

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 DISTRICT CHILD PROTECTION UNIT OF THE DISTRICT SOCIETY:

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| 1. Data Analyst | - 1 Posts |
| 2.Outreach worker (1Male/1Female) | - 2 Posts |
| 3.Asst.cum Data Entry Operator(1DCPU/1CWC) | - 2 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 to O/o District Welfare Officer, Women, Child, Disabled & Senior citizen Dept.,H.No: 8-3-222, Vengalrao Nagar , Yousufguda Road Near Mathuranagar Metro station District - 500038 by (dt:20/10/2020 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.

Yours Faithfully


District Welfare Officer
WCD & SC,Dept
Rangareddy District

Job Description of the Staff of DCPU

Job code	Name of the Position	Job Description /Responsibilities	Type of recruitment	Eligibility- Criteria	Salary per month	Age Specification
DCPU	Data Analyst	<ul style="list-style-type: none"> • The DATA Analyst shall be responsible for • Assisting the dcpo in preparing format for data collection analysis of data collected • Provide technical assistance to the WCD& SC Dept/society in improving the existing database & data collection process and analysis including the existing database at the district level. • data entry analysis for monitoring .support preparation of formats 	Contractual	<ol style="list-style-type: none"> 1. Graduate in any stream preferably in Statistic / Mathematics / Pure Science / Social work/Sociology. 2. Knowledge of use of computers software & Internet with skills in using M.S. Office packages such as M.S. Words, M.S. Excel & M.S. Power Point 3. Knowledge of Telugu and English both written & spoken is essential. 4. Experience:2 years experience in relevant field (For minimum period of experience 10% and for each additional year of experience 1% shall be awarded subject 10 a maximum of 15%) 	14000/-	25-35 years
DCPU	Assistant cum DEO	<p>Operators shall support the program Manager & PO in work related data entry and other admin work</p> <p>Provide documentation support in and out of office (during works shops/seminar)</p> <p>Support the accounts officer in documentation support and also in the works entrusted from time to</p>	Contractual	<ul style="list-style-type: none"> • Should have a Bache;lors/Post Qualifications 1. Graduate in any discipline with PGDCA from a recognized University or Institution. 2. Knowledge of use of computers software & Internet with skills in using M.S. Office packages such as M.S. Words, M.S. Excel & M.S. Power Point 3. 	10000/-*	25-35 years

		time		<p>Knowledge of Telugu and English both written & spoken is essential.</p> <p>Experience: 2 years experience in relevant field (For minimum period of experience 7% and for each additional year of experience 1% Shall be awarded Subject 10 a maximum of 10%)</p>		
DCPU	Outreach workers(1Male/1Female)	<ul style="list-style-type: none"> The Outreach Workers shall assist the Social Workers / Protection Officers in carrying out their roles and responsibilities. Every District Level Society shall have 3 Outreach Workers and will report to Protection Officers and Legal cum Probation Officer. 2. The Outreach Workers will work as a link between the community and the District Child Protection Society and shall be responsible for identifying families and children at risk and offer necessary support services. 3. The Outreach Workers shall also be responsible for developing good networking and linkages with the Aanganwadi Workers and members of panchayat/local bodies at community/block Levels 	Contractual	<ul style="list-style-type: none"> (a) Should have a Bachelors Degree (preferably in Social work, child development) from recognized university. (b) Should have at least 3 years experience and knowledge of working on child protection issues at the community level. Experience of working with WDCW Dept.. on child related issues will be an added advantage (c) Should have good rapport with the NGOs who are working with children at the grass-root level / Anganwadis of the WDCW Department in the district. (d) Should have written & oral communication skills. Ability to write case reports. (e) Ability to work on a computer and capable is using MSWord. 	8000/-	25 to 35 years
DCPU	Data Entry Operator(CWC)	<p>Operators shall support the Child welfare committee in work related data entry and other admin work.</p> <p>Provide documentation support in and out of office.</p>	Contractual	<ul style="list-style-type: none"> Should have a Bachelors/Post Qualifications 1. Graduate in any discipline with PGDCA from a recognized University or Institution. 2. Knowledge of use of computers software & Internet with skills in using M.S. Office 	9000/-*	25-35 years

				<p>packages such as M.S. Words, M.S. Excel & M.S. Power Point 3. Knowledge of Telugu and English both written & spoken is essential.</p> <p>Experience: 2 years experience in relevant field (For minimum period of experience 7% and for each additional year of experience 1% Shall be awarded Subject 10 a maximum of 10%)</p>		
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- Age Limit: Applicants age must be between 25 to 35 Years as on 01/10/2020,for SC/ST/BC relaxation upto 40years and for age relax limit from 35 to 45yrs as on 01.10.2020 to the staff who are already working in DCPU units and Child line staff in existing Districts

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