

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

(State Child Protection Society, Delhi)

1 Canning Lane, Kasturba Gandhi Marg, New Delhi-110001, 011-23073459

In continuation to this Department's advertisement dated 16th September 2015 for inviting applications for the existing and upcoming District Child protection Units (DCPU's) under Integrated Child Protection Scheme of Ministry of Women & Child Development, GOI. The last date for receipt of applications for designated posts is extended till 12th of October 2015 Details at "<http://www.wcddel.in>"

Pl. note- The candidates who have already applied need not apply again.

Director
Department of Women and Child Development

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
(State Child Protection Society, Delhi)
1 Canning Lane, Kasturba Gandhi Marg, New Delhi-110001, 011-23073459

Applications are invited for the existing and upcoming District Child Protection Units (DCPUs) under Integrated Child Protection Scheme (ICPS) of Ministry of Women & Child Development, GOI for the following **contractual** posts as per the ICPS norms:

S.no	Name of the Post	No. of vacant posts	Remuneration per month (Consolidated)
1.	District Child Protection Officer	8	Rs 33,250/-
2.	Protection Officer (Institutional Care)	8	Rs. 21,000/-
3.	Protection Officer (Non-Institutional Care)	9	Rs. 21,000/-
4.	Legal cum Probation Officer	9	Rs. 21,000/-
5.	Data Analyst	7	Rs.14,000/-
6.	Accountant	10	Rs 14,000/-
7.	Counsellor	11	Rs 14,000/-
8.	Social Worker	20	Rs 14,000/-
9.	Assistant cum DEO	8	Rs 10,000/-
10.	Outreach Worker	14	Rs 8,000/-

Eligible candidates may apply in prescribed application form indicating the name of the post along with attested copies of testimonials to the below mentioned address:-

Deputy Director (CPU/ICPS), Department of Women & Child Development
1 A , Canning Lane, KG Marg ,New Delhi-110001

Applications with testimonials shall be submitted in the prescribed format within ten days of publication of this advertisement till 5 pm on the above mentioned address.. For details of the posts, qualifications, terms & conditions, application form etc. may visit website: www.wcddel.in (http://www.wcddel.in/pdf/SCPS_09092015.pdf)

Note: For any query, Department may be contacted at 011-23073416.

Director

General Instructions for the applicants applying for the posts of DCPUs

- a) Eligible candidates may apply in prescribed application format and send the application form. within ten days of the publication date. No application will be entertained after the due date of advertisement.
- b) **The candidates are advised to ensure that they fulfil the eligibility criteria as mentioned in the advertisement before submission of application.** Incomplete application or in case of any false information given in the application, application will be summarily rejected.
- c) Applications received after due date will not be considered.
- d) Candidates are instructed to fill separate application forms, if applying for more than one post.
- e) **Only Short listed candidates will be informed /called for written test and interview.**
- 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 written test and 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 kindly visit website of Ministry of WCD. www.wcd.nic.in.

**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, K G. Marg, New Delhi -110001

Application Form

i) Post Applied for: _____

ii) Preference of District/s: _____

Paste your
recent
photograph here

1. Personal Information:

a) Name: _____

b) Father's/Husband's Name: _____

c) DOB/ Age as on 31.03.2015: _____

d) Address: _____

e) Contact no: _____

f) Email Id: _____

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 . N O	Institution/Depart ment/Org etc	Designa tion	Durati on	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)

6. Write something about yourself . (Achievements or any other information).

Word Limit: 50 words

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:

Terms of References (TORs) of the staff to be appointed under ICPS, Delhi

1. Post : - District Child Protection Officer

Remuneration per month :- Rs. 33,250/-

Max Age limit: - 45 years

Eligibility Criteria:-

- Post Graduate degree/diploma in Community Development /Child Development/Social Work/ Sociology/ Human Rights/NGO Mgt./Public Administration from a recognized University with atleast 50 % and above.
- Minimum Percentage in 12th must be 60% and above.
- 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.
- Fluency in English & Hindi.

