

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT**

(State Child Protection Society, Delhi)

1 Canning Lane, Pandit Ravishankar Shukla Lane, Kasturba Gandhi Marg, New Delhi-01  
Ph- 011-23073459

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**WALK IN INTERVIEW**

The State Child Protection Society, Delhi proposes to hold walk in interview for selection of candidates for its up coming District Child Protection Units (DCPUs) for the following posts:

S.no	Name of the Post	Remuneration per month (Consolidated)	Date & time
1	Counsellor	Rs. 8,000/-	12 <sup>th</sup> August 2013 10:30 AM to 4:00 PM
2	Social Worker	Rs. 8,000/-	
3	Accountant	Rs. 8,000/-	
4	Data Analyst	Rs. 8,000/-	19 <sup>th</sup> August 2013 10:30 AM to 4:00 PM
5	Assistant cum Data Entry Operator	Rs. 5,000/-	
6	Outreach Worker	Rs. 4,000/-	

The eligible candidates are advised to report for walk in interview to the following nearest District Offices as per their residential addresses on the dates and time mentioned against each post:

S.No	District	Address of District Office
1	West	District Office (W), Nirmal Chhaya Complex, Jail Road, New Delhi-110058
2	North -East	District Office (NE), Sanskar Ashram for Boys, Dilshad Garden, Opp. GTB Hospital, Delhi-110032
3	South	District Office (S) , Kasturba Niketan Complex, Lajpat Nagar, Phase-II, New Delhi-110024
4	South West	District Office (SW), C-22/23, Qutub Institutional Area, Behind Qutab Hotel, Udyoj Sadon, New Delhi-110016.
5	Outer District	District Office (NW-I), N.P. School for Deaf, Sector-4, Near Vishram Chowk, Rohini, Delhi-110085

The eligible candidates should bring 3 sets of testimonials of their academic qualification and experiences, passport size photograph alongwith form of application properly filled in all respect.

For details of the posts, qualifications, terms & conditions, application form etc. may visit website: - <http://www.wcddel.in/VacancyAndResult.html>

**Sd/-  
Member Secretary/ Director  
State Child Protection Society, Delhi/WCD**

## **General Instructions for the applicants applying for the posts of DCPUs**

- a) The age limit for the post at S.NO 1 to S.No 6 is upto 35 years only.
- b) Candidates are requested to report for **registration at 10:00 AM at nearest District Office** on the dates mentioned against each post. No registrations will be permitted after **11:00 AM**.
- c) Following is the list of District Offices:

<b>S.No</b>	<b>District</b>	<b>Address of District Office</b>
1	West	District Office (W), Nirmal Chhaya Complex, Jail Road, New Delhi-110058
2	North -East	District Office (NE), Sanskar Ashram for Boys, Dilshad Garden, Opp. GTB Hospital, Delhi-110032
3	South	District Office (S) , Kasturba Niketan Complex, Lajpat Nagar, Phase-II, New Delhi-110024
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- d) Application (with passport size photographs) in the prescribed format with all relevant testimonials in original and 3 sets of attested copies be produced at the time of registration.
- e) The candidates are advised to ensure that they fulfil the eligibility criteria as mentioned in the advertisement before coming for walk in interview. Incomplete application or in case of any false information given in the application, application will be summarily rejected.
- f) All the posts are temporary and appointment will be made on contractual terms & conditions as per ICPS norms.
- g) No correspondence or personal inquiries shall be entertained. Canvassing of any manner will cause cancellation of candidature.
- h) No TA/DA will be paid for attending the interview.
- i) The Member Secretary also reserves the right to amend/ alter/ change/ modify any or all of the conditions if necessary or cancel the advertisement without assigning any reason thereof.

**Note:** For the details of the Integrated Child Protection Scheme (ICPS) and rational given for recruiting staff on contractual basis may visit **[www.wcd.nic.in](http://www.wcd.nic.in)**

**Sd/-**  
**Member Secretary/ Director**  
**State Child Protection Society, Delhi/WCD**

# State Child Protection Society, Delhi

Department of Women & Child Development, Govt. of NCT of Delhi  
1-A Canning Lane, Pandit Ravishankar Shukla Lane, Kasturba Gandhi Marg, New Delhi -110001

## Application Form

i) Post Applied for: \_\_\_\_\_

ii) Category (SPSU/DCPU): \_\_\_\_\_

iii) Preference of District/s: \_\_\_\_\_

(For candidates applying for DCPU)

