

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT**  
**(STATE CHILD PROTECTION SOCIETY, DELHI)**  
**5<sup>th</sup> Floor, KASHMERE GATE, DELHI-110006.**

F.no.(1095)/Recruitment/scps/DWCD/2017

**ADVERTISEMENT**

Applications are invited for vacancies in State Child Protection Society, State Adoption Resource Agency, Child Welfare Committees & District Child Protection Units (DCPUs) constituted under Integrated Child Protection Scheme (ICPS) and now called Mission Vatsalaya 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, GOI:-

Sl .no	Name of the Post	No. of vacant posts	Remuneration per month (Consolidated)
1.	Programme Manager (SARA)	1	Rs. 35,000/-*
2.	District Child Protection Officer (DCPU)	3	Rs. 33,250/-*
3.	Protection Officer (Institutional Care) (DCPU)	15	Rs. 21,000/-*
4.	Protection Officer (Non-Institutional Care) (DCPU)	2	Rs. 21,000/-*
5.	Legal cum Probation Officer (DCPU)	6	Rs. 21,000/-*
6.	Data Analyst (DCPU)	6	Rs.20,430/-**
7.	Accountant (DCPU)	5	Rs.20,430/-**
8.	Counsellor (DCPU)	4	Rs.20,430/-**
9.	Social Worker (DCPU)	8	Rs.20,430/-**
10.	Outreach Worker (DCPU)	4	Rs. 18,797/-**

\*Consolidated remuneration as per ICPS Scheme.


\*\*Consolidated remuneration as per Minimum wages

**The application shall be accepted w. e. f. 30.07.2021 to 14.08.2021.**

The terms of references (TORs), essential qualification, experience required, job details are available on the Department website: [www.wcddel.in](http://www.wcddel.in) and refer link <http://cams.wcddel.in> for apply online.

Only shortlisted candidates will be called for interview and decision of selection committee shall be final and binding. In this regard, the department's notice board and official website may be referred at [www.wcddel.in](http://www.wcddel.in). The shortlisted candidates will be informed through E-mail also.

**Note :** Only online applications shall be entertained by the Department of WCD. 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. Department further reserve the right to terminate this contract work at any stage/point of time.

  
28.7.21

**KIRAN GANDHI**  
Joint Director  
Tech (WCD)  
Department of Women & Child Development  
GNCTD Delhi

Sd/-Director,  
Department of Women and Child Development

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार  
महिला एवं बाल विकास विभाग  
(राज्य बाल संरक्षण सोसाइटी दिल्ली)  
5वें तल, कश्मीरी गेट, दिल्ली-110006

F.no.(1095)/Recruitment/scps/DWCD/2017

विज्ञापन

महिला एवं बाल विकास मंत्रालय भारत सरकार के समेकित बाल संरक्षण स्कीम (आईसीपीएस), के अन्तर्गत वर्तमान में चल रही इकाईयों जो कि स्टेट चाइल्ड प्रोटेक्शन सोसाइटी, स्टेट एडोप्शन रिसॉर्स एजेंसी, बाल कल्याण समितियां और जिला बाल संरक्षण इकाई (डीसीपीयू)। जिसके तहत निम्नलिखित अस्थाई रिक्त पदों के लिए आवेदन पत्र आमंत्रित करता है, जो कि इस प्रकार हैं:-

सं.न0	पद का नाम	रिक्त पदों की संख्या	वेतन हर माह
1.	कार्यक्रम प्रबंधक (सारा)	1	रु0 35,000/-
2.	जिला बाल संरक्षण अधिकारी (डीसीपीयू)	3	रु0 33,250/-
3.	संरक्षण अधिकारी (इन्सिड्यूशनल केयर) (डीसीपीयू)	15	रु0 21,000/-
4.	संरक्षण अधिकारी (नॉन इन्सिड्यूशनल केयर) (डीसीपीयू)	2	रु0 21,000/-
5.	कानूनी सह परिबीक्षा आधिकारी (डीसीपीयू)	6	रु0 21,000/-
6.	डेटा विशलेशक (डीसीपीयू)	6	रु0 20,430/-
7.	अकाउंटेंट (डीसीपीयू)	5	रु0 20,430/-
8.	काऊंसलर (डीसीपीयू)	4	रु0 20,430/-
9.	सामाजिक कार्यकर्ता (डीसीपीयू)	8	रु0 20,430/-
10.	आऊटरीच वर्कर (डीसीपीयू)	4	रु0 18,797/-

