

# NOTIFICATION

## TELANGANA STATE SOCIETY FOR PROTECTION AND EMPOWERMENT OF CHILDREN

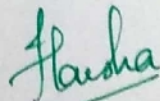
### RECRUITMENT NOTIFICATION

“District Child Protection Society ” in ICPS invites applications from eligible persons for the following posts :

#### POSITION FOR SPECIALIZED ADOPTION AGENCY (SAA) IN ICPS:

- |                                    |           |
|------------------------------------|-----------|
| 1. Manager/Coordinator Shishugruha | - 6 Posts |
| 2. Social Worker                   | - 5 Posts |
| 3. Nurse                           | - 5 Posts |
| 4. Accountant                      | - 1 Posts |
| 5. Data Entry Operators            | - 1 Posts |

For information about the required qualifications, eligibility criteria and mode of selection the prescribed application for positions announce log-on to <http://wcdw.tg.nic.in> Candidates desiring to apply can download the Application Form and send the completed application ,District Welfare Officer, Women, Child, Disabled & Senior citizen Dept.,H.No: 8-3-222, Vengalrao Nagar , Yousufguda Road Near Mathuranagar Metro station District - 500038 within 10 days (dt: /09/2020 at 5pm) from the date of publication in the news paper. Application arriving late will not be accepted. Only short listed candidates will be intimated. This office reserves the right to cancel the notification without assigning any reasons.



District Welfare Officer

WCD & SC Dept

Rangareddy District



### Job Description of the Staff of SAA

| Job code | Name of the Position | Job Description /Responsibilities   | Type of recruitment | Eligibility- Criteria   | Salary per month | Age Specification |
|----------|----------------------|---|---------------------|---|------------------|-------------------|
| SAA- 01  | Manager/ coordinator | <ul style="list-style-type: none"> <li>The Manager/ Coordinator of the SAA would ensure effective functioning of the SAA as per the CARA guidelines and ensure that child protection programmes for children under 6 years of age are implemented effectively.</li> <li>Coordinate with the local CWC. Regularly report to the SARA at the state level.</li> <li>Periodically report about the progress of the children in the SAA to the Child Welfare Committee and DCPU.</li> <li>Supervise the sponsorship &amp; foster programme through regular monitoring of the progress as per the child's individual care plan and send periodic reports to the DCPS and CWC.</li> <li>Prepare individual child care plans and child care options for children in the SAA.</li> <li>She/he shall be responsible for ensuring effective institutional/ residential care services at the district level for the children placed in the SAA and all records are well maintained and updated as per CARA guidelines.</li> </ul> | Contractual         | <ul style="list-style-type: none"> <li>Master of Social Work (MSW)/ Sociology Masters Degree in Psychology/ M.Sc. Home Science from recognized university</li> <li>Should have atleast 3 years experience and knowledge of working on child protection issues including 1 year of overseeing institutions that provide residential care and support to women and children</li> <li>Should have good rapport with the NGOs who run children's homes/ govt. departments in the district who are working on women and child related issues</li> <li>Should have demonstrable Commitment to child concerns and communication skills both written &amp; oral and ability to pursue the matters with all concerned.</li> <li>Ability to work on a computer and capable is using MS – Office package (MS Word and Excel_ and also capable of using the internet</li> </ul> | 17,500/-<br>*    | 25-35 years       |

|         |  |   |             |   |                                       |                |
|---------|--|---|-------------|---|---------------------------------------|----------------|
| SAA- 02 | Social Worker cum Early Childhood Educator | <ul style="list-style-type: none"> <li>The Social Worker will be responsible for coordinating field level activities with regard to adoption issues as well as the taking care of the ECE in the SAA, in the district.</li> <li>The Social Worker shall report to the Manager/ Coordinator of the SAA.</li> </ul> | Contractual | <ul style="list-style-type: none"> <li>Should have a Bachelors/Post graduate in Social Work/ PG diploma in Psychology/ Early Childhood care and Development, from recognized university</li> <li>Should have at least 2 year experience and knowledge of working/child protection issues including 1 years of working with WD&amp;CW Dept. or an NGO on adoption issues will be an added advantage.</li> <li>Should have good rapport with the NGOs/ Govt. departments in the district who are working with children in conflict with law.</li> <li>Should have demonstrable Commitment to women and child concerns. Should have written &amp; oral communication skills (ability to write and speak fluently English &amp; Telugu).</li> <li>Ability to work on a computer and capable in using MS – Office package (MS Word and Excel) and also capable of using the internet.</li> </ul> | 14,000/-<br>*                         | 25-35 years    |
| SAA-03  | Nurse (Women)                              | <ul style="list-style-type: none"> <li>Providing medical assistance/ care to the children in the SAA.</li> </ul>  | Contractual | <ul style="list-style-type: none"> <li>Should be qualified medical personnel.</li> <li>With relevant qualifications ANM etc.</li> </ul>   | 9,000/-*<br><br>*<br>conditions apply | 25 to 35 years |

|        |            |   |             |   |           |             |
|--------|------------|---|-------------|---|-----------|-------------|
| SAA-04 | Accountant | <p>The Accountant shall maintain the Society accounts effectively in the Implementation of ICPS. She/He shall also monitor Budgets and update the Ledgers/Cash books on a daily basis.</p> <ul style="list-style-type: none"> <li></li> </ul> | Contractual | <p>1 (a) Should have a Bachelors Degree in Commerce/Finance (B.Com), only from recognized university.</p> <p>(b) Should have at least 4 years experience and good/sound knowledge of maintaining accounts and related book keeping and IT laws. Knowledge of principles of accounting. Practical experience of maintaining accounts for 4 years is necessary.</p> <p>© Ability to work on a computer and capable of using MS-Office package (MS Word and Excel), Computerized accounting packages like TALLY/WINGS and also capable of using the</p> <ul style="list-style-type: none"> <li>internet independently</li> </ul> | Rs 14,000 | 25-35 years |
| SAA-05 | D.E.O      | MS- OFFICE and all consolidation Reports and documents  | Contractual | <p>Graduate in any discipline in PGDCA from recognized in university.</p> <p>.2 experience in relevant field and Knowledge of using MS-Office</p>   | 10000/-   | 25-35 years |

2. Age Limit: Applicants age must be between 25 to 35 Years for general category , SC/ST/BC relaxation upto 40years as on 01/09/2020 and staff already those who are presently in DCPU units and Child line staff in existing Districts the age limit given relaxation upto 45yrs as on 01.09.2020 .

Note: No TA/DA will be reimbursed to the candidate appearing for the written test and Interview