

**GOVERNMENT OF NCT OF DELHI**  
**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**  
**(STATE CHILD PROTECTION SOCIETY)**  
5<sup>th</sup> Floor, ISBT Building, Kashmiri Gate, Delhi-110006

F-61(2237)/Recruitment/MissionVatsalya/DD(CPDU)/DWCD/2024-25

**ADVERTISEMENT**

Applications are invited for vacancies in State Child Protection Society, State Adoption Resource Agency, District Child Protection Units, Juvenile Justice Boards, Child Welfare Committees & Special Juvenile Police Units constituted under Mission Vatsalya Scheme for the following posts purely on contractual basis initially for period of one year as per provisions laid down by Ministry of Women and Child Development, Government of India:-

S.NO.	POST NAME	REMNUERATION PER MONTH (CONSOLIDATED)	NO. OF VACANT POSTS
<b>STATE CHILD PROTECTION SOCIETY</b>			
1	Programme Manager	46,340/- *	UR 01
2	Programme Officer	34,755/-*	UR 02
<b>STATE ADOPTION RESOURCE AGENCY</b>			
1	Programme Manager	46,340/-*	UR 01
2	Programme Officer	34,755/-*	UR 02
<b>STATE CHILD PROTECTION SOCIETY, DISTRICT CHILD PROTECTION UNITS(DCPU), JUVENILE JUSTICE BOARDS(JJB), CHILD WELFARE COMMITTEES(CWC) AND SPECIAL JUVENILE POLICE UNITS(SJPU)</b>			
1	District Child Protection Officer for DCPUs	44,023/-*	OBC-01, EWS,01
2	Protection Officer (Institutional Care) for DCPUs & CWCs	27,804/-*	OBC-01, SC-01, EWS-02
3	Protection Officer (Non-Institutional Care) for DCPUs	27,804/-*	UR-08, OBC-01, SC-02, ST-01, EWS-02
4	Legal cum Probation Officer for DCPUs	27,804/-*	UR-06, OBC-01, EWS-01
5	Counselor for DCPUs	23,836/-**	UR-02, OBC-01, SC-01, EWS-01
6	Social Worker for DCPUs & SJPU	23,836/-**	UR-08, OBC-06, SC-04, ST-03, EWS-04
7	Accountant for DCPUs	23,836/-**	UR-01, EWS-01
8	Assistant cum Data Entry Operator for SCPS, DCPUs, CWCs & JJBs	21,927/-**	UR-08, OBC-07, SC-03, ST-02, EWS-02
9	Out Reach Worker for DCPUs	21,927/-**	UR-01, OBC-01, EWS-02
<b>Total Posts</b>			<b>92</b>

\*Consolidated remuneration as per Mission Vatsalya Scheme.

\*\*Consolidated remuneration as per Minimum Wages.

The online application process shall commence from 09.11.2024, 12:00 AM (Midnight) to 29.11.2024, 11:59 PM.

The terms of references (TORs), essential qualification, eligibility criteria, experience required, job details are available on the Department website: <https://www.wcd.delhi.gov.in> and refer link <http://cams.wcd.delhi.gov.in> for apply online.

Candidates may apply online from the date of publication of this advertisement. The recruitment is purely on a contract basis, initially for a period of one year. This is not a permanent job with either the Government of NCT of Delhi or the Government of India.

After scrutiny of applications the list of eligible candidates will be displayed on the website of the Department. The candidates are advised to regularly check the official website of the department to know the latest updates in this regard.

Only shortlisted candidates will be called for interview and decision of selection committee shall be final and binding.

Reservation will be applicable as per the rule. The applicant must meet the age requirement specified in the Terms of Reference for each post and should not exceed the age as of the application closing date.

**Note:** Only online applications shall be entertained. The department also reserves the right to decrease or increase number of posts in each category mentioned in the table at any stage / point of time.