- \* आईसीपीएस योजना के अनुसार समेकित पारिश्रमिक
- \* न्यूनतम वेतन के अनुसार समेकित पारिश्रमिक

आवेदन पत्र निर्धारित प्रारूप में ऑनलाईन विधिवत भरकर, रिक्त पदों, शैक्षिक योग्यता तथा नियम और भातें एवं आवेदन पत्र की जानकारी विभाग की वेबसाइट-[www.wcddel.in](http://www.wcddel.in) पर उपलब्ध है

आवेदन 30.07.2021 से 14.08.2021 तक स्वीकार किए जायेंगे। एवं आनलाईन आवेदन करने के लिए लिंक - <http://cams.wcddel.in> पर देखें।

केवल शॉर्टलिस्ट किए गए उम्मीदवार को साक्षात्कार के लिए बुलाया जाएगा और चयन समिति का निर्णय अंतिम और इस संबंध में बाध्यकारी होगा, किसी भी आगे के अपडेट के लिए विभाग के नोटिस बोर्ड और कार्यालय की वेबसाइट [www.wcddel.in](http://www.wcddel.in) पर शॉर्टलिस्ट किए गए उम्मीदवारों को ई मेल द्वारा भी सूचित किया जाएगा।

नोट : महिला एवं बाल विकास विभाग द्वारा केवल ऑनलाईन आवेदनों पर ही विचार किया जाएगा, विभाग के पास किसी भी स्तर/समय पर तालिका में उल्लिखित प्रत्येक श्रेणी में पदों की संख्या घटाने या बढ़ाने का अधिकार सुरक्षित है। विभाग आगे किसी भी स्तर/समय पर इस अनुबंध कार्य को समाप्त करने का अधिकार सुरक्षित रखता है।

  
28.7.21

KIRAN GANDHI  
Joint Director  
Tech (WCD)

Department of Women & Child Development  
GNCTD Delhi

Sd/-  
निदेशक,  
महिला एवं बाल विकास विभाग



**Terms of References (TORs) of the staff to be appointed in State Child Protection Society, State Adoption Resource Agency and District Child Protection Unit under ICPS, Delhi**

S. No	Post	Remuneration Per Month	Upper age limit	Eligibility Criteria	Nature of Work/Duties
1	Programme Manager (SARA)	Rs. 35000/-	40 Years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Community Resource Management from a recognized University (Regular) 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>• 3 Years of experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women &amp; Child Development / Social Welfare.</li> <li>• Computer skills and excellent writing skills/ documentation.</li> <li>• Fluency in English &amp; Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate, monitor and develop the adoption programme in state.</li> <li>• Facilitate the setting up of SAAs, provide legal recognition of SAAs and maintain a comprehensive list of such agencies.</li> <li>• 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>• Promote in-country and regulate inter-country adoptions in coordination with CARA.</li> <li>• 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.</li> <li>• Maintain a centralized (state specific) web-based data base of prospective adoptive parents with the help of district child protection unit.</li> </ul>



					<ul style="list-style-type: none"> <li>• Supervise the work of SAAs and ensure co-ordination within state.</li> <li>• Ensure that all PAPs are registered at DCPUs/SAAs/SARAs.</li> <li>• Provide comprehensive adoption data to CARA on monthly basis.</li> </ul>
2	<b>District Child Protection Officer (DCPU)</b>	<b>Rs.33,250/-</b>	40 Years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights/NGO Mgt./Public Administration from a recognized University (Regular) 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>• Atleast 3 years of experience of working with the Govt./Non-Government Organization in Documentation, training &amp; Capacity Building, Project formulation/ implementation, monitoring and supervision preferably in the field of Women &amp; Child Development.</li> <li>• Computer skills and excellent writing skills.</li> <li>• Fluency in English &amp; Hindi</li> </ul>	<ul style="list-style-type: none"> <li>• He/She shall be responsible for carrying out all the functions of the DCPU 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 SCPS at the State level.</li> <li>• Shall report to SARA for the purpose of coordinating non-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:</li> </ul>



