



Government of Goa
Directorate of Women and Child Development, Panaji Goa.

APPOINTMENT ON CONTRACT BASIS

Applications are invited from prospective candidates for filling up the various temporary posts on contract basis for the District Child Protection Unit (DCPU), State Adoption Resource Agency (SARA) & State Child Protection Society (SCPS) for a period of 01 year under the administrative control of Directorate of Women & Child Development, Panaji in the premises of the **Directorate of Women and Child Development, Old Education Department Bldg., 2nd Floor, 18th June Road, Panaji, Goa** as shown below:

Sr. No.	Name of the post	Consolidated pay per month	No. of posts	Qualification
1	Programme Manager	Rs. 35,000/-	01	Essential: 1. Master in Psychology/ Master in Social Work/ Master in Child Development from a recognized University. 2. Knowledge of Konkani. 3. Working Knowledge of Computer Desirable: 1. Knowledge of Marathi. 2. Minimum 7 years experience in Child Protection, Child Welfare, Social Welfare Issues 3. Age Not exceeding 45 years
2	District Child Protection Officer	Rs. 33,250/-	02	Essential: 1. Master in Psychology/ Master in Social Work/ Master in Child Development from a recognized University. 2. Knowledge of Konkani. 3. Working Knowledge of Computer Desirable: 1. Knowledge of Marathi. 2. Minimum 7 years experience in Child Protection, Child Welfare, Social Welfare Issues 3. Age Not exceeding 45 years.
3	Programme Officer	Rs. 26,250/-	02	Essential: 1. Master in Psychology/ Master in Social Work/ Master in Child Development from a recognized University. 2. Knowledge of English and Konkani. 3. Working Knowledge of Computer Desirable: 1. Knowledge of Marathi. 2. Minimum 7 years experience in Child Protection, Child Welfare, Social Welfare Issues 3. Age Not exceeding 45 years
4	Protection Officer (Institutional / Non-institutional)	Rs. 21,000/-	03	Essential: 1. Master in Psychology/ Master in Social Work/ Master in Child Development from a recognized University. 2. Knowledge of Konkani. 3. Working Knowledge of Computer Desirable: 1. Knowledge of Marathi. 2. Minimum 3 years experience in Child Protection, Child Welfare, Social Welfare Issues 3. Age Not exceeding 45 years
5	Counselor	Rs. 14,000/-	02	Essential: 1. Graduate in Psychology/ Social Work (BSW)/ Sociology from any recognized university. 2. Knowledge of Konkani. 3. Working Knowledge of Computer.

				Desirable: 1. Professional diploma of atleast one year duration in counseling/Psychiatry/Social work from a recognized University/Institution. 2. Knowledge of Marathi. 3. Minimum 2 years experience of working with women /Children in difficult circumstances. 4. Age Not exceeding 45 years.
6	Social Worker	Rs. 14,000/-	01	Essential: 1. Graduate in Psychology/ Social Work (BSW)/ Sociology from any recognized university. 2. Knowledge of Konkani. 3. Working Knowledge of Computer. Desirable: 1. Knowledge of Marathi. 2. Minimum 2 years experience of working with women /Children in difficult circumstances. 3. Age Not exceeding 45 years.
7	Data Analyst	Rs. 14,000/	01	Essential: 1. Bachelor of Commerce. 2. Knowledge of Konkani. 3. Working Knowledge of Computer. Desirable: 1. Knowledge of Marathi 2. Minimum 2 years experience of working as a data analyst. 3. Age Not exceeding 45 years.
8	Lower Division Clerk / Assistant cum Data entry operator	Rs. 10,000/-	02	Essential: 1. Graduate from any recognized University 2. Knowledge of Konkani. 3. Working Knowledge of Computer. Desirable: 1. Knowledge of Marathi. 2. Age Not exceeding 45 years.
9	Outreach worker	Rs. 8,000/-	02	Essential: 1. Higher Secondary School certificate or equivalent qualification from a recognized institution. 2. Knowledge of Konkani. 3. Working Knowledge of Computer. Desirable: 1. Knowledge of Marathi. 2. Age Not exceeding 45 years.

- Interested candidates fulfilling the educational qualifications prescribed for the above posts with the valid certificates of qualification, computer literacy certificate, experience certificate, 15 years Residential Certificate, Valid Employment Card, Birth Certificate issued by Competent Authorities may submit his / her application in the prescribed proforma and submit the application to the Director of Women and Child Development, 2nd Floor, Old Education Building, Panaji Goa on or before 01/06/2022 by 3:00 p.m. Applications will be accepted in the Department from 19/05/2022 to 01/06/2022 between 10:00 a.m. to 3:00 p.m. daily (Lunch break 1:15 p.m. to 2:00 p.m.). No TA/DA will be paid either for appearing for the written test, interview or joining the post. The merit list (wait list) shall be kept valid for one year.
- Age limit: Not exceeding 45 years, and relaxed to the retired Government servants.
- Incomplete applications not in prescribed form and application received after the stipulated date & time shall be summarily rejected.
- The appointing Authority reserves the right to devise methods of selection of candidates for the post based on merit.
- The selected candidates shall be required to join duty with immediate effect.

Application Proforma for temporary posts in Directorate of Women & Child Development,
Panaji-Goa.

(No Documents to be submitted with the application)

To,
The Director,
Directorate of Women and Child Development,
Panaji Goa.

Affix passport
size photograph

Sub: Application for the post of _____

1. Name: - (In block letters): _____
2. Date of Birth: _____
3. Age as on date (YY/MM) : _____
4. Gender (Male / Female): _____
5. Marital status: _____
6. Address for correspondence (In block letters) : _____

7. Constituency: _____
8. Contact No.: _____
9. Employment Exchange Reg. No. _____
10. Residence Certificate No: _____ valid upto _____

11. Educational Qualifications:

Sr. No.	Degree / Diploma / certificate	Month & year of passing	Name of Board / University	% achieved
1	2	3	4	5

(Note: May attach additional sheets, if required)

12. Work experience in the field:

Sr. No.	Place of work	Post held	Date		Period
			From	upto	
1	2	3	4	5	6

(Note: May attach additional sheets, if required)

DECLARATION

I _____ son/daughter/wife of _____ hereby state that the contents of the application are true to my own knowledge and I possess the requisite qualification and other mandatory documents for the post. I understand that in the event of particulars or information given herein being found false or incorrect, my candidature for the requirement is liable to be **REJECTED OR CANCELLED EVEN AFTER SELECTION.**

Place _____

Dated: _____

Signature of the candidate

Name:-