-sd/-

Director & Member Secretary (SCPS),  
Department of Women and Child Development, GNCTD

  
Deputy Director,  
Child Protection Unit  
Deptt. of WCD, GNCTD  
New Delhi

राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार  
महिला एवं बाल विकास विभाग  
(राज्य बाल संरक्षण समिति)

5वीं मंजिल, आईएसबीटी भवन, कश्मीरी गेट, नई दिल्ली-110006

F-61(2237)/Recruitment/MissionVatsalya/DD(CPDU)/DWCD/2024-25

**विज्ञापन**

मिशन वात्सल्य के तहत गठित किए गए राज्य बाल संरक्षण समिति, राज्य दत्तक संसाधन एजेंसी, जिला बाल संरक्षण इकाइयों, किशोर न्याय बोर्ड, बाल कल्याण समिति और विशेष किशोर पुलिस इकाइयों में रिक्ति पदों हेतु आवेदन आमंत्रित किए जाते हैं। निम्नलिखित पदों के लिए आवेदन प्रारंभिक रूप से एक वर्ष की अवधि के लिए व पूर्णतया संविदा के आधार पर आमंत्रित किए जाते हैं, जो की भारत सरकार के महिला और बाल विकास मंत्रालय द्वारा निर्धारित प्रावधानों के अनुसार है:-

क्रम सं.	पदनाम	मासिक पारिश्रमिक (समेकित)	रिक्ति पदों की संख्या
<b>राज्य बाल संरक्षण समिति</b>			
1	कार्यक्रम प्रबंधक	46,340/- *	UR 01
2	कार्यक्रम अधिकारी	34,755/-*	UR 02
<b>राज्य दत्तक संसाधन एजेंसी</b>			
1	कार्यक्रम प्रबंधक	46,340/-*	UR 01
2	कार्यक्रम अधिकारी	34,755/-*	UR 02
<b>राज्य बाल संरक्षण समिति, जिला बाल संरक्षण इकाइयों, किशोर न्याय बोर्ड, बाल कल्याण समिति और विशेष किशोर पुलिस इकाइयों</b>			
1	जिला बाल संरक्षण अधिकारी (जिला बाल संरक्षण इकाइयों हेतु)	44,023/-*	OBC-01, EWS,01
2	संरक्षण अधिकारी (संस्थागत देखभाल) (जिला बाल संरक्षण इकाई व बाल कल्याण समिति हेतु)	27,804/-*	OBC-01, SC-01, EWS-02
3	संरक्षण अधिकारी (गैर संस्थागत देखभाल) (जिला बाल संरक्षण इकाइयों हेतु)	27,804/-*	UR-08, OBC-01, SC-02, ST-01, EWS-02
4	विधि सह परिवीक्षा अधिकारी (जिला बाल संरक्षण इकाइयों हेतु)	27,804/-*	UR-06, OBC-01, EWS-01
5	परामर्शदाता (जिला बाल संरक्षण इकाइयों हेतु)	23,836/-**	UR-02, OBC-01, SC-01, EWS-01
6	सामाजिक कार्यकर्ता (जिला बाल संरक्षण इकाइयों व विशेष किशोर पुलिस इकाइयों हेतु)	23,836/-**	UR-08, OBC-06, SC-04, ST-03, EWS-04
7	अकाउंटेंट (जिला बाल संरक्षण इकाइयों हेतु)	23,836/-**	UR-01, EWS-01
8	सहायक सह-डाटा एंट्री ऑपरेटर (राज्य बाल संरक्षण समिति, जिला बाल संरक्षण इकाइयों, किशोर न्याय बोर्ड व बाल कल्याण समिति हेतु)	21,927/-**	UR-08, OBC-07, SC-03, ST-02, EWS-02
9	आउट रीच वर्कर (जिला बाल संरक्षण इकाइयों हेतु)	21,927/-**	UR-01, OBC-01, EWS-02
<b>कुल पद</b>			<b>92</b>

\* मिशन वात्सल्य योजना के अनुसार समेकित पारिश्रमिक।

\*\*न्यूनतम मजदूरी के अनुसार समेकित पारिश्रमिक।

ऑनलाइन आवेदन प्रक्रिया दिनांक 09.11.2024, 12:00 AM (मध्यरात्रि) से शुरू होकर 29.11.2024, 11:59 PM तक रहेगी।

संदर्भ की शर्तें (TORs), आवश्यक योग्यता, पात्रता मानदंड, आवश्यक अनुभव और नौकरी का विवरण विभाग की वेबसाइट पर उपलब्ध हैं: <https://www.wcd.delhi.gov.in> और ऑनलाइन आवेदन करने के लिए लिंक पर जाएं: <http://cams.wcd Delhi.in>.

