

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
(STATE CHILD PROTECTION SOCIETY)

ISBT Building, Kashmiri Gate, Delhi-110006

F-. No. DWCD-E021/15/2026-CPU-HQ-WCD-/

ADVERTISEMENT

Applications are invited for vacancies in State Child Protection Society, District Child Protection Units, Juvenile Justice Boards, Child Welfare Committees & Special Juvenile Police Units constituted under Mission Vatsalya Scheme 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, Government of India: -

| S.NO. | POST NAME | REMNUERATION PER MONTH (CONSOLIDATED) | NO. OF VACANT POSTS |
|---------------------------------------|-------------------|---------------------------------------|---------------------|
| STATE CHILD PROTECTION SOCIETY | | | |
| 1 | Programme Officer | 34,755/-* | UR-01 |

| DISTRICT CHILD PROTECTION UNITS, JUVENILE JUSTICE BOARDS, CHILD WELFARE COMMITTEE AND SPECIAL JUVENILE POLICE UNITS | | | |
|--|---|------------|------------------------------|
| 1. | District Child Protection Officer | 44,023/-* | OBC-01, ST,01 |
| 2. | Protection Officer (Institutional Care) | 27,804/-* | UR-04, OBC-03, SC-01 |
| 3. | Protection Officer (Non-Institutional Care) | 27,804/-* | UR-04, OBC-03 |
| 4. | Legal cum Probation Officer | 27,804/-* | UR-02, EWS-01 |
| 5. | Counselor | 24,356/-** | UR-01 OBC-02, ST-01 |
| 6. | Social Worker | 24,356/-** | UR-03, SC-01, ST-03, EWS-04 |
| 7. | Accountant | 24,356/-** | UR-04, EWS-01, OBC-01 |
| 8. | Data Analyst | 24,356/-** | OBC-01, SC-01, ST-01, EWS-01 |
| 9. | Assistant cum Data Entry Operator | 22,411/-** | UR-03, SC-02, ST-02, EWS-02 |
| 10. | Out Reach Worker | 22,411/-** | UR-03, OBC-02, SC-02 |

*Consolidated remuneration as per Mission Vatsalya Scheme.

**Consolidated remuneration as per Minimum Wages.

The application process shall commence from [05/06/2026, 12:01 AM] and the last date for submission will be [26/06/2026] by 11:59 PM.

The terms of references (TORs), essential qualification, eligibility criteria, experience required, job details are available on the Department website: <https://www.wcd.delhi.gov.in> and refer link <http://cams.wcd.delhi.gov.in> for apply online.

Candidates may apply online from the date of publication of this advertisement. The recruitment is purely on a contract basis, initially for a period of one year. This is not a permanent job with either the Government of NCT of Delhi or the Government of India.

After scrutiny of applications the list of eligible candidates will be displayed on the website of the Department. The candidates are advised to regularly check the official website of the department to know the latest updates in this regard.


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: <https://www.wcd.delhi.gov.in>. The shortlisted candidates will be informed through E-mail also.

Reservation will be applicable as per the rules of the State government. The applicant must meet the age requirement specified in the Terms of Reference for each post and should not exceed this age as of the application closing date.

Further age relaxation will be provided to the applicants already working in the Department of WCD, GNCTD on the basis of their departmental experience.

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 reserves the rights to terminate this contract work at any stage/point of time. A candidate shall be eligible to apply for only one post. In case a candidate applies for more than one post, all applications submitted by the candidate shall be summarily rejected.

By Order
Secretary & Chairperson (SCPS),
Department of Women and Child Development, GNCTD


Deputy Director
Child Protection And Development Unit
Department of Women And Child Development
Govt. of NCT of Delhi
ISBT Building Kashmere Gate, Delhi-05

राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार
महिला एवं बाल विकास विभाग
(राज्य बाल संरक्षण समिति)
आईएसबीटी भवन, कश्मीरी गेट, नई दिल्ली

