

NOTIFICATION

TELANGANA STATE SOCIETY FOR PROTECTION AND EMPOWERMENT OF CHILDREN

Recruitment Notification of RangaReddy Dist

"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:

1. Legal Cum Probation Officer - 1 posts
2. Out Reach Worker(Male) - 1 Post
3. Data Entry Operator for DCPU - 1 Post
4. Data Entry Operator for CWC - 1 Post

POSITIONS FOR SPECILIZED ADOPTION AGENCY(SAA)

1. SAA Manager - 1 posts
2. Social Worker - 1 Post
3. Ayah - 17 Posts
4. Chowkidar - 3 Posts
5. ANM - 1 Post

For information about the required qualifications, eligibility criteria and mode of selection the prescribed application for positions announce log-on to <http://wdcw.tg.nic.in> Candidates desiring to apply can download the Application Form and submit the completed application along with relevant study, experience, nativity & birth certificates to O/o District Welfare Officer, Women, Child, Disabled & Senior citizen Dept., RangaReddy Dist. H.No: 8-3-222, Vengalrao Nagar, Yousufguda Road Near Mathuranagar Metro station District - 500038 by dt: 20.11.2021 on or before 5pm. Application arriving late and postal delays will not be accepted. Only short listed candidates will be intimated. This office reserves the right to cancel the notification without assigning any reasons. Priority to RangaReddy Dist. local Candidates.

Sd/-

DISTRICT COLLECTOR/CHAIRMAN
RANGAREDDY DISTRICT


DISTRICT WELFARE OFFICER
WCD & SC DEPT.
Rangareddy Dist.

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	Legal cum Probation Officers	The Legal cum Probation Officer shall coordinate and supervise all the programmes and activities relating to Juveniles in Conflict with law. S/he would provide support to JJB at district levels. S/he shall also provide necessary support to the CWC and JJB in the legal matters relating to all children coming under the purview of the Juvenile Justice Act as and when required. Will report to DCPO.	Contractual	<p><u>EDUCATION QUALIFICATIONS & EXPERIENCE:</u></p> <p>(a) Post graduate in Law – (LLB/LLM) from recognized university.</p> <p>Should have secured at least 50% of marks and 40% for the candidates belong to SC & ST</p> <p>(b) Should have at least 4 years experience and knowledge of working on women/child protection issues including 2 years of working of child related legal issues and experience of working with the JJBs will be an added advantage .</p> <p>(c) Should have good rapport with the NGOs / Govt. departments in the district who are working on women and child protection related issues. And should have a good understanding of child rights and protection issues.</p> <p>(d) Should have demonstrable Commitment to child concerns and communication skills both written & oral and ability to pursue the matters with all concerned. Should have should have a background of working on legal issues related women and children.</p> <p>(e) Ability to work on a computer and capable is using MS-Office package (MSWord and Excel) and also capable of using the internet.</p>	Rs 21,000	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 time</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 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>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>	10000/-*	25-35 years
DCPU	Outreach workers(1Male)	<p>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</p>	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

		and members of panchayat/local bodies at community/block Levels				
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 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>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 to a maximum of 10%)</p>	9000/-*	25-35 years

- Age Limit: Applicants age must be between 25 to 35 Years as on 01/11/2021, for SC/ST/BC relaxation upto 40 years and for age relax limit from 35 to 45 yrs as on 01.11.2021 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

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"> 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. Coordinate with the local CWC. Regularly report to the SARA at the state level. Periodically report about the progress of the children in the SAA to the Child Welfare Committee and DCPU. Supervise the sponsorship & 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. Prepare individual child care plans and child care options for children in the SAA. 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. 	Contractual	<ul style="list-style-type: none"> Master of Social Work (MSW)/ Sociology Masters Degree in Psychology/ M.Sc. Home Science from recognized university 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 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 Should have demonstrable Commitment to child concerns and communication skills both written & oral and ability to pursue the matters with all concerned. Ability to work on a computer and capable is using MS – Office package (MS Word and Excel_ and also capable of using the internet 	17,500/-*	25-35 years

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

SAA-04	Aayhs	<ul style="list-style-type: none"> • Cook • Housekeeping & Sanitation 	Contractual	<ul style="list-style-type: none"> • Positions without specific education qualification for 	*6,000/-	25 – 50 years
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. Age Limit: Applicants age must be between 25 to 35 Years as on 01/11/2021,for SC/ST/BC relaxation upto 40years and for age relax limit from 35 to 45yrs as on 01.11.2021 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

ANNEXURE-V

Application Form

Position Applied For: _____

[1] PERSONAL INFORMATION:

Name: _____

Phone Number: _____ Mobile Number: _____

AADHAR NUMBER: _____

Email id: _____

Sex: Female Male

Date of Birth:

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District:

Mandal:

Residential Address: _____

Have you been charge-sheeted, convicted of or pleaded guilty to an offence? Yes_____

No_____

If yes particulars thereof and present status: _____

[2] EDUCATION INFORMATION:

(Please give details of your education track record (from high school to PG).

Sl. No. (i)	Qualifications (Degree/PG) with specialization (ii)	Name of the College/University. (iii)	Period (from Year –to year) (iv)	% of Marks scored ()
1	10th			
2	Inter			
3	Degree			
4	PG			
5	PHD			
6	Any other			

(2.a) Have you undergone any relevant trainings Yes/No

[3] EMPLOYMENT HISTORY:

Total no. of years of employment experience: _____

[Give details of the relevant experience during last five years]

Name of the Organization (i)	Position held / Designation (ii)	Period (from-to) (iii)	Address Phone: Email: (iv)	Job Responsibilities (v)

(3-a) Computer Skills: Skill in using the MS-Office & Mobile & Internet technologies: Excellent/Good/Average/No experience

I certify that the information furnished by me in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above (including the enclosed documents).

Paste a recent
Passport Size
Photograph

Signature

Date_____