

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SOCIAL WELFARE,
UNION TERRITORY OF PUDUCHERRY CHILD PROTECTION SOCIETY (UTPCPS)

Union Territory of Puducherry Child Protection Society under Directorate of Social Welfare, Government of Puducherry intends to engage professional staff on contractual basis for State and District Level Structures under Integrated Child Protection Scheme (ICPS) in the U.T of Puducherry. Applications are invited from eligible candidates in the prescribed application form for the following post initially for a period of one year. The contract period may be extended or curtailed further by the UTPCPS depending on the performance review. Applicants must have the essential qualification along with adequate experience. Preference will be given to candidate possessing basic computer knowledge. Eligible candidates may send their applications complete in every respect by registered post/courier addressed to the **MEMBER SECRETARY (UTPCPS) / DIRECTORATE OF SOCIAL WELFARE, No.1 Main Road, Saradambal Nagar, Ellaipilaichavady, Puducherry - 5**. Separate application in sealed cover has to be submitted for each post quoting the position applied on the top of the envelope. Only eligible applicants will be invited to interview. The last date for submission of applications is by **5.00 P.M. on 31.05.2012**. Any application received after the due date and time will be rejected.

Details of Dedicated Professional Staff to be engaged as follows;

District Child Protection Society Staff Details

Sl.No.	Name of the Post	No. of Posts
1	Protection officer (Non-Institutional Care)	1
2	Legal-cum-Probation Officer (LPO)	1
3	Social Worker (SW)	2
4	Counsellor	1
	Total	5

SPSU, SCPS & SARA Staff Details

Sl.No.	Name of the Post	No. of Posts
5	Accounts Officer (SCPS)	1
6	Accountant (DCPU, SARA)	2
7	Programme Assistant (SARA)	1
8	Assistant-cum-Data Entry Operator (SPSU, DCPU, SCPS)	3
9.	Data Analyst (DCPU)	1
	Total	8

Details application Format, essential qualifications, experience and remunerations for the positions are available in the website <http://www.pon.nic.in/> The authority reserves all rights to accept or reject applications for the above positions. The final select list will be prepared on the basis of results in viva-voce test category wise. All the posts are purely temporary, time bound and co-terminus with the scheme or earlier depending on the performance. Preference will be given to candidates belonging to U.T. of Pondicherry.

No TA/DA will be provided for appearing for viva-voce.

Member Secretary / Director,
Union Territory of Puducherry Child Protection Society
Puducherry

DETAILS OF DEDICATED PROFESSIONAL STAFF;

A.			District Child Protection Unit (DCPU)		
Sl.No.	Name of the Post with gross emoluments per month	No of post	Nature of Appointment	Eligibility/ Qualification	Experience
1	Protection officer Non-Institutional Care (Rs.12,000/-)	1	Contractual	Postgraduate in Sociology / Psychology (Child Psychology) / Social Work Minimum 60% marks at Masters level Age: 21-35 Years	At least 4 - 6 years of working experience related to Adoption/ Foster Care/ Sponsorship/ Child Care / Protection / Rehabilitation / understanding on child Rights 2 -3 years of experience in adoption/foster care/sponsorship with any child care institution of the district/state.
2	Legal-cum-Probation Officer (LPO) (Rs.12,000/-)	1	Contractual	Graduate in Law and having good understanding of Child Rights and Protection issues Minimum 60% marks Age: 21-35 Years	At least 2 - 3 years of working experience in providing legal aid services to children/juveniles. Experience in providing necessary support to the CWC and JJB in the legal matters relating to all children coming under the purview of the Juvenile Justice Act.
3	Social Worker (Rs.8,000/-)	2	Contractual	Postgraduate Graduate in (sociology/psychology/social work) Minimum 60% marks at Masters level Age: 21-35 Years	At least 2 - 3 years of working experience related to Child Care / Protection / Rehabilitation / understanding on child Rights and child welfare. Experience in carrying out field level interventions
4	Counsellor (Rs.8,000/-)	1	Contractual	Postgraduate Graduates in Sociology / Psychology (Child Psychology) / Social Work with Diploma in counselling Minimum 60% marks at Masters level Age: 21-35 Years	At least 2 - 3 years of working experience related to providing counselling services to children in conflict with law and children in need of care and protection as well as their parents and families Experience on the Child Care / Protection / Rehabilitation / understanding on child Rights
5.	Accounts Officer (SCPS) (Rs.10,000/-)	1	Contractual	Post Graduate in Commerce with Computer skills and Computerized Accounting.	At least 5 years of working experience related to Accounts and Book Keeping Retired officers from Govt. in the SAO / JAO with any qualification will be given preference Age should not exceed 62 years.
6.	Accountant DCPU (Rs.8,000/-)	1	Contractual	Graduate in Commerce with Computer skills and Computerized Accounting Ability to work on MS Office (Word, Excel, Power Point/ Internet) with ease Age: 21-35 Years Minimum 60% marks	At least 5 years of working experience related to Accounts and Book Keeping Retired officers from Govt. in the cadre of Superintendent with any qualification will be given preference.