F-. No. DWCD-E021/15/2026-CPU-HQ-WCD-/

विज्ञापन

मिशन वात्सल्य के तहत गठित किए गए राज्य बाल संरक्षण समिति, जिला बाल संरक्षण इकाइयों, किशोर न्याय बोर्ड, बाल कल्याण समिति और विशेष किशोर पुलिस इकाइयों में रिक्ति पदों हेतु आवेदन आमंत्रित किए जाते हैं। निम्नलिखित पदों के लिए आवेदन प्रारंभिक रूप से एक वर्ष की अवधि के लिए व पूर्णतया संविदा के आधार पर आमंत्रित किए जाते हैं, जो की भारत सरकार के महिला और बाल विकास मंत्रालय द्वारा निर्धारित प्रावधानों के अनुसार है:-

| क्रम सं. | पदनाम | मासिक पारिश्रमिक (समेकित) | रिक्त पदों की संख्या |
|---|---------------------------------------|---------------------------|------------------------------|
| राज्य बाल संरक्षण समिति | | | |
| 1. | कार्यक्रम अधिकारी | 34,755/-* | UR 01 |
| जिला बाल संरक्षण इकाइयों, किशोर न्याय बोर्ड, बाल कल्याण समिति और विशेष किशोर पुलिस इकाइयों | | | |
| 1. | जिला बाल संरक्षण अधिकारी | 44,023/-* | OBC-01, ST,01 |
| 2. | संरक्षण अधिकारी (संस्थागत देखभाल) | 27,804/-* | UR-04, OBC-03, SC-01 |
| 3. | संरक्षण अधिकारी (गैर संस्थागत देखभाल) | 27,804/-* | UR-04, OBC-03 |
| 4. | विधि सह परिवीक्षा अधिकारी | 27,804/-* | UR-02, EWS-01 |
| 5. | परामर्शदाता | 24,356/-** | UR-01 OBC-02, ST-01 |
| 6. | सामाजिक कार्यकर्ता | 24,356/-** | UR-03, SC-01, ST-03, EWS-04 |
| 7. | अकाउंटेंट | 24,356/-** | UR-04, EWS-01, OBC-01 |
| 8. | डाटा विश्लेषक | 24,356/-** | OBC-01, SC-01, ST-01, EWS-01 |
| 9. | सहायक सह-डाटा एंट्री ऑपरेटर | 22,411/-** | UR-03, SC-02, ST-02, EWS-02 |
| 10. | आउट रीच वर्कर | 22,411/-** | UR-03, OBC-02, SC-02 |

* मिशन वात्सल्य योजना के अनुसार समेकित पारिश्रमिक।

**न्यूनतम मजदूरी के अनुसार समेकित पारिश्रमिक।

आवेदन प्रक्रिया [05/06/2026, 12:01AM] से प्रारंभ होगी एवं जमा करने की अंतिम तिथि 26/06/2026 समय 11 :59 pm तक होगी।

संदर्भ की शर्तें (TORs), आवश्यक योग्यता, पात्रता मानदंड, आवश्यक अनुभव और नौकरी का विवरण विभाग की वेबसाइट पर उपलब्ध हैं: <https://www.wcd.delhi.gov.in> और ऑनलाइन आवेदन करने के लिए लिंक पर जाएं: <http://cams.wcd Delhi.in>

उम्मीदवार इस विज्ञापन के प्रकाशन की तिथि से ऑनलाइन आवेदन कर सकते हैं। यह भर्ती पूरी तरह से संविदा के आधार पर है, प्रारंभ में एक वर्ष की अवधि के लिए। यह दिल्ली राष्ट्रीय राजधानी क्षेत्र सरकार या भारत सरकार के साथ स्थायी नौकरी नहीं है।

आवेदन पत्रों की जांच के बाद योग्य उम्मीदवारों की सूची विभाग की वेबसाइट पर प्रदर्शित की जाएगी। उम्मीदवारों को सलाह दी जाती है कि वे इस संबंध में नवीनतम अपडेट जानने के लिए विभाग की आधिकारिक वेबसाइट को नियमित रूप से चेक करें।

केवल शॉर्टलिस्ट किए गए अभ्यर्थियों को ही साक्षात्कार हेतु बुलाया जाएगा तथा चयन समिति का निर्णय अंतिम एवं बाध्यकारी होगा। इस संबंध में विभाग के सूचना पट्ट तथा आधिकारिक वेबसाइट <https://www.wcd.delhi.gov.in> का संदर्भ लिया जा सकता है। शॉर्टलिस्ट किए गए अभ्यर्थियों को ई-मेल के माध्यम से भी सूचित किया जाएगा।

