

Item No. 04

Himachal Pradesh State Child Protection Society, Directorate of Women & Child Development , Cedar Home, Brentwood Estate, Near Hotel Himland, Shimla- 171001

“Recruitment rules for appointment of staff in State child protection society under Integrated Child Protection Scheme”

In Himachal Pradesh State Child Protection Society, staff will be recruited on the basis of qualification, experience, high degree of motivation and commitment to Children’s causes. These posts will be filled through Retiree or Outsourcing or purely in Contract with Society till receipt of Grant-in Aid from Govt. of India. The selected person will be entitled to the emoluments as per re-employment policy of the State Govt. or Honorarium fixed by the Govt. of India whichever is less. Once the programme is over and the Grant-in-aid stopped from Govt. of India, these posts will be automatically abolished. The appointment of the posts in SCPS/SARA and DCPUs will be purely on Contract basis for one year in the first instance which may be extended keeping in view the performance of the incumbents. The services will be terminated earlier if the work and conduct of the person is not found satisfactory. The details of qualification, experience, term of reference (TORs) for the different posts is as under:-

Terms of References (TORs) of the staff to be appointed from Retiree or Outsourcing or Contract basis under ICPS, Himachal Pradesh

Sr. no.	Post	No of Posts	Remuneration per month consolidated	Estimated duration of contract	Maximum age limit	Mode of filled up	Responsibility	Qualification or specialized knowledge experience required
1.	Programme Manager Under State Child Protection Society (SCPS)	1	Rs. 35,000/-per month	One year extendable based on performance appraisal	62-65 years (Maximum age for applying for the post upto 62 years and age for service is upto 65 years	Retiree or Outsourcing or purely in Contract with Society till receipt of Grant-in-Aid from GOI	He shall be responsible for co-ordinating and supervising all institutional care programmes of the state level. He shall supervise for children in need of care and protection carried out in the State with the help of the District Child Protection Units, Child Welfare Committees, Juvenile Justice Boards, Special Juvenile Police Units, State Advisory Board. He shall ensure implementation of all the duties, roles and responsibilities envisaged for the State Child Protection Society etc.	i).Master Degree in Social Work , Psychology, Child Development, Education, Sociology, Law, Criminology and where such a person is not available, a person with at least a graduate degree in any of the social science disciplines. ii) Ability to work to MS Office (word, excel, Power Point, Internet) and good knowledge of computer. iii)Knowledge of customs and dialects of Himachal Pradesh. General Conditions Involves extensive travel within the State.

2.	Programme Manager Under State Adoption Resource Agency (SARA)	1	Rs. 35,000/-per month	One year extendable based on performance appraisal	62-65 years (Maximum age for applying for the post upto 62 years and age for service is upto 65 years	Retiree or Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	He/she shall be responsible for coordinating and supervising all non-institutional care programs at the State level. He/she shall supervise the adoption program, foster care and sponsorship services for children in need of care and protection carried out in the State with the help of the District Child Protection Units, Child Welfare Committees, and SAAs. He/she shall ensure implementation of all the duties, roles and responsibilities envisaged for the State Adoption Resource Agency	<p>i).Master Degree in Social Work , Psychology, Child Development, Education, Sociology, Law, Criminology and where such a person is not available, a person with at least a graduate degree in any of the social science disciplines.</p> <p>ii) Ability to work to MS Office (word, excel, PowerPoint, Internet) and good knowledge of computer.</p> <p>iii)Knowledge of customs and dialects of Himachal Pradesh.</p> <p>General Conditions Involves extensive travel within the State.</p>
3.	District Child Protection Officers (DCPOs)	12	Rs. 33,250/-per month	One year extendable based on performance appraisal	62-65 years (Maximum age for applying for the post upto 62 years and age for service is upto 65 years	Retiree or Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	The DCPO shall coordinate and supervise implementation of the ICPS and all other child protection activities at district level including monitoring and supervision of all institutions /agencies/ projects /programs /NGOs and shall report to SCPS at the State level. For the purpose of coordinating non-institutional care program at district level, he/she shall report to SARA at the State level. The DCPO shall be responsible for coordinating development of an Annual District Child Protection Plan, resource directory of child related services and child tracking system at the district level.	<p>(i) A person with Master Degree in Social Work , Psychology, Child Development, Education, Sociology, Law, Criminology and where such a person is not available, a person with at least a graduate degree in any of the social science disciplines.</p> <p>ii) Ability to work to MS Office(world, excel, PowerPoint, Internet) and good knowledge of computer.</p> <p>iii)Knowledge of customs and dialects of Himachal Pradesh.</p> <p>General Conditions Involves extensive travel within the District.</p>