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					<p>District Magistrate, District Judge, Superintendent of Police, Child Development Project Officer (CDPO), Labour Officers, Education Officer, Chief Medical Officer, Municipal Authorities &amp; Members of Zila Parishad &amp; other local bodies.</p> <ul style="list-style-type: none"> <li>• He/She shall also coordinate with the voluntary Organization, Hospital/Nursing Homes, CWCs, JJBs Child line &amp; other authorities at district level.</li> <li>• 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.</li> <li>• He/She 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>
3	<b>Protection Officers – Institutional Care</b>	Rs. 21,000/-	40 Years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Community Development/Child Development/Social Work/Sociology/Human</li> </ul>	<ul style="list-style-type: none"> <li>• Identify families and children to prevent destitution of children &amp; arrange/provide them necessary support services like counselling,</li> </ul>

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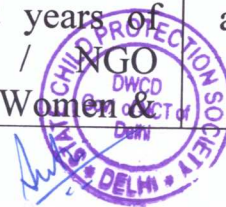


				<p>Rights/Public Administration from a recognized University (Regular) with 50% and above.</p> <ul style="list-style-type: none"> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• Experience of atleast 2 years of working with Govt/NGO preferably in the field of Women &amp; Child Development.</li> <li>• Computer skills and excellent writing skills</li> <li>• Fluency in English &amp; Knowledge of Hindi</li> </ul>	<p>access to health care, education, vocational skills etc. With the support of the outreach worker working under him/her.</p> <ul style="list-style-type: none"> <li>• 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 children requiring support, number of children in institutions &amp; the kind of services they need.</li> </ul>
			<p>AK</p>	<p>AK</p>	<ul style="list-style-type: none"> <li>• 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. Ensure setting up &amp; management of the child tracking system of all institutional care programme including Open Shelter in the district.</li> <li>• Support CWC in the process of inquiry and restoration of children.</li> <li>• Ensure registration of all child care organizations/institutions/agencies housing children under the Juvenile Justice Act, 2000 and its Amendment Act, 2006.</li> <li>• Agencies, both Govt, &amp; NGO run (with or without support), housing</li> </ul>



					<p>children and ensure implementation of minimum standards of care.</p> <ul style="list-style-type: none"> <li>• Supervision &amp; monitoring of other child protection programmes being implemented at district level.</li> <li>• Identify training need &amp; arrange for training &amp; capacity building of personnel both Govt. &amp; Non-Government) involved in institutional care at district level in coordination with State Child Protection Unit.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
4	<b>Protection Officer- (Non-Institutional Care)</b>	<b>Rs. 21,000/-</b>	40 Years	<ul style="list-style-type: none"> <li>• Post Graduate degree in /Child Development /Social Work/Sociology/Human Rights/Criminology/Public Administration/Social Sciences from a recognized University (Regular) with the minimum percentage must be 50% and above.</li> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• Experience of atleast 2 years of working with Govt / NGO preferably in the field of Women &amp;</li> </ul>	<ul style="list-style-type: none"> <li>• 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>• Support SARA in identifying adoptable children from the district and preparing a district level database of adoptable children.</li> <li>• 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> </ul> </li> </ul>

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			<p>Child Development</p> <ul style="list-style-type: none"> <li>• Computer skills and excellent writing skills.</li> <li>• Fluency in English &amp; Knowledge of Hindi.</li> </ul>	<p>b) Promoting in-country adoption within district.</p> <p>c) Monitor adoption placement and ensure that the SAAs provide post placement support &amp; follow up.</p> <ul style="list-style-type: none"> <li>• Ensure that all adoptable children in all Child Care Institutions (CCIs) are brought into the adoption system.</li> <li>• Carryout family based non-institutional care through foster care, sponsorship and after care programmes.</li> <li>• 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.</li> <li>• Function as the Nodal Officer for the child tracking system in the district.</li> <li>• Support CWC in the process on inquiry and restoration of children,</li> <li>• Supervise and monitor all child care institutions including SAAa in the district.</li> <li>• Coordinate with SARA and SPSU for training and building capacities</li> </ul>

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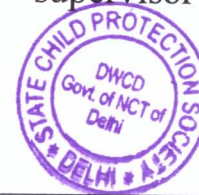


