

**UT Administration of Dadra & Nagar Haveli and Daman & Diu**  
**Department of Social Welfare and Women and Child Development**  
**Mission Vatsalya (Child Protection Services)**  
**Email: [icpsswd@gmail.com](mailto:icpsswd@gmail.com), Ph: 0260-2230085/7046790804**

No. SW/CPS/DMN/2020-21/106

Dated: 03/08/2021


To,  
The SIO-NIC,  
Secretariat, Daman.

**Sub:** Request to upload the advertisement of Child Protection Services under Social Welfare Dept. on official website of UT of Dadra & Nagar Haveli and Daman & Diu.

Sir,

Please find enclosed advertisement of Child Protection Services under Social Welfare Dept. along with the Annexures to be uploaded on the official website of UT of Dadra & Nagar Haveli and Daman and Diu.

Encl: as above

  
**(Jatin Goyal) DANICS,**  
Dy. Secretary (SW/WCD).  
DNH & DD.

SN	Entity	Description
1	Department	Social Welfare Department
2	Type of Document	Job Advertisement
3	Title/Subject	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.
4	Upload on (date)	03 .08.2021
5	Expiry date (if any)	<del>17</del> 08.2021

17/Aug/2021

28

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**ADVERTISEMENT**

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Dated: 3/8/2021

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 District level structure under District Child Protection Unit, Dadra & Nagar Haveli and Daman & Diu , Open Shelter Home and Specialized Adoption Agency, Dadra & Nagar Haveli:

Sr. No	Name of the post	No. of Post	Age	Qualification or Specialized Knowledge Experience Required	Nature of Duties
<b>District Child Protection Unit, Dadra &amp; Nagar Haveli</b>					
1	District Child Protection Officer (DCPU) @ (Rs.33.250/-)	01	up to 45 years	<ul style="list-style-type: none"> <li>❖ PG degree/Child Development/Social Work/Sociology/Psychology/Law/Human Rights/NGO Mgt./Public Administration from a recognized University.</li> <li>❖ 3 years of experience in project Formulation/ implementation, monitoring &amp; supervision in the fields of Child Development/Social Welfare.</li> <li>❖ Experience in Advocacy, Research &amp; Documentation, Training &amp; Capacity Building, Designing &amp; Production of IEC materials, Information Technology, Media &amp; Mass Communication would be preferred.</li> <li>❖ Computer skills and excellent writing skills.</li> <li>❖ Fluency in English, Hindi &amp; Gujarati.</li> </ul>	<ul style="list-style-type: none"> <li>❖ He/ She shall be responsible for carrying out all the functions of the District Child Protection Unit at the district level.</li> <li>❖ Shall coordinate &amp; supervise implementation of the ICPS &amp; all Other child protection activities at district level including monitoring &amp; supervision of all institutions/ agencies/ projects/ programmes/NGOs &amp; shall report to State Child Protection Services at the State level.</li> <li>❖ Shall report to State Adoption Resource Agency for the purpose of coordinating no institutional care programme at district level.</li> <li>❖ Shall be responsible for developing an Annual District Child Protection Plan, resource directory of child related services &amp; child tracking system at district level.</li> <li>❖ He/She shall also be coordinating &amp; 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 &amp; Members of Zila Parishad &amp; other local bodies.</li> <li>❖ He/She shall also coordinate with the voluntary Organizations, Hospitals/Nursing Homes, CWCs, JJBs, Child line &amp; other authorities at district level who have direct or indirect impact on child protection</li> <li>❖ He/She shall head of the home Management Committee of every institution.</li> <li>❖ He/She shall conduct a monthly review meeting with all stakeholders including</li> <li>❖ Any other task assigned by the supervisory authority.</li> </ul>
2	Accountant @ (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 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>

