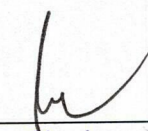


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Mission Vatsalya (Savdhanata Sanrakshnam), is a centrally sponsored scheme under the aegis of the Ministry of Women and Child Development (MWCD) and was launched in the year 2009-10 through the State Government. The State Child Protection Society (SCPS), Assam registered under the Societies Registration Act, 1860, is the implementing agency for Mission Vatsalya in the state. The Directorate of Women & Child Development, Govt. of Assam invites application for the following positions under Mission Vatsalya at State and District level in the state of Assam purely on contractual basis for a period of eleven (11) months subject to renewal on the basis of performance:

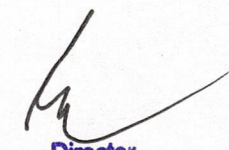
| District Child Protection Units(DCPUs) | | | | | | |
|--|---|------------------------------------|------------------|--|---|---|
| Sl. | Position | Consolidated Remuneration (in Rs.) | No. of Positions | Name of the Vacant Districts | Eligibility Criteria | Job Responsibilities |
| 1 | Counselor (DCPU) | Rs.18,536/- | 15 | Cachar, Charaideo, Darrang, Dhemaji, Dhubri, Dima Hasao, Hojai, Karbi Anglong, Karimganj, Lakhimpur, Majuli, Nalbari, South Salmara, Udalguri & West Karbi Anglong | <ul style="list-style-type: none"> Graduate in Social Work /Sociology/Psychology/ Public Health/ Counselling from a recognized university. OR PG Diploma in Counselling and Communication. At least 1 year of working experience with the Govt./NGO preferably in the field of Women & Child Development. Proficiency in Computers ((Minimum 6 month Diploma/ Certificate in Computers) Should be mandatorily a local candidate The post is non- transferrable | <ol style="list-style-type: none"> Provide counseling services to children in conflict with law and children in need of care and protection as well as their parents and families. He/ she shall work with the CWC and JJB at district level as and when required. He/ she shall be responsible for supervising counselors in the Child Care Institutions and also for providing counseling support to children and families coming in contact with the DCPU. |
| 2 | Social Worker | Rs.18,536/- | 14 | Barpeta, Biswanath, Bongaigaon, Charaideo, Chirang, Hojai, Kamrup (M), Karbi Anglong, Kokrajhar, Lakhimpur, Majuli, Nalbari, South Salmara & West Karbi Anglong | <ul style="list-style-type: none"> Graduate preferably in B.A in Social Work/ Sociology/Social Sciences from a recognized university. Weightage for work experience candidate. Proficiency in Computers ((Minimum 6 month Diploma/ Certificate in Computers) Should be mandatorily a local candidate The post is non- transferrable. | <ol style="list-style-type: none"> He/ she shall be responsible for coordinating field level activities as assigned by the DCPO He/ she shall be assisted by the Outreach Workers for carrying out field level interventions |
| 3 | Social Worker (F) | Rs.18,536/- | 14 | Cachar, Charaideo, Darrang, Dhemaji, Hojai, Jorhat, Kamrup (M), Karimganj, Majuli, Nagaon, South Salmara, Tinsukia, Udalguri & West Karbi Anglong | <ul style="list-style-type: none"> Graduate in commerce/ Mathematics degree from a recognized university. At least 1 year experience of working in desired field. Computer Skills & command on Tally. Should be mandatorily a local candidate The post is non- transferrable | Maintain the Accounts at District Level of all the structure under Mission Vatsalya including DCPU, CWC and JJB |
| 4 | Accountant | Rs.18,536/- | 18 | Baksa, Biswanath, Cachar, Charaideo, Dhemaji, Dibrugarh, Goalpara, Hailakandi, Jorhat, Karbi Anglong, Karimganj, Kokrajhar, Majuli, Nalbari, Sivasagar, South Salmara, Tinsukia, Udalguri & West Karbi Anglong | <ul style="list-style-type: none"> Graduation in Statistics/ Mathematics/Economics/ Computer (BCA) from a recognized university. Weightage for work experience candidate. Proficiency in Computers ((Minimum 1 year Diploma/ Certificate in Computers) Should be mandatorily a local candidate The post is non- transferrable. | <ol style="list-style-type: none"> He/ She shall be responsible for interpreting data, analysing results using statistical techniques. He/ She has to develop and implement data analysis, data collection systems and other strategies that optimized statistical efficiency and quality. He/ She has to acquire data from primary or secondary data sources and maintain data base of district in DCPU. He/ She has to work with DCPO to outline the specific data needs for each district and prepare district action plan under Mission. |
| 5 | Data Analyst | Rs.18,536/- | 11 | Cachar, Charaideo, Dima Hasao, Hailakandi, Karbi Anglong, Karimganj, Majuli, Sivasagar, South Salmara, Tinsukia & West Karbi Anglong | <ul style="list-style-type: none"> 12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. Weightage for work experience candidate. Should be mandatorily a local candidate | <ol style="list-style-type: none"> He/ She shall be responsible for entering and maintaining data of DCPU within time limits. 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. Apply data programme techniques and procedures to generate reports, store completed work in designated location and perform backup operations, scan documents and print files, when needed, keep information confidential. |
| 6 | Assistant cum Data Entry Operator, DCPU | Rs.13,240/- | 15 | Biswanath, Chairaideo, Darrang, Goalpara, Golaghat, Hailakandi, Hojai, Kamrup, Karbi Anglong, Kokrajhar, Lakhimpur, Majuli, South Salmara, Tinsukia & West Karbi Anglong | <ul style="list-style-type: none"> 12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. Weightage for work experience candidate. Should be mandatorily a local candidate | <ol style="list-style-type: none"> He/ She shall be responsible for entering and maintaining data of DCPU within time limits. 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. Apply data programme techniques and procedures to generate reports, store completed work in designated location and perform backup operations, scan documents and print files, when needed, keep information confidential. |