आरक्षण राज्य सरकार के नियमों के अनुसार लागू होगा। आवेदक को प्रत्येक पद के लिए संदर्भ में निर्दिष्ट आयु की आवश्यकता को पूरा करना चाहिए और आवेदन की समाप्ति तिथि के अनुसार आयु को पार नहीं करना चाहिए।

इसके अतिरिक्त, महिला एवं बाल विकास विभाग, जीएनसीटीडी में वर्तमान में कार्यरत आवेदकों को उनके विभागीय अनुभव के आधार पर आयु सीमा में छूट प्रदान की जाएगी।

नोट: केवल ऑनलाइन आवेदन ही स्वीकार किए जाएंगे। विभाग यह भी अधिकार सुरक्षित रखता है कि किसी भी स्तर/समय पर तालिका में उल्लिखित प्रत्येक श्रेणी में पदों की संख्या को कम या बढ़ा सकता है। एक अभ्यर्थी केवल एक ही पद के लिए आवेदन करने के लिए पात्र होगा। यदि कोई अभ्यर्थी एक से अधिक पदों के लिए आवेदन करता है, तो उसके द्वारा प्रस्तुत सभी आवेदन बिना किसी विचार के निरस्त कर दिए जाएंगे।

आदेशानुसार
सचिव एवं अध्यक्ष (एससीपीएस)
महिला एवं बाल विकास विभाग, राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार


Deputy Director
Child Protection And Development Unit
Department of Women And Child Development
Govt. of NCT of Delhi

Terms of References (TORs) of the staff to be appointed in State Child Protection Society Child Welfare Committees (CWCs), Juvenile Justice Boards (JJBs), Special Juvenile Police Units (SJPU) & District Child Protection Units (DCPU) under Mission Vatsalya Scheme, Delhi

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|---|--------------------------------------|----------------------------|-----------------|---|--|
| 1 | <p>Program Officer (SCPS)</p> | <p>Rs. 34,755/-</p> | <p>40 Years</p> | <ul style="list-style-type: none"> • Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights/Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with at least 50% and above. • 12th passed from a recognize school with at least 60% marks or above. • At least 2 years of experience(in regular paid capacity) of working with the Govt./Non- Government Organization in Documentation, training & Capacity Building, Project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child Development/Social Welfare. Relevant Experience shall be considered after essential qualification i.e. Post Graduate Degree. | <ul style="list-style-type: none"> • Shall function under the overall supervision of the Program Manager and shall assist him in coordination with all child protection activities pertaining to children in need of care and protection including children in conflict with law by the State Child Protection Society (SCPS). • Shall assist Programme Manager in planning, coordination and implementation of all training and capacity building Programs, IEC & advocacy activities at State and District levels. • Shall coordinate with the entire District for implementing, supervising and monitoring all activities pertaining to children in need of care and protection at State and District levels. • Any other task assigned by the Programme Manager for attaining the objectives of the Mission. |
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| | | | | <ul style="list-style-type: none"> • Computer skills and excellent writing skills. • Fluency in English & Hindi. • | |
| 2 | District Child Protection Officer (DCPO) | Rs.44,023/- | 40 Years | <ul style="list-style-type: none"> • Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights/Public Administration Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with at least 50% and above. • 12th passed from a recognize school with at least 60% marks or above. • At least 3 years of experience (in regular paid capacity)of working with the Govt./Non- Government Organization in Documentation, training & Capacity Building, Project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child Development/Social Welfare. Relevant Experience shall be considered after essential | <ul style="list-style-type: none"> • District Child Protection Officer (DCPO) shall function as the officer in charge of the DCPU and shall be responsible for carrying out all day-to-day functions of the DCPU at the district level. • DCPO shall coordinate and supervise implementation of the Mission and all other child protection activities at district level including coordinating non-institutional care program and monitoring & supervision of all institutions/agencies/projects/programs/ NGOs • DCPO shall report to the District Magistrate and assist the District Magistrate in development of District Annual Child Protection Plan resource directory of child related services & child tracking system at district level. • DCPO shall report to SARA for the purpose of coordinating non- |

