



**National Institute of Electronics and Information Technology, J&K
(Formerly DOEACC Centre Srinagar/Jammu)**

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Detail of Posts Available

Post Name	Consolidated Remuneration	Poonch	Doda	Kishtwar	Kulgam	Ramban	Udhampur	Total Positions
1.Counselor	@ 14,829/- pm	01		01				02
2.Outreach Worker	@ 8,474 /- pm			02			01	03
3. Asst-Cum-DEO	@10,592/- pm	01	01	01	01		01	05
4. Accountant	@ 14,829/- pm				01	01		02
5. Legal-Cum-Probation-Officer	@ 22,243/- pm	01	01				01	03
6. Protection Officer-Institutional Care	@ 22,243/- pm						01	01
Total Contractual positions open for application at Poonch, Doda, Kishtwar, Kulgam, Ramban and Udhampur								16

Details of eligibility qualification required for the position along with Roles & Responsibilities

S. No.	Position	Essential Qualification	Post Qualification Experience	Desirable	Remuneration
1	Counselor	Graduate in Social Work/Sociology/ Psychology/ Public Health/ Counselling from a recognized University OR PG Diploma in Counselling & Communication	At least 1 year of working experience with the Govt./NGO preferably in the field of Women & Child Development	Proficiency in computers	@14,829/- pm
2	Assistant Cum Data Entry Operator	12 th pass from a recognized Board/Equivalent Board with Diploma/Certificate in Computers	Weightage for work experience candidate		@10,592/- pm
3	Outreach Worker (ORW)	12 th pass from a recognized Board/Equivalent Board	Weightage for work experience candidate	Good Communication Skills	@8,474/- pm

4	Legal Cum Probation Officer	LLB from 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	@22,243/- pm
5	Accountant	Graduate in commerce/ Mathematics degree from a recognized university.	At least 1 year experience of working in desired field	Computer Skills & command on Tally	@14,829/- pm
6.	Protection Officer (Institutional Care)	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 OR Graduate in Social Work/Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/Public Health/ Community Resource Management from a recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child Development/Social Welfare.	2 years' experience in project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child Development/Social Welfare.	Proficiency in computers	@22,243/- pm

Note: The Qualification of the candidates must be from a recognized Institution/Board/University as per Govt. of India rules

Roles & Responsibilities of LCPO :-

The Legal-cum-Probation Officer shall function under the supervision of the DCPO. He/she shall coordinate and supervise all the programs and activities relating to Children in Conflict with law. He/she would provide support to JJB and CWC at district levels. Every district shall have a minimum of one Legal-cum-Probation Officer, and maximum of three Legal-cum-Probation Officers on the basis of number of blocks, geographical spread and case load of the district. Probation Officers appointed under the Probation of Offenders Act, where available may also function as Legal-cum-Probation Officers. In case the Juvenile Justice Board has a heavy caseload, the State Government can appoint one full time Legal-cum-Probation Officer to the Board. The specific roles and responsibilities would include:

- i) Collect and compile data on dimensions of the juvenile delinquency in the district.
- ii) Attend proceedings of the JJB regularly.
- iii) Support JJB in conducting inquiries.
- iv) Prepare and submit social investigation reports.
- v) Maintain case files and other registers.
- vi) Escort CCL to a home/fit person/fit institution from the JJB.
- vii) Undertake follow up visits of CCL released under supervision and after release.
- viii) Establish linkages with voluntary sector for facilitating rehabilitation and social reintegration of CCL.
- ix) Any other task assigned by the DCPO for attaining the objectives of the Mission.

He/she would be responsible for providing free legal aid services to children/CCL. He/she shall also provide necessary support to the CWC and JJB in the legal matters relating to all children coming under the purview of the Juvenile Justice Act as and when required.

Roles & Responsibilities of Counselor :-

Counselor shall be responsible for providing counseling services to children in conflict with law and children in need of care and protection as well as their parents and families. The counselor shall also work with the 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 support to children and families coming in contact with the DCPU.

Roles & Responsibilities of Assistant-cum-Data Entry Operator :-

He/she shall be for entering and maintaining data of DCPU within time limits. Every ADEO has 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. ADEO has to 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.

Roles & Responsibilities of Accountant :-

Each Child Protection Unit at District level shall have an Accountant for maintaining the Accounts at District level of all the structures under Mission including DCPU, CWC and JJB.

Roles & Responsibilities of Outreach Worker :-

He/She shall be reporting to Protection Officers and Legal-cum-Probation Officer. Each Outreach Worker shall assist their respective Officer in carrying out their roles and responsibilities. They 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. The Outreach Workers shall also be responsible for developing good networking and linkages with the Anganwadi

workers and members of panchayat/local bodies at community/block levels. They should also encourage volunteerism amongst the local youth and involve them in the child protection program at block and community levels.

Roles & Responsibilities of Protection Officer(IC) :-

Under the supervision of the DCPO, the Protection Officer (Institutional Care) shall ensure effective implementation of child protection programs and policies relating to children in need of care and protection at the district and local levels. He/she shall be responsible for ensuring effective institutional/residential care services at the district level for all children in need of care and protection. Every district shall have a minimum of one Protection Officer, and maximum of three Protection Officers (Institutional Care) on the basis of number of blocks, geographical spread and case load of the district. In case the Child Welfare Committee has a heavy case load, the State Government can appoint one full time Protection Officer to the Committee. The specific roles and responsibilities of a Protection Officer (Institutional Care) shall include:-

- i) Identify families and children at risk to prevent destitution of children and arrange/provide them necessary support services like counselling, access to health care, education, vocational skills etc., with the support of the outreach worker working under him/her;
- ii) Carry out a situational analysis of children in difficult circumstances, collect and compile data on different dimensions of the child protection problems in terms of number of children requiring support, number of children in institutions and the kind of services they need;
- iii) Carry out a resource mapping exercise and develop a District Child Protection Plan and resource directory of child related services at the district level on the basis of data collected;
- iv) Ensure setting up and management of the child tracking system of all institutional care program including Open Shelters in the district;
- v) Support CWC in the process of inquiry and restoration of children;
- vi) Ensure registration of all child care organizations/institutions/agencies housing children under the Juvenile Justice Act, 2015;
- vii) 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;
- viii) Supervision and monitoring of other child welfare and protection programs being implemented at district level;
- ix) Identify training need and arrange for training and capacity building of personnel (both Governmental and Non-Governmental) involved in institutional care at district level in coordination with State Child Protection Society;
- x) Ensuring 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.
- xi) 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.
- xii) Ensure NGOs running CCIs must be registered on Darpan portal maintained by the NITI Aayog and follow all government stipulations including Foreign Contribution Regulation Act (FCRA) compliances.
- xiii) Ensure background verification of all NGO run CCI (funded and non-funded) staff to ensure their credentials.
- xiv) Prepare and submit a monthly assessment of CCIs in the district report to the DCPO.
- xv) Any other task assigned by the DCPO for attaining the objectives of the Mission.