

UT Administration of Dadra & Nagar Haveli and Daman & Diu
O/o the Social Welfare/Women and Child Development Department
District Court Premises, Fort Area, Moti Daman- 396220

No.SW/Advertisement/2025-26/ **411**

Date: **26.12.2025**

Advertisement for Walk in interview

The Department of Social Welfare and Women and Child Development, DNH & DD is calling eligible and desirous candidates for walk-in interview under various centrally sponsored schemes i.e. Mission Vatsalya, Mission Shakti and Mission Saksham Anganwadi and Poshan 2.0 and other schemes of the department for appointment purely on short term contract basis as annexed:

Note:-

Desirable age of the applicant from 18-35 years. However, candidates with experience of working in social welfare and missions upto the age of 50 years may be considered by the department.

Eligible and desirous candidates may come for walk-in- interview on date **Sr. no. 1 to 24 on 03.12.2025 annexed at annexure I and Sr.no.25 to 39 on 05.12.2025 annexed at annexure II** in below mentioned offices:

Candidates from Daman and Dadra & Nagar Haveli	Candidates from Diu
O/o The Director-cum-Deputy Secretary (SW/WCD), DNH & DD, Department of Social Welfare/ Women and Child Development, District Court Premises, Fort Area, Moti Daman	O/o The Child Development Project Officer, Near Sai Baba Temple, Naida, Diu

The Eligible and desirous candidates shall report for walk-in interview at 09.30 am sharp in the office of the Director-cum-Deputy Secretary (SW/WCD), DNH & DD, The department of Social Welfare/ Women and Child Development, District Court Premises, Fort Area, Moti Daman.

The eligible and desirous Candidates shall submit application in **prescribed performa annexed at annexure III** (preferably computerized) along with original certificates of education qualifications and experience along with photocopy of the certificates duly self-attested. The

Application format is available along with the advertisement on UT official website <https://ddd.gov.in/> . The selection committee will have all rights to decide the mode of interview. No T.A/D. A shall be paid for attending the interview.

This is issued with the approval of the Secretary (SW/WCD), DNH & DD



Director-cum-Deputy Secretary
(SW/WCD), DNH & DD

Copy to :

1. The FPO, for publishing the advertisement in local newspapers of UT as per norms.
2. All HOD's DMN/DNH/DIU for information and publicity and to display the advertisement on their office Notice Boards.
3. SIO, NIC Daman to upload the advertisement on official website

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Annexure I (Sr.No.1 to 24)

Sr. No.	Name of the Post	Remuneration Per Month	No. of post	Eligibility Criteria
1	DCPO	44023	2	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. At least 3 years of experience 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. Proficiency in Computers.
2	Programme Officer- SARA	34755	1	Post Graduate degree in Social Work /Sociology/Child Development/Human Rights 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 in the preferably in the field of Women & Child Development / Social Welfare. Proficiency in Computers.
3	Gender Specialist- SHEW	36000	2	Qualification: Postgraduate preferably in social work/ other social disciplines Experiences: At least 3 years experience of working with the Government/Non-Government organizations in gender focused themes.
4	Office-in-Charge Superintendent - CCI	33100	1	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 At least 3 years of experience 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. Proficiency in Computers.



5	Centre Administrator- OSC	30000	3	Any woman having a Masters in Law/ Social Work/ Sociology/Social Science/Psychology with at least 5 years" experience of working on women related relevant domains in an administrative set-up with a Government or Non-Government project/programme and preferably with at least 1 year experience of counselling either within or outside the same set-up. She should be preferably a resident of the local community so that local human resource and expertise is utilized for effective functioning of the center.
6	Protection Officer (Institutional Care/Non - Institutional Care) - DCPU	27804	2	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 Proficiency in Computer 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 in the preferably in the field of Women & Child Development / Social Welfare Proficiency in Computers
7	Legal cum Probation Officer Age	27804	1	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.
8	Gender Specialist- DHEW	29000	1	Graduate in Social Work/other social disciplines. post-graduates will be preferred. Experience: At least 3 years experience of working with the Government & Non-Government organizations in Gender focused theme.
9	Accounts Officer (SCPS)	23170	1	Graduate degree in Commerce from a recognized university. Minimum 3 to 5 Years of Experience in day-to-day account work/ Office procedure finalization of accounts and preparations proposals and administrative matters in Govt./Private Sector. Experience in Govt. setting shall be preferred. Computer Skills and Command on Tally and Knowledge of GFRS. Knowledge of English, Hindi and Gujarati with Excellent writing skills.