उम्मीदवार इस विज्ञापन के प्रकाशन की तिथि से ऑनलाइन आवेदन कर सकते हैं। यह भर्ती पूरी तरह से संविदा के आधार पर है, प्रारंभ में एक वर्ष की अवधि के लिए। यह दिल्ली राष्ट्रीय राजधानी क्षेत्र सरकार या भारत सरकार के साथ स्थायी नौकरी नहीं है।

आवेदन पत्रों की जांच के बाद योग्य उम्मीदवारों की सूची विभाग की वेबसाइट पर प्रदर्शित की जाएगी। उम्मीदवारों को सलाह दी जाती है कि वे इस संबंध में नवीनतम अपडेट जानने के लिए विभाग की आधिकारिक वेबसाइट को नियमित रूप से चेक करें।

केवल चयनित उम्मीदवारों को साक्षात्कार के लिए बुलाया जाएगा और चयन समिति का निर्णय अंतिम और बाध्यकारी होगा।

आरक्षण नियमों के अनुसार लागू होगा। आवेदक को प्रत्येक पद के लिए संदर्भ में निर्दिष्ट आयु की आवश्यकता को पूरा करना चाहिए और आवेदन की समाप्ति तिथि के अनुसार आयु को पार नहीं करना चाहिए।

नोट: केवल ऑनलाइन आवेदन ही स्वीकार किए जाएंगे। विभाग यह भी अधिकार सुरक्षित रखता है कि किसी भी स्तर/समय पर तालिका में उल्लिखित प्रत्येक श्रेणी में पदों की संख्या को कम या बढ़ा सकता है।

हस्ताक्षरकर्ता  
निदेशक एवं सदस्य सचिव (राज्य बाल संरक्षण समिति),  
महिला एवं बाल विकास विभाग, राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार

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**Terms of References (TORs) of the staff to be appointed in State Child Protection Society (SCPS), State Adoption Resource Agency (SARA), Child Welfare Committees(CWCs), Juvenile Justice Boards(JJBs), Special Juvenile Police Units(SJPUs) & District Child Protection Units (DCPUs) under Mission Vatsalya Scheme, Delhi**

S. No	Post	Remuneration Per Month	Upper age limit	Essential Eligibility Criteria	Nature of Work/Duties
1	Programme Manager (SARA)	Rs. 46,240/-	40 Years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights/ Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with at least 50% marks and above.</li> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• 3 Years of experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women &amp; Child Development / Social Welfare. Relevant Experience shall be considered after essential qualification i.e. Post Graduation.</li> <li>• Computer skills and excellent writing / documentation skills.</li> <li>• Proficiency in English &amp; Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall coordination and supervise policy and standard operating protocols for implementation of the adoption programs at the State level as given in the Adoption Regulations.</li> <li>• Shall facilitate District Child Protection Units, Child Welfare Committees, and SAAs in terms of technical advice related to adoption and non-institutional care.</li> <li>• Shall coordinate, monitor and develop the adoption programme in state.</li> <li>• Shall facilitate the setting up of SAAs, provide legal recognition of SAAs and maintain a comprehensive list of such agencies.</li> <li>• Shall ensure that all adoptions/permanent placements of children are done in accordance with the laws and guidelines of the Supreme Court of India and Govt. of India.</li> <li>• Shall promote in-country and regulate inter-country adoptions in coordination with CARA.</li> </ul>

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- Shall maintain a centralized web-based data base of adoptable children with the help of district child protection unit as a part of the child tracking system.
- Shall maintain a centralized (state specific) web-based data base of prospective adoptive parents with the help of district child protection unit.
- Shall supervise the work of SAAs and ensure co-ordination within state.
- Shall ensure that all PAPs are registered at DCPUs/SAAs/SARAs.
- Shall provide comprehensive adoption data to CARA on monthly basis.
- Shall liaison with National Institute of Public Cooperation and Child Development (NIPCCD), NIMHANS and other training institutions of the central/state governments for the purpose of training and capacity building at the state and district level.
- Shall facilitate and support the functioning of statutory bodies under the Juvenile Justice (Care and Protection of Children) Act, 2015 viz., Child Welfare Committees, Juvenile Justice Boards, SJPU, etc.
- Shall develop and disseminate IEC materials, for Advocacy and awareness for promoting adoptions in the State.