### 1. Personal Information:

a) Name: \_\_\_\_\_

b) Father's/Husband's Name: \_\_\_\_\_

c) DOB/ Age as on 31.03.2013: \_\_\_\_\_

d) Address: \_\_\_\_\_

e) Contact no: \_\_\_\_\_

f) Email Id: \_\_\_\_\_

Paste Your  
Recent  
Photograph  
Here

### 2. Details of Academic / Professional Qualification: (Start from the latest qualification)

S.NO	Course /Degree (with subjects)	University/Board	Year	Marks Obtained/ Percentage	Area of Specialization

### 3. Working Experience: (Start from current job)

S.NO	Institution/Department/Org etc	Designation	Duration	Salary drawn/ PM	Working Area/Field	Job Profile

### 4. Training/Workshop /Internship attended

S.NO	Topic	Organised by	Duration/Year	Remarks

### 5. Computer Skills (Please Specify)

#### Declaration

I hereby declare that the above information is true /correct to the best of my knowledge and I understand that in case of any false information, my candidature is liable to be cancelled.

\_\_\_\_\_  
Signature of the candidate

Date:

Place:

Note: Please enclose the attested photocopies of testimonials along with resume in detail.

**State Child Protection Society, Delhi**  
**Department of Women & Child Development, Govt. of NCT of Delhi**  
**1- A Canning Lane, Pandit Ravishankar Shukla Lane,**  
**Kasturba Gandhi Marg, New Delhi-110001**

**Details of Post, Qualification and Experiences**

S No	Post	Qualification or Specialized Knowledge Experience Required	Nature of Duties
1	<b>Counsellor</b>	<p><b><u>Essential</u></b>            •B.A in Social Work/ Sociology/ Psychology/ Counselling from a Recognised University.</p> <p><b><u>Desirable</u></b>            •P G diploma in Guidance &amp; Counselling.            •2-3 years of working experience in the relevant field            •Computer Skills            • Fluency in English &amp; Hindi.</p>	<ul style="list-style-type: none"> <li>•To provide counselling services to children in conflict with law and children in need of care and protection as well as their parents and families .</li> <li>•He/She shall also work with CWC and JJB at district level as and when required.</li> <li>• Any other task assigned by the senior authorities</li> </ul>
2	<b>Social Worker</b>	<p><b><u>Essential</u></b>            •B.A in Social Work/ Sociology/ Psychology from a recognised university.</p> <p><b><u>Desirable</u></b>            •2-3 years of working experience in the relevant field            •Computer Skills            • Fluency in English &amp; Hindi.</p>	<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 also 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>
3	<b>Accountant</b>	<p><b><u>Essential</u></b>            •12<sup>th</sup> passed with commerce subjects from a recognised school.</p> <p><b><u>Desirable</u></b>            •Graduate with commerce degree from a recognised /university.            •2-5 years of experience in maintaining day to day accounts of the Society.            •Computer Skills &amp; command on Tally            • Fluency in English &amp; Hindi.</p>	<ul style="list-style-type: none"> <li>• Maintain the day to day accounts of the DCPS</li> <li>• Assist the Accounts officer in scrutinizing financial proposals and administrative matters.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
4	<b>Data Analyst</b>	<p><b><u>Essential</u></b>            • 12th passed from a recognised school            • Diploma in Computer applications</p> <p><b><u>Desirable</u></b>            •1-2 years of experience in the relevant field            • Fluency in English &amp; Hindi.</p>	<ul style="list-style-type: none"> <li>• Work related to data analysis, compilation &amp; presentation.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>

5	<b>Assistant cum Data Entry Operator</b>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• 12th passed from a recognised school</li> <li>• Diploma/Certificate in Computers</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• 1-2 years of experience in the relevant field</li> </ul>	<ul style="list-style-type: none"> <li>• Work related to data entry operations.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
6	<b>Outreach Worker</b>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• 12th passed from a recognised school</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• 2-3 years of experience in outreach activities.</li> <li>• Good communication skills</li> <li>• Basic knowledge of computers</li> </ul>	<ul style="list-style-type: none"> <li>• To assist their respective Protection Officer &amp; Legal cum Probation Officer in carrying out their roles &amp; responsibilities.</li> <li>• To identify the families and children at risk and offer necessary support services ,</li> <li>• To develop good networking &amp; linkages with the Aanganwaris Workers &amp; members of panchayat/local bodies at community/ block levels.</li> <li>• To encourage volunteerism amongst the local youth for involving them in to the child protection programme at block and community levels.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>