Nature of Work/Duties:-

- He/She shall be responsible for carrying out all the functions of the DCPS at the district level.
- Shall coordinate & supervise implementation of the ICPS & all other child protection activities at district level including monitoring & supervision of all institutions/agencies/projects/programmes/NGOs & shall report to SCPS at the State level.
- Shall report to SARA for the purpose of coordinating non-institutional care programme at district level.
- Shall be responsible for developing an Annual District Child Protection Plan, resource directory of child related services & child tracking system at district level.
- He/She shall also be coordinating & 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 & Members of Zila Parishad & other local bodies.
- He/She shall also coordinate with the voluntary Organizations, Hospitals/Nursing Homes, CWCs, JJBs, Childline & other authorities at district level.
- He/She shall head of the home Management Committee of every institution in the district and recommend suitable institutions for release of grants from the SCPS.
- He/She shall conduct a monthly review meeting with all stakeholders including representatives of community & Local bodies as well as media at the district level.
- Any other task assigned by the supervisory authority.

2. Post :- Protection Officer- Institutional Care

Remuneration per month :- Rs. Rs. 21, 000/-

Max Age limit: - 40 years

Eligibility Criteria:-

- Post Graduate degree in Community Development /Child Development/Social Work/ Sociology/ Human Rights/Public Administration from a recognized University with 50 % and above.
- Minimum Percentage in 12th must be 60% and above.
- Experience in project formulation/implementation, monitoring and supervision in the fields of Child Development/Social Welfare 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.
- Fluency in English & knowledge of Hindi

Nature of Work/Duties

- Identify families and children to prevent destitution of children & arrange/provide them necessary support services like counselling, access to health care, education, vocational skills etc. with the support of the outreach worker working under him/her.
- Carry out a situational analysis of children in difficult circumstances, collect & compile data on different dimensions of the child protection problems in terms of number of children requiring support, number of children in institutions & the kind of services they need.
- Carry out a resource mapping exercise & develop a District Child Protection Plan & resource directory of child related services at the district level on the basis of data collected.
- Ensure setting up & management of the child tracking system of all institutional care programme including Open Shelters in the district.

- Support CWC in the process of inquiry and restoration of children.
- Ensure registration of all child care organizations/institutions/agencies housing children under the Juvenile Justice Act, 2000 and its Amendment Act,2006.
- Supervision and monitoring of all child care organizations/Institutions/agencies, both Govt. & NGO run (with or without support),housing children and ensure implementation of minimum standards of care.
- Supervision & monitoring of other child protection programmes being implemented at district level.
- Identify training need & arrange for training & capacity building of personnel both Govt. & Non- Governmental)involved in institutional care at district level in coordination with State Child Protection Unit.
- Any other task assigned by the supervisory authority.

3. Post:- Protection Officer- Non- Institutional Care

Remuneration per month :- Rs. 21, 000/-

Max Age limit: - 40 years

Eligibility Criteria:-

- Post Graduate degree in Community Development /Child Development/Social Work/ Sociology/ Human Rights/Criminology/Public Administration from a recognized University with the minimum percentage must be 50 % and above.
- Minimum Percentage in 12th must be 60% and above .
- Computer skills and excellent writing skills.
- Fluency in English & knowledge of Hindi.

Nature of Work/Duties

- Identify families and children at risk to prevent destitution of children and arrange/provide them necessary support for non-institutional care,where required.
- Support SARA in identifying adoptable children from the district and preparing a districtlevel database of adoptable children.
- Promote and facilitate adoption in the district with the help of SAA by:
 - a) Registering and maintaining database of adotable children and PAPs for in-country adoption.
 - b)Promoting in- country adoption within district.
 - c)Monitor adotion placement and ensure that the SAAs provide post placement support & follow up.
- Ensure that all adoptable children in all Child Care Institutions(CCIs) are brought into the adotion system.
- Carryout family based non- institutional care through foster care, sponsorship and after care programmes.
- Carryout resource mapping and contribute in development of a District Child Protection Plan and a resource directory of a child related services for non- instirtutional care at the district level on the basis of data collected.
- Function as the Nodal Officer for the child tracking system in the district.
- Support CWC in the process of inquiry and restoration of children,
- Supervise and monitor all child care institutions including SAAa in the district.
- Coordinate with SARA and SPSU for training and building capacities of all personnel (Governmental & Non- Governmental) involved in non-institutional service to children.
- Submit quarterly report to the SARA on status of adoption programmes in the district.