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2 Programme  
Manager  
(SCPS)

Rs. 46,240/-

40 Years

- Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights /Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with at least 50% marks and above.
- 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.
- 3 Years of experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development / Social Welfare. Relevant Experience shall be considered after essential qualification i.e. Post Graduation.
- Computer skills and excellent writing skills/ documentation.
- Fluency in English & Hindi.
- Shall coordinate and supervise programs and services for children in need of care and protection and children in conflict with law at State levels, with the help of Program Officer and the District Child Protection Units.
- Shall facilitate, coordinate and supervise training and capacity building of staff engaged under the Mission at State or District levels as well as staff of allied systems (including police, judiciary, concerned government departments, voluntary organization and general public).
- Shall liaison with National Institute of Public Cooperation and Child Development (NIPCCD), its regional centres and other training institutions of the central/state governments for the purpose of training and capacity building at the state and District level.
- Shall assist in framing the state media communication plan and ensure designing of IEC material regarding Child rights and protection issues suitable to State specific socio-cultural milieu, in the local language while maintaining the core principles of child rights, legal and policy mandate.
- Shall coordinate in all awareness generation activities on child

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protection issues to change social attitudes and traditional practices like child labour, child begging, child marriage, female foeticide, discrimination against girl child etc. at State and district levels with the support of Program Officer and the District Child Protection Units.

- Shall facilitate and support the functioning of statutory bodies under the Juvenile Justice Act viz., Child Welfare Committees, Juvenile Justice Boards, SJPU, State Advisory Board etc.
- Shall ensure supervision and monitoring all the institutions/agencies housing children in the State.
- Shall provide all necessary support to the State Mission Director, in releasing funds for implementing programs and services for children in need of care and protection and children in conflict with law at State level.
- Any other task assigned by the State Mission Director for attaining the objectives of the Mission

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3 Program Officer (SARA)

Rs. 34,755/-

40 Years

- Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with at least 50% and above.
- 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.
- Computer skills and excellent writing skills.
- Fluency in English & Hindi.

OR

- Graduate in Social Work/Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the

- Shall function under the overall supervision of the Program Manager and shall assist him in coordination with all child protection activities pertaining to children in need of care and protection including children in conflict with law by the State Child Protection Society (SCPS).
- Shall assist Programme Manager in planning, coordination and implementation of all training and capacity building Programs, IEC & advocacy activities at State and District levels.
- Shall coordinate with the entire District for implementing, supervising and monitoring all activities pertaining to children in need of care and protection at State and District level.
- Any other task assigned by the Programme Manager for attaining the objectives of the Mission.

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				<p>preferably in the field of Women &amp; Child Development / Social Welfare.</p> <p>Relevant Experience shall be considered after essential qualification i.e. Graduation.</p> <ul style="list-style-type: none"> <li>• Computer skills and excellent writing skills.</li> <li>• Fluency in English &amp; Hindi.</li> </ul>	
4	<b>Program Officer (SCPS)</b>	<b>Rs. 34,755/-</b>	40 Years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with at least 50% and above.</li> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• Computer skills and excellent writing skills.</li> <li>• Fluency in English &amp; Hindi.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Graduate in Social Work/Sociology/ Child Development/ Human Rights</li> </ul>	<ul style="list-style-type: none"> <li>• Shall function under the overall supervision of the Program Manager and shall assist him in coordination with all child protection activities pertaining to children in need of care and protection including children in conflict with law by the State Child Protection Society (SCPS).</li> <li>• Shall assist Programme Manager in planning, coordination and implementation of all training and capacity building Programs, IEC &amp; advocacy activities at State and District levels.</li> <li>• Shall coordinate with the entire District for implementing, supervising and monitoring all activities pertaining to children in need of care and protection at State and District levels.</li> </ul>