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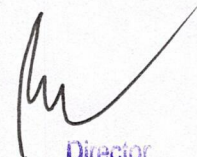
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| 7 | Assistant cum Data Entry Operator, CWC | Rs.11,916/- | 12 | Baksa, Biswanath, Bongaigaon, Charaideo, Dibrugarh, Hojai, Jorhat, Kamrup, Karbi Anglong, Majuli, South Salmara & West Karbi Anglong | <ul style="list-style-type: none"> • 12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. • Weightage for work experience candidate. • Should be mandatorily a local candidate | <ol style="list-style-type: none"> 1. He / She shall be responsible for entering and maintaining data of CWC within time limits. 2. Assist CWC and any other task assigned by the DCPO and CWC. |
| 8 | Assistant cum Data Entry Operator, JJB | Rs.11,916/- | 15 | Biswanath, Bongaigaon, Charaideo, Chirang, Dhubri, Goalpara, Hojai, Kamrup, Karbi Anglong, Lakhimpur, Majuli, Nagaon, South Salmara, Sonitpur & West Karbi Anglong | <ul style="list-style-type: none"> • 12th passed from a recognize Board/ Equivalent Board Good Communication Skills. • Weightage for work experience candidate. • Should be mandatorily a local candidate • The post is non- transferrable. | <ol style="list-style-type: none"> 1. He / She shall be responsible for entering and maintaining data of JJB within time limits. 2. Assist JJB and any other task assigned by the DCPO and JJB. |
| 9 | Outreach Worker | Rs.10,592/- | 29 | Baksa, Biswanath, Charaideo (2), Chirang, Darrang, Dibrugarh, Dima Hasao (2), Goalpara, Hailakandi, Hojai (2), Jorhat, Kamrup, Kamrup (M), Karimganj, Lakhimpur (2), Majuli, Morigaon, Sivasagar (2), South Salmara (2), Sonitpur, Tinsukia & West Karbi Anglong (2) | <ul style="list-style-type: none"> • 12th passed from a recognize Board/ Equivalent Board Good Communication Skills. • Weightage for work experience candidate. • Should be mandatorily a local candidate • The post is non- transferrable. | <ol style="list-style-type: none"> 1. Outreach workers shall report to Protection Officer and Legal cum Probation Officer. 2. He / She shall assist their respective officer in carrying out their rules and responsibilities. 3. He / She shall work as a link between the community and the District Child Protection Unit and shall be responsible for identifying families and children at risk and offer necessary support services. 4. The outreach worker shall also be responsible for developing good networking and linkages with the Anganwadi and ASHA workers and members of the Panchayat / local bodies at community / block level. 5. Should encourage volunteerism amongst the local youth and involve them in the child protection programme at block and community level. |