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| | | | | <p>qualification i.e. Post Graduate Degree.</p> <ul style="list-style-type: none"> • Computer skills and excellent writing skills. • Fluency in English & Hindi. • | <p>institutional care programme at district level.</p> <ul style="list-style-type: none"> • DCPO shall also be coordinating & networking with all the line departments/officers including: District Magistrate, District Judge, Superintendent of Police, Child Development Project Officer (CDPO), Labour Officers, Education Officer, Chief Medical Officer, Municipal Authorities & other local bodies. • DCPO shall ensure that the details of every child coming in contact with the Juvenile Justice set up are uploaded on the Vatsalya portal maintained centrally. • DCPO shall head the Management Committee of every Child Care Institution in the district and carry out field visits to the CCIs. • DCPO shall also coordinate with the voluntary Organization, Hospital/Nursing Homes, CWCs, JJBs Child line & other authorities at district level. • Manage optimum utilization of grant received from the SCPS under the Mission. |
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| | | | | | <ul style="list-style-type: none"> • DCPO shall conduct a monthly review meeting with all stakeholders including representatives of community & Local bodies as well as media at the district level. • Any other task assigned by the supervisory authority. |
| 3 | Protection Officers – (Institutional I Care) | Rs. 27,804/- | 40 Years | <ul style="list-style-type: none"> • Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with 50% marks and above. • 12th passed from a recognize school with at least 60% marks and above • Computer skills and excellent writing skills • Fluency in English & Knowledge of Hindi <p style="text-align: center;">OR</p> | <ul style="list-style-type: none"> • Shall Identify families and children to prevent destitution of children & arrange/provide them necessary support services like counseling, access to health care, education, vocational skills etc. With the support of the outreach worker working under him/her. • Shall carry out a situational analysis of children in difficult circumstances, collect & compile data on different dimensions of the child protection problems in terms of number of children requiring support, number of children in institutions & the kind of services they need. |

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| | | | <ul style="list-style-type: none"> Graduate in Social Work/Sociology/ Human Rights Administration/ Public Health/ Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development / Social Welfare. Relevant Experience shall be considered after essential qualification i.e. Graduation. 12th passed from a recognize school with at least 60% marks and above Computer skills and excellent writing skills Fluency in English & Knowledge of Hindi | <ul style="list-style-type: none"> Shall carry out a resource mapping exercise & develop a District Child Protection Plan & resource directory of child related services at the district level on the basis of data collected. Shall ensure setting up & management of the child tracking system of all institutional care programmes including Open Shelter in the district. Shall support CWC in the process of inquiry and restoration of children. Shall ensure registration of all child care organizations/institutions/agencies housing children under the Juvenile Justice Act, 2015. Shall supervise and monitor of all child care organizations/institutions/agencies, both Govt. & NGO run (with or without support), housing children and ensure implementation of minimum standards of care; |
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| | | | | | <ul style="list-style-type: none">● Shall supervise & monitor of other child protection programmes being implemented at district level.● Shall identify training need & arrange for training & capacity building of personnel both Govt. & Non-Government) involved in institutional care at district level in coordination with State Child Protection Unit.● Shall ensure that documents of each child like Birth Certificate, Aadhar Card, School going Certificate, Vaccination certificates, Health Check-up cards etc. of all the children are made available by the CCI.● Shall ensure that Registration Certificates of CCIs under Juvenile Justice (Care and Protection of Children) Act, 2015, are verified and updated timely and to carry out registration of new CCIs as per standards of care laid down in Juvenile Justice Act/Rules.● Shall ensure NGOs running CCIs must be registered on Darpan portal maintained by the NITI Aayog and |
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| | | | | | <p>follow all government stipulations including Foreign Contribution Regulation Act (FCRA) compliances.</p> <ul style="list-style-type: none"> • Shall ensure background verification of all NGO run CCI (funded and non-funded) staff to ensure their credentials. • Shall prepare and submit a monthly assessment of CCIs in the district report to the DCPO. • Any other task assigned by the supervisory authority. |
| 4 | Protection Officer-(Non-Institutional Care) | Rs. 27,804/- | 40 Years | <ul style="list-style-type: none"> • Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights/ Public Administration/ Psychology/ Psychiatry/ Law/ Public Health / Community Resource Management from a recognized University with 50% marks and above. • 12th passed from a recognize school with at least 60% marks or above. • Computer skills and excellent writing skills. | <ul style="list-style-type: none"> • Shall identify families and children at risk to prevent destitution of children and arrange/provide them necessary support for non-institutional care, where required. • Shall support District Magistrate in identifying adoptable children from the district and preparing a district-level database of adoptable children; • Shall support SARA in identifying adoptable children from the district and preparing a district |