					<p>of all personnel (Government &amp; Non-Governmental) involved in non- institutional service to children.</p> <ul style="list-style-type: none"> <li>• Submit quarterly report to the SARA on status of adoption programmes in the district.</li> </ul>
5	<b>Legal-cum Probation Officer</b>	<b>Rs. 21,000/-</b>	40 Years	<ul style="list-style-type: none"> <li>• Post Graduate in LLB/M.A in Child Rights/LAW from recognized university (Regular) with atleast 50% and above.</li> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• Experience of atleast 2 years of working with Govt/NGO preferably in the field of Women &amp; Child Development</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>• Collect and compile data on dimension of the juvenile delinquency in the district.</li> <li>• Attend proceedings of the JJB regularly.</li> <li>• Support JJB in conducting inquiries.</li> <li>• Prepare and submit social investigation reports.</li> <li>• Maintain case files and other registers.</li> <li>• Escort Juveniles to a home/fit person/fit institution form the JJB.</li> <li>• Undertake follow up visits of juveniles released under supervision and after release.</li> <li>• Establish linkages with voluntary sector for facilitating rehabilitation and social reintegration of juveniles.</li> <li>• Provide necessary support to the CWC &amp; JJB in the legal matters</li> </ul>

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					<p>relating to all the children coming under the purview of the Juvenile Justice Act as &amp; when required.</p> <ul style="list-style-type: none"> <li>• Any other task assigned by the supervisory authority.</li> </ul>
6	<b>Data Analyst</b>	<b>Rs. 20,430/-</b>	35 Years	<ul style="list-style-type: none"> <li>• Graduation in any field with atleast minimum 50% &amp; above from any recognized university.</li> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• Diploma/Degree in Computers Application.</li> <li>• Atleast 1 year experience of working with Govt./NGO-Government Organization.</li> <li>• Knowledge of Hindi &amp; English</li> </ul>	<ul style="list-style-type: none"> <li>• Work related to data analysis, compilation &amp; presentation.</li> <li>• Typing of Publication in English and Hindi</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
7	<b>Accountant</b>	<b>Rs. 20,430/-</b>	35 Years	<ul style="list-style-type: none"> <li>• Graduate with atleast 50% in commerce degree from a recognized university.</li> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• Atleast 1 year experience of working in desired field</li> <li>• Computer Skills &amp; command on Tally</li> <li>• Fluency in English &amp; Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain the day to day accounts of the DCPU</li> <li>• Assist the Accounts officer in scrutinizing financial proposals and administrative matter</li> <li>• Any other task assigned by the supervisor authority.</li> </ul>
8	<b>Counselor</b>	<b>Rs. 20,430/-</b>	35 Years	<ul style="list-style-type: none"> <li>• Graduate preferably in B.A in Social</li> </ul>	<ul style="list-style-type: none"> <li>• To provide counselling services to children in conflict with law and</li> </ul>



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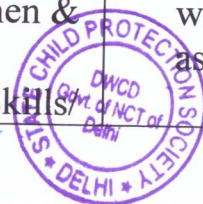
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				<p>Work/Sociology/Psychology/ Counseling from a recognized university (Regular) with atleast 50% and above</p> <ul style="list-style-type: none"> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• PG Diploma in guidance &amp; counselling.</li> <li>• Atleast 1 year of working experience with the Govt/NGO preferably in the field of Women &amp; Child Development.</li> <li>• Proficiency in Computer Skills/ excellent writing skills/documentation.</li> <li>• Fluency in English &amp; Hindi.</li> </ul>	<p>children in need of care and protection as well as their parents and families</p> <ul style="list-style-type: none"> <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>
9	<b>Social Worker</b>	<b>Rs. 20,430/-</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 (Regular) with 50% or above.</li> <li>• 12<sup>th</sup> passed from a recognize school with at least 60% marks or above.</li> <li>• Atleast 1 year of working experience with the Govt/NGO preferably in the field of Women &amp; Child Development.</li> <li>• Proficiency in Computer Skills</li> </ul>	<ul style="list-style-type: none"> <li>• To coordinate field level activities in their respective cluster of subdivisions 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. Any other task assigned by the senior authorities.</li> </ul>

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				<p>excellent writing skills/documentation.</p> <ul style="list-style-type: none"> <li>• Fluency in English &amp; Hindi.</li> </ul>	
10	<b>Outreach Worker</b>	Rs. 18,797/-	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>• 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 Aanganwari 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>

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