly typed]

| Personal Details                     |                        | Paste recent coloured passport sized photograph. |
|--------------------------------------|------------------------|--|
| 1. Full Name :                       |                        |  |
| 2. Father's / Mother's Name :        |                        |  |
| 3. Gender :                          | Male / Female / Others |  |
| 4. Present Postal address :          |                        |  |
| 5. Email-id:                         |                        |  |
| 6. Contact No. :                     |                        |  |
| 7. Nationality :                     |                        |  |
| 8. Date of Birth (DD/MM/YYYY)        |                        |  |
| 9. Domicile place :                  |                        |  |
| 10. Category :<br>(Gen/OBC/SC/ST/PH) |                        |  |

| Educational Details : |                             |                                |                            |                  |
|-----------------------|-----------------------------|--------------------------------|----------------------------|------------------|
|                       | Name of Course/<br>Degree   | Board / University<br>/College | Percentage<br>& Division * | Subjects covered |
| 1.                    | Std. 10 <sup>th</sup> (SSC) |                                |                            |                  |
| 2.                    | Std. 12 <sup>th</sup> (HSC) |                                |                            |                  |
| 3.                    | Bachelor<br>Degree          |                                |                            |                  |
| 4.                    | Any Other                   |                                |                            |                  |





| Work Experience Details : |                      |   |                               |                      |
|---------------------------|----------------------|---|-------------------------------|----------------------|
| Sr.no.                    | Name of Organization | Duration of Work in months (Also mention Date of Joining and Date of Leaving) | Position and Salary per month | Job responsibilities |
|                           |                      |   |                               |                      |

I hereby declare that I fulfil all the conditions of eligibility of Education Qualification, Experience etc. for the post of \_\_\_\_\_.

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 interview, my candidature / appointment is liable to be cancelled.

**Date:**

**(Signature of the Candidate)**

**Place :**

List of Enclosures:

- i. Four coloured passport size photographs (one pasted in the space provided in the application form, and one attached)
- ii. SSC Mark Sheet.
- iii. HSC Mark Sheet.
- iv. Degree Certificate along with all mark sheets (Semester / Years Wise).
- v. Master Degree Certificate along with all mark sheets (Semester / Years Wise) (if applicable)
- vi. Domicile Certificate issued by the Mamlatdar, Daman / Diu / Dadra & Nagar Haveli
- vii. Experience Certificate (if applicable)





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**ADVERTISEMENT**

NO.SW/CPS/DMN/2021-22/01

Dated: 01/04/2021

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 Contract Basis for 11 months to engage the professional staff for UT/District level structure under Child Protection Society (CPS), Govt. Run Children Home, Daman and Open Shelter Home, Silvassa:

| Sr. No  | Name of the post                   | No. of Post | Age            | Qualification or Specialized Knowledge Experience Required  | Nature of Duties   |
|---|------------------------------------|-------------|----------------|---|--|
| <b>State Child Protection Society - Daman</b> |                                    |             |                |   |  |
| 1   | Account Officer<br>@ (Rs.17,500/-) | 01          | Below 40 years | <ul style="list-style-type: none"> <li>Graduate degree in Commerce from a recognized University.</li> <li>Minimum 3-5 years of experience in day to day accounts work/office procedure, Finalization of accounts and preparation proposals and administrative matters in govt. /private sector.</li> <li>Experience in Govt. setting shall be preferred.</li> <li>Computer skills &amp; command on Tally and knowledge of GFRs.</li> <li>Knowledge of English, Hindi &amp; Gujarati with excellent writing skills.</li> </ul> | <ul style="list-style-type: none"> <li>Preparation of financial proposals, all work related to transfer of funds &amp; payments, Disbursement of remuneration to all staff under CPS, Other miscellaneous expenditure of the SCPS &amp; other units under CPS, Maintain &amp; keep records of all files related to CPS, Book keeping &amp; accounting, Assists in evolution of finance proposals (GIA)</li> <li>Support the SCPS in consultations on implementations of ICPS.</li> <li>Any other tasks assigned by supervisory authority.</li> </ul> |
| <b>District Child Protection Unit – Daman</b> |                                    |             |                |   |  |
| 2   | Accountant<br>@ (Rs.14,000/-)      | 01          | Below 35 years | <ul style="list-style-type: none"> <li>Graduate in Commerce degree from a recognized University.</li> <li>2-5 years of experience in maintaining day-to-day accounts in govt./private sector.</li> <li>Computer skills and command on Tally.</li> <li>Fluency in English, Hindi &amp; Gujarati.</li> </ul>  | <ul style="list-style-type: none"> <li>Maintain day to day accounts of the SCPS and DCPU.</li> <li>Assist the Account Officer in scrutinizing financial proposals &amp; administrative matters.</li> <li>Any other task assigned by the supervisory authority.</li> </ul>  |