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				<p>Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women &amp; Child Development / Social Welfare.</p> <p>Relevant Experience shall be considered after essential qualification i.e. Graduation.</p> <ul style="list-style-type: none"> <li>• Computer skills and excellent writing skills.</li> <li>• Fluency in English &amp; Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>• Any other task assigned by the Programme Manager for attaining the objectives of the Mission.</li> </ul>
5	District Child Protection Officer (DCPO)	Rs.44,023/-	40 Years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights/Public Administration Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with at least 50% and above.</li> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• At least 3 years of experience of</li> </ul>	<ul style="list-style-type: none"> <li>• District Child Protection Officer (DCPO) shall function as the officer in charge of the DCPU and shall be responsible for carrying out all day-to-day functions of the DCPU at the district level.</li> <li>• DCPO shall coordinate and supervise implementation of the Mission and all other child protection activities at district level including coordinating non-institutional care program and monitoring &amp; supervision of all institutions/agencies/projects/programs</li> </ul>

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working with the Govt./Non-Government Organization in Documentation, training & Capacity Building, Project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child Development/Social Welfare. Relevant Experience shall be considered after essential qualification i.e. Post Graduation.

- Computer skills and excellent writing skills.
- Fluency in English & Hindi.

/ NGOs

- DCPO shall report to the District Magistrate and assist the District Magistrate in development of District Annual Child Protection Plan resource directory of child related services & child tracking system at district level.
- DCPO shall report to SARA for the purpose of coordinating non-institutional care programme at district level.
- DCPO 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 Officers, Education Officer, Chief Medical Officer, Municipal Authorities & other local bodies.
- DCPO shall ensure that the details of every child coming in contact with the Juvenile Justice set up are uploaded on the Vatsalya portal maintained centrally.
- DCPO shall head the Management Committee of every Child Care Institution in the district and carry out field visits to the CCIs.
- DCPO shall also coordinate with the

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				<p>voluntary Organization, Hospital/Nursing Homes, CWCs, JJBs Child line &amp; other authorities at district level.</p> <ul style="list-style-type: none"> <li>• Manage optimum utilization of grant received from the SCPS under the Mission.</li> <li>• DCPO shall conduct a monthly review meeting with all stakeholders including representatives of community &amp; Local bodies as well as media at the district level.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>	
6	Protection Officers – (Institutional Care)	Rs. 27,804/-	40 Years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with 50% marks and above.</li> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks and above</li> <li>• Computer skills and excellent</li> </ul>	<ul style="list-style-type: none"> <li>• Shall Identify families and children to prevent destitution of children &amp; arrange/provide them necessary support services like counseling, access to health care, education, vocational skills etc. With the support of the outreach worker working under him/her.</li> <li>• Shall carry out a situational analysis of children in difficult circumstances, collect &amp; compile data on different dimensions of the child protection problems in terms of number of</li> </ul>

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			<p>writing skills</p> <ul style="list-style-type: none"> <li>• Fluency in English &amp; Knowledge of Hindi</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Graduate in Social Work/Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women &amp; Child Development / Social Welfare.</li> </ul> <p>Relevant Experience shall be considered after essential qualification i.e. Graduation.</p> <ul style="list-style-type: none"> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks and above</li> <li>• Computer skills and excellent writing skills</li> <li>• Fluency in English &amp; Knowledge of Hindi</li> </ul>	<p>children requiring support, number of children in institutions &amp; the kind of services they need.</p> <ul style="list-style-type: none"> <li>• Shall carry out a resource mapping exercise &amp; develop a District Child Protection Plan &amp; resource directory of child related services at the district level on the basis of data collected.</li> <li>• Shall ensure setting up &amp; management of the child tracking system of all institutional care programmes including Open Shelter in the district.</li> <li>• Shall support CWC in the process of inquiry and restoration of children.</li> <li>• Shall ensure registration of all child care organizations/institutions/agencies housing children under the Juvenile Justice Act, 2015.</li> <li>• Shall supervise and monitor of all child care organizations/institutions/agencies, both Govt. &amp; NGO run (with or without support), housing children and ensure implementation of minimum standards of care;</li> <li>• Shall supervise &amp; monitor of other child protection programmes being implemented at district level.</li> </ul>
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- Shall identify training need & arrange for training & capacity building of personnel both Govt. & Non-Government) involved in institutional care at district level in coordination with State Child Protection Unit.
- Shall ensure that documents of each child like Birth Certificate, Aadhar Card, School going Certificate, Vaccination certificates, Health Check-up cards etc. of all the children are made available by the CCI.
- Shall ensure that Registration Certificates of CCIs under Juvenile Justice (Care and Protection of Children) Act, 2015, are verified and updated timely and to carry out registration of new CCIs as per standards of care laid down in Juvenile Justice Act/Rules.
- Shall ensure NGOs running CCIs must be registered on Darpan portal maintained by the NITI Aayog and follow all government stipulations including Foreign Contribution Regulation Act (FCRA) compliances.
- Shall ensure background verification of all NGO run CCI (funded and non-funded) staff to ensure their