4.	Programme Officer Under State Child Protection Society (SCPS)	2	Rs. 26,250/-per month	One year extendable based on performance appraisal	21-45 years	Retiree or Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	He/she shall function under the overall supervision of the Program Manager (Child Protection) and shall assist him in coordination of all child protection activities, Advocacy, Training pertaining to children in need of care and protection by the State Child Protection Society (SCPS). He/she shall also be responsible for coordinating with all the DCPU for implementing, supervising and monitoring all child protection activities pertaining to children in need of care and protection at State and District levels.	i). Master Degree in social work , Psychology, Child Development, Education, Sociology, Law, Criminology and where such a person is not available, a person with at least a graduate degree in any of the social science disciplines. ii) Ability to work to MS Office (world, excel, PowerPoint, Internet) and good knowledge of computer iii) Knowledge of customs and dialects of Himachal Pradesh. General Conditions Involves extensive travel within the State.
5.	Programme Officer Under State Adoption Resource Agency (SARA)	1	Rs. 26,250/-per month	One year extendable based on performance appraisal	62-65 years (Maximum age for applying for the post upto 62 years and age for service is upto 65 years	Retiree or Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	He/she shall work under the overall supervision of the Programme Manager (Adoption, Foster Care and Sponsorship) to assist him/her is supervision and monitoring of all the adoption programmes, foster care and sponsorship services for children in need of care and protection in the state.	i). Master Degree in social work , Psychology, Child Development, Education, Sociology, Law, Criminology and where such a person is not available, a person with at least a graduate degree in any of the social science disciplines. ii) Ability to work to MS Office(world, excel, PowerPoint, Internet) and good knowledge of computer iii) Knowledge of customs and dialects of Himachal Pradesh. General Conditions Involves extensive travel within the State.
6.	Accountant Under State Child Protection Society (SCPS)	1	Rs. 14,000/-per month	One year extendable based on performance appraisal	62-65 years (Maximum age for applying for the post upto 62 years and age for service is upto 65 years	Retiree or Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	<ul style="list-style-type: none"> • Maintain the day to day accounts of the SCPS • Assist the Accounts officer in scrutinizing financial proposals and administrative matters and other works. • Any other task assigned by the supervisory 	i). B.Com ii) Ability to work to MS Office(Work Excel, Power point Internet and command on Tally ERP 9 iii) Knowledge of customs and dialects of Himachal Pradesh. or Retired as Senior Assistant from HP Govt. service having at least 10 years experience in Budget /Accounts. General Conditions Involves extensive travel within the State.