Govt. run Child Care Institutions (CCIs)

| Sl. | Position | Consolidated Remuneration (in Rs.) | No. of Positions | Name of the Vacant Govt. run Child Care Insitutions (CCIs) | Eligibility Criteria | Job Responsibilities |
|-----|---|------------------------------------|------------------|--|--|--|
| 1 | Counselor (CCI) (Only Female candidates may apply for the Girls Home) | Rs.23,170/- | 4 | <ol style="list-style-type: none"> i) Observation Home for Boys, Silchar, ii) Children Home for Girls, Nagaon iii) Children Home for Boys, Lakhimpur iv) Place of Safety, Boko | <ul style="list-style-type: none"> • Graduate in Social Work /Sociology/Psychology/ Public Health/ Counselling from a recognized university. OR • PG Diploma in Counselling and Communication. At least 1 year of working experience with the Govt/NGO preferably in the field of Women & Child Development. • Proficiency in Computers ((Minimum 6 month Diploma/ Certificate in Computers) • Should be mandatorily a local candidate • The post is non- transferrable. | <ol style="list-style-type: none"> 1. He / She shall deal with children in trauma / mal adjustment / behavioural disorder through psychological support. 2. He / She shall provide counseling to the children in conflict with law and children in need of care and protection. 3. Maintain behavioural progress report of the children residing in the child care institutions. 4. Assist the Superintendent in preparation individual care plan / individual case files. |


