

**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

(Published in Nav Bharat Times on 16th August 2013)

Applications are invited for State Project Support Unit (SPSU) and up coming District Child Protection Units (DCPUs) under Integrated Child Protection Scheme (ICPS) for the following posts:

S.no	Name of the Post	Remuneration per month (Consolidated)
A	DCPUs	
1	District Child Protection Officer (DCPO)	Rs. 19,000/-
2	Protection Officer (Institutional Care)	Rs. 12,000/-
3	Protection Officer (Non- Institutional Care)	Rs. 12,000/-
4	Legal cum Probation Officer	Rs. 12,000/-
B	SPSU	
5	Project Officer	Rs. 19,000/-
6	Administrative Officer	Rs. 13,000/-

Eligible candidates may apply in prescribed application form along with attested copies of testimonials to “**The Member Secretary, State Child Protection Society, Delhi, Department of Women & Child Development, Govt. of NCT of Delhi, 1 Canning Lane, Kasturba Gandhi Marg, New Delhi-110001** within fifteen days of publication of this advertisement. 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 & SPSU

- a) Eligible candidates may apply in prescribed application format alongwith certified/ attested copies of testimonials to be addressed to the “The Member Secretary, State Child Protection Society, Delhi, Department of Women & Child Development, Govt. of NCT of Delhi, 1 Canning Lane (Pandit Ravishankar Shukla Lane), Kasturba Gandhi Marg, New Delhi-110001 so as to reach on or before 4:00 **PM on 30th August 2013.**
- b) The candidates applying for the post at S.No: 1 should not be more than 45 years of age whereas maximum age for the posts at S.No: 2 to 6 shall be 18 to 35 years only.
- c) **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.
- d) Applications received after due date will not be considered.
- e) Candidates are instructed to fill separate application forms, if applying for more than one post.
- f) **Only Short listed candidates will be informed /called for written test and interview.**
- g) All the posts are temporary and appointment will be made on contractual terms & conditions as per ICPS norms.
- h) No correspondence or personal inquiries shall be entertained. Canvassing of any manner will cause cancellation of candidature.
- i) No TA/DA will be paid for attending the written test and interview.
- j) 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

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. N O	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: - - 2013

Place:

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

Details of Posts, Qualification & Experiences

SNo.	Post	Remuneration (per month consolidated)	Qualification or specialized knowledge experience required	Nature of duties
A	District Child Protection Unit (DCPU)			
1	District Child Protection Officer	Rs. 19,000/-	<p><u>Essential Qualification</u></p> <ul style="list-style-type: none"> • Post Graduate degree/diploma in Community Development /Child Development/Social Work/ Sociology/ Human Rights/NGO Mgt. /Public Administration from a recognized University. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • 3 years of experience in project formulation/implementation, monitoring and supervision in the fields of Child Development/Social Welfare. • 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. 	<p>A. He/she shall function under the overall supervision of the Dy. Director (CPU/ICPS) and Program Manager, and shall assist him/her in coordination of all child protection activities pertaining to the State Project Support Unit (SPSU).</p> <ul style="list-style-type: none"> • Responsible for coordinating the implementation, supervising and monitoring all child protection activities in the State. • Assist in developing a Plan of Action for the implementation of ICPS in Delhi. • Facilitate in setting up of required structures and child protection mechanisms visualized under ICPS in Delhi. • Shall share the responsibility in technical capacity building at the States level for initial implementation of ICPS. • Shall be responsible in training and sensitization of the concerned officials of the Department and development of training module. • Work related to setting up & managing Child tracking system and missing Children website with the help of all units concerned. • Assist in timely disbursement of funds to receive under ICPS. • Shall share the responsibility of developing and disseminating awareness raising materials on the ICPS. • Shall share the responsibility in monitoring & evaluating implementation of ICPS in Delhi. • Any other task assigned by the supervisory authority.