1.	Protection Officer- Institutional Care(DCPU)	12	Rs. 21,000/-per month	One year extendable based on performance appraisal	21-45 years	Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	<p>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.</p> <ul style="list-style-type: none"> •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. •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. •Ensure setting up & management of the child tracking system of all institutional care programme including Open Shelters in the district. •Support CWC in the process of inquiry and restoration of children. •Ensure registration of all child care Organizations /institutions /agencies housing children under the Juvenile Justice Act, 2000 and its Amendment Act, 2006. •Supervision and monitoring 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. • Supervision & monitoring of other child protection programmes being implemented at district level. •Identify training need & arrange for training & capacity building of personnel both Govt. & Non- Governmental) involved in institutional care at district level in coordination with State Child Protection Unit. • Any other task assigned by the supervisory authority. 	<ul style="list-style-type: none"> •A person with Masters degree in social work, Psychology, Child Development, Education, Sociology, law, Criminology and, where such a person is not available a person with at least a graduate degree in any of the social science disciplines; •Ability to work on MS Office (word, excel, power point, Internet). •Knowledge of customs and dialects of Himachal Pradesh. • 3 years of experience in project formulation /implementation, monitoring and supervision in the fields of Child Development/Social Welfare. • Experience in Advocacy, Research & Documentation, Training & Capacity Building, Designing & Production of IEC materials, Information Technology, Media & Mass Communication would be preferred. • Excellent writing skills. • Fluency in English & knowledge of Hindi.
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2.	Protection Officer- Non-Institutional Care(DCPU)	12	Rs. 21,000/-per month	One year extendable based on performance appraisal	21-45 years	Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	<ul style="list-style-type: none"> •Identify families and children at risk to prevent destitution of children and arrange/provide them necessary support for non-institutional care ,where required. •Support SARA in identifying adoptable children from the district and preparing a district- level database of adoptable children. •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-country adoption. b)Promoting in- country adoption within district. c)Monitor adoption placement and ensure that the SAAs provide post placement support & follow up. •Ensure that all adoptable children in all Child Care Institutions(CCIs) are brought into the adoption system. • Carryout family based non- institutional care through foster care, sponsorship and after care programmes. •Carryout resource mapping and contribute in development of a District Child Protection Plan and a resource directory of a child related services for non institutional care at the district level on the basis of data collected. •Function as the Nodal Officer for the child tracking system in the district. •Support CWC in the process of inquiry and restoration of children, •Supervise and monitor all child care institutions including SAAa in the district. •Coordinate with SARA and SCPS for training and building capacities of all personnel (Governmental & Non-Governmental) involved in non-institutional service to children. • Submit quarterly report to the SARA on status of adoption programmes in the district. 	<ul style="list-style-type: none"> •A person with Masters degree in social work, Psychology, Child Development, Education, Sociology, law, Criminology and, where such a person is not available a person with at least a graduate degree in any of the social science disciplines; Ability to work on MS Office (word, excel, power point, Internet). •Knowledge of customs and dialects of Himachal Pradesh. • 3 years of experience in project formulation /implementation, monitoring and supervision in the fields of Child Development/Social Welfare. • Experience in Advocacy, Research & Documentation, Training & Capacity Building, Designing & Production of IEC materials, Information Technology, Media & Mass Communication would be preferred. • Excellent writing skills. • Fluency in English & knowledge of Hindi.
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3.	Legal cum Probation Officer (DCPU)	12	Rs. 21,000/-per month	One year extendable based on performance appraisal	21-45 years	Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	<p>Collect and compile data on dimensions of the juvenile delinquency in the district.</p> <ul style="list-style-type: none"> •Attend proceedings of the JJB regularly. • Support JJB in conducting inquiries. • Prepare and submit social investigation reports. • Maintain case files and other registers. • Escort juveniles to a home/fit person/fit institution from the JJB. •Undertake follow up visits of juveniles released under supervision and after release. •Establish linkages with voluntary sector for facilitating rehabilitation and social reintegration of juveniles. •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. 	<ul style="list-style-type: none"> • Bachelor's Degree in Law (LLB) •3-5 years of working experience in the relevant field • Ability to work to MS Office(world, excel, PowerPoint, Internet)and good knowledge of computer • Good understanding of Child rights & protection issues. •Good writing skills • Fluency in English & Hindi
4.	Account Officer Under State Child Protection Society (SCPS)	1	Rs. 17,500/-per month	One year extendable based on performance appraisal	21-45 years	Outsourcing or purely in Contract with Society till receipt of Grant-in-Aid from GOI	<p>A. Preparation of financial templates .</p> <ul style="list-style-type: none"> • All work related to transfer of funds & payments. • Disbursement of remuneration to all staff under ICPS. • Other miscellaneous expenditure of the SCPS and other units under ICPS • Maintain and keep records of all files related to ICPS. • Book-keeping and accounting. • Assist in evaluation of finance Templates (Grant-in-Aid) <p>B. Support the SCPS in consultations on implementation of ICPS.</p> <p>C. Any other office tasks assigned by supervisory authority.</p>	<p>i). M.Com from recognized university and Minimum 3-5 years of experience in day to day accounts work/office procedure, finalization of accounts and preparation of annual accounts, scrutinizing financial templates and administrative matters.</p> <p>ii) Experience in maintaining ICPS accounts and experience in Govt. / Non-Govt. setting shall be preferred.</p> <p>iii) Knowledge of GFRs.</p> <p>iv) Ability to work to MS Office(Work Excel, Power point Internet and command on Tally ERP.9</p> <p>iii) Knowledge of customs and dialects of Himachal Pradesh.</p>
5.	Counselor (DCPU)	12	Rs. 14,000/-per month	One year extendable based on performance appraisal	21-45 years	Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	<p>To provide counselling services to children in conflict with law and children in need of care and protection as well as their parents and families .</p> <ul style="list-style-type: none"> •He/She shall also work with CWC and JJB at district level as and when required. • Any other task assigned by the senior authorities. 	<ul style="list-style-type: none"> • A person with at least graduate degree in social Science/Social work, Psychology, Child Development, Education, Sociology, bachelor of law, Criminology. Ability to work on MS office (world, excel, PowerPoint, Internet). •Knowledge of customs and dialects of Himachal Pradesh. •2-3 years of working experience in the relevant field • Fluency in English & Hindi.