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| 2 | Probation Officer/ Child Welfare Officer/Case Worker (Only Female candidates may apply for the Girls Home) | Rs.23,170/- | 3 | i) Children Home for Girls, Nagaon ii) Children Home for Boys, Fatasil Ambari iii) Place of Safety, Boko | <ul style="list-style-type: none"> • Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences or LLB from a recognized university. Experience of at least 2 years of working with Govt./ NGO/ Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child right & protection issues. • Weightage for work experience candidate. • Proficiency in Computers ((Minimum 6 month Diploma/ Certificate in Computers) • Should be mandatorily a local candidate • The post is non- transferrable | <ol style="list-style-type: none"> 1. Liason with JJB / CWC / DCPU / SJPU 2. Maintain individual care plan and individual case file of the children residing in the CCIs. 3. Assist the Superintendent 4. Any other task assigned by the Superintendent. |
| 3 | Store-keeper cum Accountant | Rs.18,536/- | 1 | i) Children Home for Boys, Lakhimpur | <ul style="list-style-type: none"> • Graduate in commerce/ Mathematics degree from a recognized university. At least 1 year experience of working in desired field Computer Skills & command on Tally. • Should be mandatorily a local candidate • The post is non- transferrable. | <ol style="list-style-type: none"> 1. Receive of stock materials of home & maintain record. 2.Preparing accounts and tax returns 3. Monitoring spending and budgets 4. Auditing and analysing financial performance 5. Compiling and presenting financial and budget reports 6. Ensure that financial statements and records comply with laws and regulations 7. Keeping account registers and systems up to date. |
| 4 | House Father | Rs.14,564/- | 7 | i) Observation Home for Boys, Boko ii) Children Home for Boys, Fatasil Ambari, Kamrup (M) iii) Children Home for Boys, Lakhimpur (1) iv) Observation Home for Boys, Jorhat v) Place of Safety, Boko (2) | <ul style="list-style-type: none"> • 12th Pass from a recognized Board/Equivalent Board. • Experience of at least 1 year of working with Govt./ NGO preferably in the field of Women & Child Rights. Good understanding of Women & Child right & protection issues. • Should be mandatorily a local candidate • The post is non- transferrable. | <ol style="list-style-type: none"> 1. Provide each child upon his/her reception with all the necessary supplies like clothing, toiletries etc. 2. Maintain discipline among children. 3. Look after safety and security arrangement in the CCI. 4. Escort the children whenever they go out of the CCI for the purposes other than production before the Board or the Committee or the Children's Court. 5. Implement daily routine of every child in an effective manner and ensure the participation of the children. |
| 5 | House Mother | Rs.14,564/- | 7 | i) Children Home for Girls, Jalukbari ii) Observation Home for Girls, Jalukbari (2) iii) Children Home for Girls, Nagaon (2) iv) Observation Home for Girls, Nagaon (2) | <ul style="list-style-type: none"> • 12th Pass from a recognized Board/Equivalent Board. • Experience of at least 1 year of working with Govt./ NGO preferably in the field of Women & Child Rights. Good understanding of Women & Child right & protection issues. • Should be mandatorily a local candidate • The post is non- transferrable. | <ol style="list-style-type: none"> 1. Provide each child upon his/her reception with all the necessary supplies like clothing, toiletries etc. 2. Maintain discipline among children. 3. Look after safety and security arrangement in the CCI. 4. Escort the children whenever they go out of the CCI for the purposes other than production before the Board or the Committee or the Children's Court. 5. Implement daily routine of every child in an effective manner and ensure the participation of the children. |
| 6 | Paramedical Staff | Rs.11,916/- | 4 | i) Children Home for Girls, Nagaon ii) Observation Home for Girls, Nagaon iii) Children Home for Boys, Fatasil Ambari iv) Place of Safety, Boko | <ul style="list-style-type: none"> • GNM / ANM passed from a recognized institution. Minimum 1Year experience in relevant field. • Should be mandatorily a local candidate • The post is non- transferrable. | <ol style="list-style-type: none"> 1. Daily monitoring of health status of children and supervision of children as per Doctor's guidance. 2. Medical examination upon entry. 3. Preparing and maintaining immunization schedule. 4. Planning a diet and nutrition plan for children. |