|  |   |    |                      |   |   |
|--|---|----|----------------------|---|---|
| 3  | Social Worker<br>(Male)<br>@ (Rs.14,000/)     | 01 | Below<br>35<br>years | <ul style="list-style-type: none"> <li>• Graduate from recognized university.</li> <li>• PG degree in Social Work/ Sociology Psychology from a recognized 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 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>   |
| 4  | Outreach<br>Worker<br>(Male)<br>@ (Rs.8,000/) | 01 | Below<br>35<br>years | <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>   | <ul style="list-style-type: none"> <li>• The Outreach Worker shall assist the Legal cum Probation Officer and Social Workers in carrying out their roles and responsibilities.</li> <li>• Work as a link between community and the District Child Protection Unit and shall be responsible for identifying families and Children at risk and offer necessary support services.</li> <li>• The Outreach Workers shall also be responsible for developing good networking and linkages with the anganwadi workers and members of Panchayat/local bodies at community/block levels.</li> <li>• Also encourage volunteerism amongst the local youth and involve them in to the Child Protection program at block and community levels.</li> <li>• Any other task assigned by the senior authorities.</li> </ul> |
| <b>District Child Protection Unit – Silvassa</b> |   |    |                      |   |   |
| 5  | Accountant<br>@ (Rs.14,000/)                  | 01 | Below<br>35<br>years | <ul style="list-style-type: none"> <li>• Graduate in Commerce degree from a recognized University.</li> <li>• 2-5 years of experience in maintain day to day accounts in govt./private sector.</li> <li>• Computer skills and command on Tally.</li> <li>• Fluency in English, Hindi &amp; Gujarati.</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Maintain the day to day accounts of the SCPS and DCPU.</li> <li>• Assist the Officer in scrutinizing financial proposals &amp; administrative matters.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>   |

## Open Shelter Home, Silvassa

|    |  |         |                |   |  |
|----|--|---------|----------------|---|--|
| 6. | Project Coordinator cum Counselor @ Rs. 17,500/- | Post-01 | Below 35 years | <ul style="list-style-type: none"> <li>• Graduate in Sociology/ Psychology (Child Psychology)/ Bachelor of Social Work or Rural Development from recognized university.</li> <li>• Basic Knowledge of Computer.</li> <li>• Experience of at least 03 years in area related to children like Child Care, Child Protection, Rehabilitation, Child Rights etc</li> </ul> | <ul style="list-style-type: none"> <li>• To liaison and coordinate with other agencies and individuals for all round development of the children enrolled in the Open Shelter.</li> <li>• To ensure proper Record Maintenance included accounts in the Open Shelter.</li> <li>• To develop IEC material/success stories and progress reports as and when required.</li> <li>• To undertake counseling and guidance session with children (if, needed).</li> <li>• Timely submission of monthly/ quarterly reports of Open Shelter to the SCPS, Delhi.</li> <li>• To conduct regular feedback meetings with Open Shelter staff/ beneficiaries to discuss and sort out important issues pertaining to smooth functioning of the programme and well being of the beneficiaries and maintain a suggestion box in the centre.</li> <li>• To ensure and maintain congenial environment in the open shelter.</li> <li>• To plan and organize creative, pre-vocational sessions and awareness workshops on life skills for the beneficiaries in the Open Shelter.</li> <li>• To plan and organize exposure/excursion visits for children (if, needed).</li> <li>• To take new initiative for the overall wellbeing of the Children who are in need of Care &amp; Protection.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul> |
|----|--|---------|----------------|---|--|

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## Govt. Run Children Home, Daman

|   |   |         |                      |  |  |
|---|---|---------|----------------------|--|--|
| 7 | Housefather<br>(Male)<br>@ Rs. 11,000/- | Post-02 | Below<br>40<br>years | <ul style="list-style-type: none"><li>• 12th or equivalent</li><li>• Should be willing to reside in the Institution (Day and Night duty)</li><li>• 2 years of experience in the field of Child Welfare Social Welfare/ Education will be preferable.</li></ul> | <ul style="list-style-type: none"><li>• Handling children with love, Care and affection.</li><li>• Taking proper care and welfare of children.</li><li>• Maintaining discipline among the children</li><li>• Maintenance, sanitation and hygiene</li><li>• Implementing daily routine in an effective manner and ensuring children's involvement.</li><li>• Looking after the security and safety arrangements of the home</li><li>• Escorting children whenever they go out of the home.</li><li>• He shall be work in shift duty (Day/ Night).</li></ul> |
|---|---|---------|----------------------|--|--|