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					<p>credentials.</p> <ul style="list-style-type: none"> <li>• Shall prepare and submit a monthly assessment of CCIs in the district report to the DCPO.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
7	<b>Protection Officer- (Non-Institutional Care)</b>	<b>Rs. 27,804/-</b>	40 Years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights/Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with 50% marks and above.</li> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• Computer skills and excellent writing skills.</li> <li>• Fluency in English &amp; Knowledge of Hindi.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Graduate in Social Work/Sociology/ Child Development/ Human Rights Public Administration/</li> </ul>	<ul style="list-style-type: none"> <li>• Shall identify families and children at risk to prevent destitution of children and arrange/provide them necessary support for non-institutional care, where required.</li> <li>• Shall support District Magistrate in identifying adoptable children from the district and preparing a district-level database of adoptable children;</li> <li>• Shall support SARA in identifying adoptable children from the district and preparing a district level database of adoptable children.</li> <li>• Shall promote and facilitate adoption in the district with the help of SAA by: <ul style="list-style-type: none"> <li>a) Registering and maintaining database of adoptable children and PAPs for in-support &amp; adoption.</li> <li>b) Promoting in-country adoption within district.</li> </ul> </li> </ul>

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Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development / Social Welfare. Relevant Experience shall be considered after essential qualification i.e. Graduation.

- 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.
- Computer skills and excellent writing skills.
- Fluency in English & Knowledge of Hindi.

c) Monitor adoption placement and ensure that the SAAs provide post placement support & follow up.

- Shall ensure that all adoptable children in all Child Care Institutions (CCIs) are brought into the adoption system.
- Shall carryout family based non-institutional care through foster care, sponsorship and after care programmes.
- Shall 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.
- Shall function as the Nodal Officer for the child tracking system in the district.
- Shall support CWC in the process on inquiry and restoration of children,
- Shall supervise and monitor all child care institutions including SAAs in the district.
- Shall coordinate with SARA and

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					<p>SPSU for training and building capacities of all personnel (Government &amp; Non-Governmental) involved in non- institutional service to children.</p> <ul style="list-style-type: none"> <li>• Shall submit quarterly report to the SARA on status of adoption programmes in the district.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
8	<b>Legal-cum Probation Officer (LCPO)</b>	<b>Rs. 27,804/-</b>	40 Years	<ul style="list-style-type: none"> <li>• LLB from recognized university</li> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• Experience of at least 2 years of working with Govt/NGO preferably in the field of Women &amp; Child Rights. Relevant Experience shall be considered after essential qualification i.e. LLB.</li> <li>• Good understanding of Child right &amp; protection issues.</li> <li>• Proficiency in Computer Skills &amp; writing skills</li> <li>• Fluency in English &amp; Hindi</li> </ul>	<ul style="list-style-type: none"> <li>• Shall collect and compile data on dimension of the juvenile delinquency in the district.</li> <li>• Shall attend proceedings of the JJB regularly.</li> <li>• Shall support JJB in conducting inquiries.</li> <li>• Shall prepare and submit social investigation reports.</li> <li>• Shall maintain case files and other registers.</li> <li>• Shall escort Juveniles to a home/fit person/fit institution form the JJB.</li> <li>• Shall undertake follow up visits of juveniles released under supervision and after release.</li> <li>• Shall establish linkages with</li> </ul>