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| | | | <ul style="list-style-type: none"> ● Fluency in English & Knowledge of Hindi. <li style="text-align: center;">OR ● Graduate in Social Work/Sociology/ Child Development/ Human Rights Administration/ Public Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development / Social Welfare. Relevant Experience shall be considered after essential qualification i.e. Graduation. ● 12th passed from a recognize school with at least 60% marks or above. ● Computer skills and excellent writing skills. ● Fluency in English & Knowledge of Hindi. | <p>level database of adoptable children.</p> <ul style="list-style-type: none"> ● Shall promote and facilitate adoption in the district with the help of SAA by: <ul style="list-style-type: none"> a) Registering and maintaining database of adoptable children and PAPs for in –support & adoption. b) Promoting in-country adoption within district. c) Monitor adoption placement and ensure that the SAAs provide post placement support & follow up. ● Shall ensure that all adoptable children in all Child Care Institutions (CCIs) are brought into the adoption system. ● Shall carryout family based non-institutional care through foster care, sponsorship and after care programmes. ● Shall carryout resource mapping and contribute in development of a District Child Protection Plan and a resource directory of a child related |
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| 5 | Legal-cum Probation Officer (LCPO) | Rs. 27,804/- | 40 Years | <ul style="list-style-type: none"> • LLB from recognized university • 12th passed from a recognize school with at least 60% marks or above. | <p>services for non-institutional care at the district level on the basis of data collected.</p> <ul style="list-style-type: none"> • Shall function as the Nodal Officer for the child tracking system in the district. • Shall support CWC in the process on inquiry and restoration of children, • Shall supervise and monitor all child care institutions including SAAs in the district. • Shall coordinate with SARA and SPSU for training and building capacities of all personnel (Government & Non-Governmental) involved in non-institutional service to children. • Shall submit quarterly report to the SARA on status of adoption programmes in the district. • Any other task assigned by the supervisory authority. <ul style="list-style-type: none"> • Shall collect and compile data on dimension of the juvenile delinquency in the district. |
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| | | | <ul style="list-style-type: none"> • Experience of at least 2 years of working(in regular paid capacity) with Govt/NGO preferably in the field of Women & Child Rights. Relevant Experience shall be considered after essential qualification i.e. LLB Degree. • Good understanding of Child right & protection issues. • Proficiency in Computer Skills & writing skills • Fluency in English & Hindi | <ul style="list-style-type: none"> • Shall attend proceedings of the JJB regularly. • Shall support JJB in conducting inquiries. • Shall prepare and submit social investigation reports. • Shall maintain case files and other registers. • Shall escort Juveniles to a home/fit person/fit institution form the JJB. • Shall undertake follow up visits of juveniles released under supervision and after release. • Shall establish linkages with voluntary sector for facilitating rehabilitation and social reintegration of juveniles. • Shall provide necessary support to the CWC & JJB in the legal matters relating to all the children coming under the purview of the Juvenile Justice Act as & when required. • Any other task assigned by the supervisory authority. |
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| 6 | Social Worker | Rs. 24,356/- | 35 Years | <ul style="list-style-type: none"> • Graduate in B.A in Social Work/ Sociology/ Social Sciences from a recognized university with 50% marks or above. • 12th passed from a recognize school with at least 60% marks or above. • At least 1 year of working experience with the Govt/NGO preferably in the field of Women & Child Development. • Relevant Experience shall be considered after essential qualification i.e. Graduation. • Proficiency in Computer Skills/ excellent writing skills/documentation. • Fluency in English & Hindi. | <ul style="list-style-type: none"> • Shall coordinate field level activities in their respective cluster of sub- divisions as assigned by the DCPO. • Shall guide the outreach workers for carrying out the field level interventions. • Shall also work the SJPU (Special Juvenile Police Unit) in discharging their duties as and when required. • Any other task assigned by the senior authorities. |
| 7 | Counselor | Rs. 24,356/- | 35 Years | <ul style="list-style-type: none"> • Graduate preferably in B.A in Social Work/Sociology/Psychology/ Public Health/ Counseling from a recognized university with at least 50% marks and above. OR • PG Diploma in Counseling and Communication. • 12th passed from a recognize school with at least 60% marks or above. | <ul style="list-style-type: none"> • Shall provide counseling services to children in conflict with law and children in need of care and protection as well as their parents and families • Counselor shall also work with CWC and JJB at district level as and when required. • Counselor at the DCPU will be responsible for supervising counselors in the institutions and also for providing counseling |

