

**ADMINISTRATION OF DAMAN & DIU (U.T),
SOCIAL WELFARE DEPARTMENT,
COLLECTORATE, DHOLAR,
MOTI DAMAN-396 220.**

NO.SW/ICPS/DMN/2015-16/379

ADVERTISEMENT

Dated: 21/03/2016


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 Daman

(DCPU)-DAMAN					
Sr. No	Name of the post	No. of Post	Age	Qualification or Specialized Knowledge Experience Required	Nature of Duties
1	Legal-cum-Probation Officer (DCPU) @ (Rs.21,000/-)	01	45 year	<ul style="list-style-type: none"> ❖ A graduate in Law/Social Work /Sociology /graduate in any other stream with diploma or certificate in child protection/ counselling/criminology from a recognised University or a reputed Institute may also apply. ❖ At least 3 years in the field of Juvenile Justice or providing legal aid to children ❖ 3-5 years of working experience in the relevant field ❖ Good understanding of Child Related Acts, Child rights & Protection issues. ❖ Good Computer Skills & writing skills ❖ Fluency in English, Hindi, Gujarati ❖ Desirable -A good understanding of application of laws related to children. 	<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 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 supervisory authority.
2	Accountant (SCPS)@ (Rs.14,000/-)	01	45 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 SCPS and DCPU. ❖ Assist the Accounts officer in scrutinizing financial proposals & administrative matters. ❖ Any other task assigned by the supervisory authority.
3	Social Worker (DCPU)@ (Rs.14,000/-)	02	45 years	<ul style="list-style-type: none"> ❖ Graduate from recognised university. ❖ PG degree in Social Work/ Sociology/ Psychology from a recognised university will be preferable. ❖ 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.

4	Data Analyst (DCPU)@ (Rs.14,000/-)	01	45 years	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. ❖ 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	❖ Work related to data analysis, compilation & presentation. ❖ 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 4 on 31/03/2016 at 02:30 p.m. in the chamber of Secretary (Social Welfare), Secretariat, Fort Area, Moti Daman-396220** with a copy of Bio Data and Original certificates of their educational qualification and experience along with Photo Copy of the certificates duly self attested the application format is available on the official website **www.daman.nic.in**. Document verification will be carried out at Secretariat, Fort Area, Moti Daman-396220.

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


(Shri.C.M.Bangal)
Statistical Officer,
Social Welfare,
Daman

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