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					<p>voluntary sector for facilitating rehabilitation and social reintegration of juveniles.</p> <ul style="list-style-type: none"> <li>• Shall provide necessary support to the CWC &amp; JJB in the legal matters relating to all the children coming under the purview of the Juvenile Justice Act as &amp; when required.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
9	Counselor	Rs. ₹23,836/-	35 Years	<ul style="list-style-type: none"> <li>• Graduate in Social Work/Sociology/Psychology/ Public Health/ Counseling from a recognized university with at least 50% marks and above.</li> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• Proficiency in Computer Skills/ excellent writing skills/documentation.</li> <li>• Fluency in English &amp; Hindi.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• PG Diploma in Counseling and Communication.</li> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall provide counseling services to children in conflict with law and children in need of care and protection as well as their parents and families</li> <li>• Counselor shall also work with CWC and JJB at district level as and when required.</li> <li>• Counselor at the DCPU will be responsible for supervising counselors in the institutions and also for providing counseling support to children and families coming in contact with the DCPU</li> <li>• Any other task assigned by the senior authorities.</li> </ul>

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				<ul style="list-style-type: none"> <li>• At least 1 year of working experience with the Govt/NGO preferably in the field of Women &amp; Child Development/Social Welfare. Relevant Experience shall be considered after essential qualification i.e. Graduation/PG Diploma.</li> <li>• Proficiency in Computer Skills/ excellent writing skills/documentation.</li> <li>• Fluency in English &amp; Hindi.</li> </ul>	
10	<b>Social Worker</b>	<b>Rs. 23,836/-</b>	35 Years	<ul style="list-style-type: none"> <li>• Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences from a recognized university with 50% marks or above.</li> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• At least 1 year of working experience with the Govt/NGO preferably in the field of Women &amp; Child Development. Relevant Experience shall be considered after essential qualification i.e. Graduation.</li> <li>• Proficiency in Computer Skills/ excellent writing skills/documentation.</li> <li>• Fluency in English &amp; Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall coordinate field level activities in their respective cluster of sub-divisions as assigned by the DCPO.</li> <li>• Shall guide the outreach workers for carrying out the field level interventions.</li> <li>• Shall also work 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>

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1	<b>Accountant</b>	Rs. 23,836/-	35 Years	<ul style="list-style-type: none"> <li>• Graduate in commerce/ Mathematics degree from a recognized university least 50% marks or above.</li> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• At least 1 year experience of working in desired field Relevant Experience shall be considered after essential qualification i.e. Graduation.</li> <li>• Computer Skills &amp; command on Tally</li> <li>• Fluency in English &amp; Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall maintain the day to day accounts of the DCPU</li> <li>• Shall assist the Accounts officer in scrutinizing financial proposals and administrative matter</li> <li>• Any other task assigned by the supervisor authority.</li> </ul>
12	<b>Assistant Cum Data Entry Operator (ADEO)</b>	Rs. 21,927/-	35 Years	<ul style="list-style-type: none"> <li>• 12th pass from a recognized Board/ Equivalent Board with at least 60% marks or above.</li> <li>• 1 year Diploma / Certificate in Computers.</li> <li>• At least 1 year experience of working in the field of Women &amp; child development.</li> </ul> <p style="text-align: center;">Deputy Director Child Protection Unit Deptt. of WCD, GNCTD New Delhi</p>	<ul style="list-style-type: none"> <li>• Assistant-cum-Data Entry Operator (ADEO) shall ensure for entering and maintaining data of DCPU within time limits.</li> <li>• ADEO shall to ensure compiling, verifying accuracy and sorting information to prepare source data for computer entry and reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.</li> <li>• ADEO shall apply data program techniques and procedures to generate reports, store completed work in designated locations and perform backup operations, scan documents and print files, when</li> </ul>

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					needed, keep information confidential.
13	<b>Outreach Worker (ORW)</b>	<b>Rs. 21,927/-</b>	35 Years	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• Good Communication Skills</li> <li>• Knowledge of Hindi &amp; English</li> <li>• At least 1 year experience of working in the field of Women &amp; child development.</li> <li>• Basic knowledge of Computers</li> </ul>	<ul style="list-style-type: none"> <li>• Shall assist their respective Protection Officer &amp; Legal cum Probation Officer in carrying out their roles &amp; responsibilities.</li> <li>• Shall identify the families and children at risk and offer necessary support services,</li> <li>• Shall develop good networking &amp; linkages with the Aanganwari Workers &amp; members of Panchayat / Local bodies at community/block levels.</li> <li>• Shall 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>

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