6.	Social Worker (DCPU)	16	Rs. 14,000/-per month	One year extendable based on performance appraisal	21-45 years	Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	To coordinate field level activities in their respective cluster of sub- divisions as assigned by the DCPO, •To guide the outreach workers for carrying out the field level interventions. • Shall also assist the SJPU (Special Juvenile Police Unit) in discharging their duties as and when required. •Any other task assigned by the senior authorities	<ul style="list-style-type: none"> • A person with at least graduate degree in social Science/Social work, Psychology, Child Development, Education, Sociology, bachelor of law, Criminology. •Ability to work on MS office (word, excel, PowerPoint, Internet).Knowledge of customs and dialects of Himachal Pradesh. •2-3 years of working experience in the relevant field • Fluency in English & Hindi.
7.	Accountant (DCPU)	12	Rs. 14,000/-per month	One year extendable based on performance appraisal	21-45 years	Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	Maintain the day to day accounts of the DCPU • Assist the Accounts officer in scrutinizing financial templates and all matters related to establishment and administration of DCPU. •To maintain proper Accounts books of DCPU viz cash book, ledger,stock register, fixed assets register, salary, bank reconciliation statements, receipts/ payments accounts, monthly expenditure, tax matters and Put-up the Dak /P.U.C on the relevant; files timely and overall handled DCPU office. He will also responsible to maintain cash and accounts at District level. • Any other task assigned by the supervisory authority.	<ul style="list-style-type: none"> • B.Com/M.Com from recognized university with experience in day to day Accounts work, office procedure, with at least 3 year experience in accounts. •Ability to work on MS office (word, excel, Power Point, Internet). •Knowledge of customs and dialects of Himachal Pradesh. •2-5 years of experience in maintain day to day accounts of the Society. •Command on Tally • Fluency in English & Hindi.
8.	Data Analyst (DCPU)	12	Rs. 14,000/-per month	One year extendable based on performance appraisal	21-45 years	Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	<ul style="list-style-type: none"> • Under the supervision of DCPO/ Accountant, the data analyst compile data on National Track Child Portal and prepare monthly and quarterly Monitoring reports at the District level, and will also perform the duties as and when assigned by the Competent Authority. • Any other task assigned by the supervisory authority. 	Graduate Degree from recognized university/ PGDCA from recognized Institution /university with 60 words per minute speed in English and 25 words per minute speed in Hindi. Ability to work on MS office (word, excel, Power Point, Internet) . •Knowledge of customs and dialects of Himachal Pradesh. • Knowledge of Hindi & English
9.	Programme Assistant Under State Adoption Resource Agency (SARA)	1	Rs. 10,000/-per month	One year extendable based on performance appraisal	21-45 years	Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	He shall work under the overall supervision of the programme Manager.(Adoption, Foster Care and sponsorship) to assist him in supervision and monitoring of all the adoption programmes.Foster care, data compile on CARINGS and sponsorship services for children in need of care and protection in the State etc.	Graduate Degree from recognized university/ PGDCA from recognized Institution /university with 60 words per minute speed in English and 25 words per minute speed in Hindi. Ability to work on MS office (word, excel, Power Point, Internet) •.Knowledge of customs and dialects of Himachal Pradesh. • Knowledge of Hindi & English

10.	Assistant cum Data Entry Operator (SCPS)	2	Rs. 10,000/-per month	One year extendable based on performance appraisal	21-45 years	Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	<ul style="list-style-type: none"> •Work related to data entry operations. • Any other task assigned by the supervisory authority. 	<p>Graduate Degree from recognized university/ PGDCA from recognized Institution /university with 60 words per minute speed in English and 25 words per minute speed in Hindi. Ability to work on MS office (word, excel, Power Point, Internet)</p> <ul style="list-style-type: none"> •.Knowledge of customs and dialects of Himachal Pradesh. • Knowledge of Hindi & English
11.	Assistant cum Data Entry Operator (DCPU)	8	Rs. 10,000/-per month	One year extendable based on performance appraisal	21-45 years	Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	<ul style="list-style-type: none"> • Under the supervision of DCPO/ Accountant , the Assistant cum Data Entry Operator work related to data entry operations. • Any other task assigned by the supervisory authority. 	<p>Graduate Degree from recognized university/ PGDCA from recognized Institution /university with 60 words per minute speed in English and 25 words per minute speed in Hindi.</p> <ul style="list-style-type: none"> •Ability to work on MS office (word, excel, Power Point, Internet) .Knowledge of customs and dialects of Himachal Pradesh. • Knowledge of Hindi & English
12.	Outreach Worker (DCPU)	24	Rs. 8,000/-per month	One year extendable based on performance appraisal	21-45 years	Outsourcing or purely in Contract with society till receipt of Grant-in-Aid from GOI	<p>To assist their respective Protection Officer & Legal cum Probation Officer in carrying out their roles & responsibilities.</p> <ul style="list-style-type: none"> •To identify the families and children at risk and offer necessary support services , •To develop good networking & linkages with the Aanganwaris Workers & members of panchayat/local bodies at community/block levels. • To 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. 	<ul style="list-style-type: none"> •12th passed from a recognised school •2-3 years of experience in outreach activities. • Good communication skills •Knowledge of Hindi & English • Basic knowledge of computers

Note:- All the appointees in the society will execute personal bond amounting to Rs. 25,000/-which will be forfeited in case the person leaves the job without prior notice of one month.