7.	Programme Assistant (SARA) (Rs.5,000/-)	1	Contractual	Graduate in Sociology / Child Psychology / Social Work Minimum 60% marks Age: 21-35 Years	At least 3 years of working experience in related field
8.	Assistant –cum- Computer /Data Entry Operator (SPSU)-Rs.8,000/- (DCPU), (SCPS) (Rs.5,000/-)	3	Contractual	Degree in Computer Science or Any Degree with Post Graduate Diploma in Computer Application Minimum 60% marks Age: 21-35 Years	At least 2 years of working experience in related field (preference would be given to candidates having past experience of working in the Department on outsource basis.
9.	Data Analyst (DCPU) (Rs.8000)	1	Contractual	Post Graduate in Compute Application / Computer Science Ability to work on MS Office (Word, Excel, Power Point/ Internet) with ease Age: 21-35 Years Minimum 60% marks	At least 2 years of working experience in related field (preference would be given to candidates having past experience of working in the Department on outsource basis.

* SPSU - State Project Support Unit

* SCPS - State Child Protection Society

* SARA- State Adoption Resource Agency

* DCPU- District Child Protection Unit

APPLICATION FORM

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SOCIAL WELFARE,
UNION TERRITORY OF PUDUCHERRY CHILD PROTECTION SOCIETY (UTPCPS)
NO.1, MAIN ROAD, SARADAMBAL NAGAR, ELLAIPILAICHAVADY, PUDUCHERRY.**

Application for the Post of (Separate applications for Specific Posts)		Affix the Photograph				
Applicant's Name (In Block Letters)						
Address for Correspondence		Permanent Address				
Phone / Mobile Number		E-Mail ID				
Date of Birth		Sex	Male Female			
Father Name		Mother Name				
Educational Details - Attach Photocopies of Certificates & Mark Sheets						
Qualification	Name of Qualification Awarded	Year of Completion	College / University	Subject / Specialization	% / Grade / Division	Full time / Part time / Distance Learning
Higher Secondary						
Graduation						
Post Graduation						
Others						

Employment Details (Previous) - Attach Photocopies of Experience Certificate				
Name of the Organisation	Designation	Key Responsibility handled	Period	
			From	To
Current Employment Details - Attach Proof of current employment				
Name of the Organisation	Designation	Responsibility handled	Working from	Monthly remuneration

Declaration :

I hereby declare that the foregoing information is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted.

Place :

Date :

Signature of Applicant

Terms and conditions for candidates:

- The positions are purely temporary, time bound and co-terminus with the scheme or earlier depending on the performance.
- The appointment will be terminated either with the termination of the scheme or even before at the discretion of the competent authority.
- The Dept. of Social Welfare will have no liability, whatsoever, for the persons recruited under the Scheme.
- The Competent authority reserves the right to fill up or not fill up the posts as notified in this advertisement.
- No objection certificate from the employer is preferred if already in the service elsewhere.
- No TA/DA will be paid to attend the interview.
- Canvassing/political pressure in any form will render the candidate disqualification for the position.
- The decision of the Secretary (Child Protection) /Director (Child Protection) / UTPCPS will be final and binding on all aspects.
- Merely conformity to the job requirement will not entitle a candidate to be called for interview / considered for appointment. Society reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number of candidates to be called for interview. The recruitment process can be cancelled / suspended / terminated without assigning any reasons.
- In order to regulate the number of candidates to be called for interview, if so required, UTPCPS/Dept. of Social Welfare reserves the right to raise the minimum standards/criteria or to relax the minimum eligibility criteria/standards