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| | | | | <ul style="list-style-type: none"> At least 1 year of working experience(in regular paid capacity) with the Govt/NGO preferably in the field of Women & Child Development/Social Welfare. Relevant Experience shall be considered after essential qualification i.e. Graduation Degree/PG Diploma. Proficiency in Computer Skills/excellent writing skills/documentation. Fluency in English & Hindi. | <ul style="list-style-type: none"> support to children and families coming in contact with the DCPU Any other task assigned by the senior authorities. |
| 8 | Accountant | Rs. 24,356/- | 35 Years | <ul style="list-style-type: none"> Graduate in commerce/Mathematics degree from a recognized university least 50% marks or above. 12th passed from a recognize school with at least 60% marks or above. At least 1 year experience of working in desired field Relevant Experience shall be considered after essential qualification i.e. Graduation. Computer Skills & command on Tally Fluency in English & Hindi. | <ul style="list-style-type: none"> Shall maintain the day to day accounts of the DCPU Shall assist the Accounts officer in scrutinizing financial proposals and administrative matter Any other task assigned by the supervisor authority. |

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| 9 | Data Analyst (DA) | Rs. 24,356/- | 35 Years | <ul style="list-style-type: none"> • Graduation in Statistics/Mathematics/Economics/Computer (BCA) from a recognized university with 50% or above marks. • 12th passed from a recognize school with at least 60% marks or above. • At least 1 year experience of working (in regular paid capacity) in the field of Women & child development. Relevant Experience shall be considered after essential qualification i.e. Graduation Degree. • Knowledge of Hindi & English | <ul style="list-style-type: none"> • Shall work related to Data Analyst for interpreting data, analyzing results using statistical techniques. • Data Analyst has to develop and implement data analysis, data collection systems and other strategies that optimize statistical efficiency and quality. • Data Analyst has to acquire data from primary or secondary data sources and maintain data base of district in DCPU. • Data Analyst has to work with DCPO to outline the specific data needs for each district and prepare district action plan under Mission • Typing of Publication in English and Hindi • Any other task assigned by the supervisory authority. |
| 10 | Assistant Cum Data Entry Operator (ADEO) | Rs. 22,411/- | 35 Years | <ul style="list-style-type: none"> • 12th pass from a recognized Board/ Equivalent Board with at least 60% marks or above. • 1-Year Diploma / Certificate in Computer Applications from a recognized institute/university with a minimum typing speed of 35 words per minute (WPM) in English on computer. • At least 1 year experience of working in the field of Women & child development. | <ul style="list-style-type: none"> • Assistant-cum-Data Entry Operator (ADEO) shall ensure for entering and maintaining data of DCPU within time limits. • ADEO shall to ensure compiling, verifying accuracy and sorting information to prepare source data for computer entry and reviewing data for deficiencies or errors, correcting any incompatibilities and checking output. |

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| | | | | | <ul style="list-style-type: none"> • ADEO shall apply data program techniques and procedures to generate reports, store completed work in designated locations and perform backup operations, scan documents and print files, when needed, keep information confidential. |
| <p>11</p> | <p>Outreach Worker (ORW)</p> | <p>Rs. 22,411/-</p> | <p>35 Years</p> | <ul style="list-style-type: none"> • 12th passed from a recognize school with at least 60% marks or above. • Good Communication Skills • Knowledge of Hindi & English • At least 1 year experience of working in the field of Women & child development. • Basic knowledge of Computers | <ul style="list-style-type: none"> • Shall assist their respective Protection Officer & Legal cum Probation Officer in carrying out their roles & responsibilities. • Shall identify the families and children at risk and offer necessary support services, • Shall develop good networking & linkages with the Aanganwari Workers & members of Panchayat / Local bodies at community/block levels. • Shall encourage volunteerism amongst the local youth for involving them in to the child protection programme at block and community levels. • Any other task assigned by the supervisory authority. |