4. Post: - Legal-cum Probation Officer

Remuneration per month: - Rs. 21, 000/-

Max Age limit: - 40 years

Eligibility Criteria:-

- *Minimum Percentage in 12th must be 60% and above .
- LLB/M.A in Child Rights/LAW/ M.S.W with atleast 50 % and above.
- Good understanding of Child rights & protection issues.
- Good Computer Skills & writing skills
- Fluency in English & Hindi

Nature of Work/Duties

- 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 and 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.

5. Post:- Counsellor

Remuneration per month :- Rs. 14, 000/-

Max Age limit: - 35 years

Eligibility Criteria:-

- B.A in Social Work/ Sociology/ Psychology/ Counselling from a recognised university with atleast 50% and above. . • Minimum Percentage in 12th must be 60% and above .
- P G diploma in guidance & counselling.
- Computer Skills
- Fluency in English & Hindi.

Nature of Work/Duties

- 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 .
- He/She shall also work with CWC and JJB at district level as and when required.
- Any other task assigned by the senior authorities.

6. Post:- Social Worker

Remuneration per month :- Rs. 14, 000/-

Max Age limit: - 35 years

Eligibility Criteria:-

- B.A in Social Work/ Sociology/ Psychology from a recognised university with minimum 50 % or above . • Minimum Percentage in 12th must be 60% and above.
- Computer Skills
- Fluency in English & Hindi.

Nature of Work/Duties

- 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.
- 8
- 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.

7. Post:- Accountant

Remuneration per month: - Rs. 14, 000/-

Max Age limit: - 35 years

Eligibility Criteria:-

- Graduate with atleast 50% in commerce degree from a recognised university and 12th passed from a recognised school with minimum 60% and above.
- Computer Skills & command on Tally
- Fluency in English & Hindi.

Nature of Work/Duties

- Maintain the day to day accounts of the DCPS
- Assist the Accounts officer in scrutinizing financial proposals and administrative matters.
- Any other task assigned by the supervisory authority.

8. Post:- Data Analyst

Remuneration per month :- Rs. 14, 000/-

Max Age limit: - 35 years

Eligibility Criteria:-

- Graduation with atleast minimum 50% & above and 12th passed from a recognised school with minimum 60% and above.
- Diploma/Degree in Computers & excellent writing skills
- Typing speed of a 30 words in a minute in English.

- Knowledge of Hindi & English

Nature of Work/Duties

- Work related to data analysis, compilation & presentation.
- Any other task assigned by the supervisory authority.

9. Post:- Assistant Cum Data Entry Operator

Remuneration per month :- Rs. 10, 000/-

Max Age limit: - 35 years

Eligibility Criteria:-

- 12th passed from a recognised school with atleast 60% marks or above .
- Diploma/Certificate in Computers .
- Typing speed of a 30 words in a minute in English.
- Knowledge of Hindi & English

Nature of Work/Duties

- Work related to data entry operations.
- Any other task assigned by the supervisory authority.

10. Post:- Outreach Worker

Remuneration per month: - Rs. 8, 000/-

Max Age limit: - 35 years

Eligibility Criteria:-

- * 12th passed from a recognised school with atleast 60% marks or above.
- Good communication skills
- Knowledge of Hindi & English
- Basic knowledge of computers

Nature of Work/Duties

- To assist their respective Protection Officer & Legal cum Probation Officer in carrying out their roles & responsibilities.
- To identify the families and children at risk and offer necessary support services,
- To develop good networking & linkages with the Aanganwaris Workers & members of panchayat/local bodies at community/ block levels.
- To encourage volunteerism amongst the local youth for involving them in the child protection programme at block and community levels.
- Any other task assigned by the supervisory authority.