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|---|--|-------------|----|--|---|---|
| 7 | Educator | Rs.10,000/- | 4 | <ul style="list-style-type: none"> i) Observation Home for Boys, Silchar ii) Children Home for Girls, Jalukbari iii) Observation Home for Girls, Jalukbari iv) Place of Safety, Boko | <ul style="list-style-type: none"> • 12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. • Weightage for work experience candidate. • Should be mandatorily a local candidate • The post is non- transferrable. | <ol style="list-style-type: none"> 1. He/ she shall work under the supervision of the Officer-in-charge (Superintendent) to ensure that all children in the CCI receive educational inputs. 2. Upon receiving a brief from the Case Worker shall provide inputs and interact with the child if necessary for the component on education which will form part of the ICP. 3. The educator shall work in coordination with the Case Worker to ensure that children in the CCI receive support to begin or continue their education with no disruption. 4. Administer tests to determine at what level of education children are at in order to be able to give them appropriate support. 5. Conduct classes daily, and coordinate with voluntary agencies providing education support services in the CCI to ensure that all children receive educational support such as Bridge Course. 6. Any work as assigned by the Superintendent. |
| 8 | Art & Craft cum Music Teacher (Only Female candidates may apply for the Girls Home) | Rs.10,000/- | 10 | <ul style="list-style-type: none"> i) Observation Home for Boys, Silchar, ii) Children Home for Girls, Jalukbari iii) Observation Home for Girls, Jalukbari iv) Children Home for Girls, Nagaon v) Observation Home for Girls, Nagaon vi) Observation Home for Boys, Boko vii) Children Home for Boys, Fatasil Ambari viii) Children Home for Boys, Lakhimpur ix) Observation Home for Boys, Jorhat x) Place of Safety, Boko | <ul style="list-style-type: none"> • 12th Pass with Diploma in Fine Arts/ Bachelor in Fine Arts/ B. Music. At least 1 year experience in relevant field. • Should be mandatorily a local candidate • The post is non- transferrable. | <ol style="list-style-type: none"> 1. He/ she shall perform the duties under the supervision of the Person-in-charge (Superintendent). 2. Conduct art and craft and other activities for the children in the CCI. 3. Liaise with the Person-in-charge (Superintendent) such that children who are interested are permitted to participate in government organized art competitions. 4. Work with volunteers to undertake art and craft projects with the children-e.g. Painting of murals, decorating walls of the institution. |
| 9 | PT Instructor cum Yoga Trainer (Only Female candidates may apply for the Girls Home) | Rs.10,000/- | 10 | <ul style="list-style-type: none"> i) Observation Home for Boys, Silchar, ii) Children Home for Girls, Jalukbari iii) Observation Home for Girls, Jalukbari iv) Children Home for Girls, Nagaon v) Observation Home for Girls, Nagaon vi) Observation Home for Boys, Boko vii) Children Home for Boys, Fatasil Ambari viii) Children Home for Boys, Lakhimpur ix) Observation Home for Boys, Jorhat x) Place of Safety, Boko | <ul style="list-style-type: none"> • 12th Pass with Certificate Course/ Diploma in Physical Education/ Certificate Course/ Diploma in Yoga. • Weightage for experienced candidates. • Should be mandatorily a local candidate • The post is non- transferrable. | <ol style="list-style-type: none"> 1. He/ she shall perform the duties under the supervision of the Person-in-charge (Superintendent). 2. He/she must ensure that each child participates in minimum 2 hours of group activities daily. 3. Should ensure that there is an adequate supply of sports equipment. 4. Shall train the children in sports and athletics, Yoga etc. 5. Shall coordinate and organize volunteers to undertake training of children in different sports and athletics and Competitive matches and tournaments. |

* There will be an annual rise in remuneration @ 3% (on cumulative basis) based on satisfactory performance from FY 2023-24 to FY 2025-26.

Other Criteria:

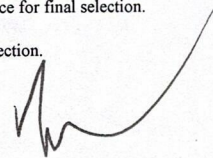
1. **Age:** The candidates should not be less than 21 years of age and not more than 38 years of age as on 01/01/2023. The upper age limit is relaxable :
 - (i) By 5 years for SC/ST candidates, i.e. upto 43 years.
 - (ii) By 3 years for OBC/MOBC candidates i.e. upto 41 years as per Govt. Notification No. ABP. 6/2016/9 dated Dispur the 25th April 2018.
 - (iii) 10 years for Persons with benchmark disability (PwBD) irrespective of SC/ST/OBC and General Category of candidate as per Govt. Memorandum No. ABP 180/2017/105 dated Dispur the 7th January, 2019.
 - (iv) The age limit of the candidates will be calculated on the basis of the Matriculation / HSLC Admit Card or Pass Certificate issued by a recognized
 - (v) There is no age bar for the applicants who are presently working under Mission Vatsalya. Central/State Board/Council and no other document shall be accepted in lieu of the mentioned documents.
2. The candidate must be a permanent resident of Assam. The candidate must produce Voter ID card as proof of residency.
3. Background verification of Staff by Police is mandatory prior to their appointment, to ensure credibility and accountability of Staff.
4. The selected candidates will have to produce all the original documents for verification.

Mode of Application:

- * The mode of application will be online
- * The applicants have to mention their preferred post while applying online.
- * Last Date of application is **29th December, 2023**
- * The Link for Application will be activated w.e.f **8th December, 2023 (10:00 AM) to 29th December, 2023 (5:00 PM)**

Selection procedure:

- * The shortlisted candidates will have to appear a computer based written test on relevant subject and the qualified candidates will have to appear for Viva-voce for final selection.
- * Any candidate having working experience specifically under Mission Vatsalya will be awarded Marks on the basis of their experience.
- * For the post of Assistant cum Data Entry Operator a Computer Test will be held and the qualified candidates will have to appear for Viva-voce for final selection.


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