2	Protection Officer- Institutional Care	Rs. 12,000/-	<p><u>Essential Qualification</u></p> <ul style="list-style-type: none"> • Post Graduate degree in Community Development /Child Development/Social Work/ Sociology/ Human Rights/Criminology/Public Administration from a recognized University. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • 3 years of experience in project formulation/implementation, monitoring and supervision in the fields of Child Development/Social Welfare. • 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. 	<ul style="list-style-type: none"> •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 programmes 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.
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3	Protection Officer- Non-Institutional Care	Rs. 12,000/-	<p><u>Essential Qualification</u></p> <ul style="list-style-type: none"> • Post Graduate degree in Community Development /Child Development/Social Work/ Sociology/ Human Rights/Criminology/Public Administration from a recognized University. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • 3 years of experience in project formulation/implementation, monitoring and supervision in the fields of Child Development/Social Welfare. • 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. 	<ul style="list-style-type: none"> •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 district- level database of adoptable children. •Promote and facilitate adoption in the district with the help of SAA by: <ul style="list-style-type: none"> a) Registering and maintaining database of adoptable children and PAPs for in-country adoption. b) Promoting in- country adoption within district. c) Monitor adoption 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 adoption 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- institutional 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 SAAs 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.
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4	Legal-cum Probation Officer	Rs. 12,000/-	<p><u>Essential Qualification</u></p> <ul style="list-style-type: none"> • Post Graduate degree in Community Resource Management/Child Development/Social Work/ Sociology/ Public Administration from a recognized University. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • 3 years of experience in project formulation/implementation, monitoring and supervision in the fields of Child Development/Social Welfare. • 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. 	<p>Collect and compile data on dimensions of the juvenile delinquency in the district.</p> <ul style="list-style-type: none"> • 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.
B State Project Support Unit (SPSU)				
5	Project Officer	Rs. 19,000/-	<p><u>Essential Qualification</u></p> <ul style="list-style-type: none"> • Post Graduate degree in Community Resource Management/Child Development/Social Work/ Sociology/ Public Administration from a recognized University. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • 3 years of experience in project 	<p>A. He/she shall function under the overall supervision of the Dy. Director (CPU/ICPS) and Program Manager, and shall assist him/her in coordination of all child protection activities pertaining to the State Project Support Unit (SPSU).</p> <ul style="list-style-type: none"> • Responsible for coordinating the implementation, supervising and monitoring all child protection activities in the State. • Assist in developing a Plan of Action for the implementation of ICPS in Delhi. • Facilitate in setting up of required structures and child

			<p>formulation/implementation, monitoring and supervision in the fields of Child Development/Social Welfare.</p> <ul style="list-style-type: none"> • 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. 	<p>protection mechanisms visualized under ICPS in Delhi.</p> <ul style="list-style-type: none"> • Shall share the responsibility in technical capacity building at the States level for initial implementation of ICPS. • Shall be responsible in training and sensitization of the concerned officials of the Department and development of training module. • Work related to setting up & managing Child tracking system and missing Children website with the help of all units concerned. • Assist in timely disbursement of funds to receive under ICPS. • Shall share the responsibility of developing and disseminating awareness raising materials on the ICPS. • Shall share the responsibility in monitoring & evaluating implementation of ICPS in Delhi. • Any other task assigned by the supervisory authority.
6	Administrative Officer	Rs. 13,000/-	<p><u>Essential Qualification</u></p> <ul style="list-style-type: none"> •Post Graduate / Graduate degree from a recognised university. <p><u>Desirable</u></p> <ul style="list-style-type: none"> •1 year of experience in establishment & administrative matters. •Computer Skills & excellent writing skills. •Fluency in English & Hindi. 	<p>A. Provide technical support related to the implementation of ICPS such as:</p> <ul style="list-style-type: none"> •All matters related to establishment & administration of SPSU. <p>B. Support the SPSU in the coordination of meetings & consultations on implementation of ICPS.</p> <p>C. Any other task assigned by the supervisory authority.</p>