10	Probation Officer/ Child Welfare Officer/ Case Worker - CCI	23170	2	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
11	Specialist in Financial Literacy-DHEW	22000	2	Graduate in Economics/Banking/other similar disciplines. Post-graduates will be preferred. Experience: At least 3 years' experience of working with the Government/Non-Government organizations in financial literacy/ Financial inclusion focused themes.
12	Psycho-social Counsellor-OSC	20000	1	The service could be outsourced to any woman having professional degree / diploma in psychology / psychiatry / neurosciences with a background in health sector and preferably with at least 3 years' experience of working within a government or Non-Government health project/programme at the district level.
13	Accounts Assistant-DHEW	20000	2	Graduate/Diploma in Accounts/other disciplines having Accounts as a subject. Experience: At least 3 years' experience of working with the Government, On-Government organizations in related domain.
14	Child Helpline Supervisor	20000	3	Graduate preferably in B.A in Social Work/ Computer Sciences/Information Technology/ Community Sociology/Social Sciences from a recognized university. Weightage for experienced candidate Proficiency in Computers Preference may be given to personnels having experience of working in Emergency Helplines.
15	Block Coordinator	20000	1	Graduate. At least 2 years' experience of working with technology and software application support. Good oral and written communication in local language. Mandatorily local candidates should be engaged.
16	Accountant (DCPU)	18536	1	Graduate in commerce/ Mathematics degree from a recognized university. At least 1 year experience of working in desired field Computer Skills & command on Tally

17	Store-keeper cum Accountant-CCI	18536	2	Graduate with Commerce Degree with computer skills and Computerized Accounting. At least 2 Years of experience in accounting work, preference will be given to person experience in maintaining of accounts related book keeping register, Acquainted with Tally. Knowledge in MS Office. Fluency in English, Hindi and Gujarati.
18	Counsellor - CCI	23170	2	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.
19	Counsellor - DCPU	18536	1	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.
20	Counsellor - CHL	18536	1	Graduate in Social Work /Sociology/Psychology/Public Health/ from Counselling 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 Computers. in Preference may be given to personnels of working in Emergency Helplines.
21	Social Worker - DCPU/CCI	18536	4	Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences from a recognized university. Weightage will be given for experienced candidate. Proficiency in Computers

22	Case Worker- OSC	17000	5	Any woman having a Bachelor in Law/ Social Work/Sociology/Social Science/ Psychology with at least 3 years" experience of working on women related relevant domains in a Government or Non-Government project / programme. She should be a resident of the local community so that local human resource and expertise is utilized for effective functioning of the center.
23	Office Assistant with Computer Knowledge - OSC	15000	3	Graduate with at least diploma in computers/ IT etc with a minimum of 3 years" experience in data management, process documentation and web-based reporting formats, video conferencing at state or district level with government or Non-Governmental/ IT-based organizations.
24	Call Operator- WHL	15000	11	Any women having good communication skills in Hindi, English and / or regional languages and having requisite qualifications and experience of working on telecom / web based relevant systems.

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Annexure II (Sr.No.25 to 39)

Sr. No.	Name of the Post	Remuneration Per Month	No. of post	Eligibility Criteria
25	Case Worker - CHL	14500	3	12th passed from a recognized Board/Equivalent Board. Good Skills. Communication Weightage for experienced candidate. Preference may be given to personnels of working in Emergency Helplines.
26	Asst-Cum-Data Entry Operator-SCPS	13240	2	12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. At least 1 year experience of working with Govt./NGO Government Organization.
27	Asst-Cum-Data Entry Operator-DCPU	13240	2	12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. Weightage for work experience candidate
28	Programme Assistant (SARA)	13240	1	12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. At least 1 year experience of working with Govt./NGO Government Organization.
29	Multi - purpose staff / cook -OSC	13230	4	Any person who is literate with knowledge / experience of working in the relevant domain. High School pass or equivalent will be preferred
30	Data Entry Operator-DHEW	12000	3	Graduation with working knowledge in computers/IT etc. with a minimum of 3 years' experience in data management. Process documentation and web-based reporting formats. At State or District level with Government or non-Government/IT based organization.
31	Security Guard - OSC	12000	6	10th pass or above. a person with functional literacy.
32	Security Guard-WHL	12000	3	Any person having at least 2 years experience of working as security personnel in a government or reputed organization at the district/ state level. He/ she should preferably be retired military / para-military personnel.
33	MTS	12000	2	10th class pass under 10+2 system from any recognized board.
34	Call Operator	12000	18	Any person having good communication skills in Hindi, English and / or regional languages and having requisite qualifications and experience of working on telecom / web based relevant systems.
35	Asst-Cum-Data Entry Operator - JJB/CWC	11916	3	12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. Weightage for work experience candidate

36	Paramedical Staff - CCI	11916	1	Auxiliary Nurse Midwifery (ANM)/ General Nurse Midwifery (GNM)/ Diploma or Degree in Pharmacy from the recognized Institution / University. Weightage for work experience candidate
37	Outreach Worker - OSH	10592	2	12th passed from a recognize Board/ Equivalent Board, Good Communication Skills. Weightage for work experience candidate.
38	PT Instructor cum Yoga Trainer	10000	2	Degree/Diploma in Physical Education/ Certificate Course in Yoga from recognized university/ Institution. Weightage for work experience candidate.
39	AYAH-CCI	7944	1	Any literate women who can take care of the children below 5 years of age in the institution.

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Annexure III

Paste Recent
Self Attested
Passport Size
Photograph

POST NAME _____

(Application should be filled up by computerized only in Block Letters)

1.	First Name			
2.	Middle Name			
3.	Last Name			
4.	Gender			
5.	Present Postal Address			
6.	E- mail			
7.	Mobile No.			
8.	Alternative Mobile No.			
9.	Nationality			
10.	Date of Birth (DD/MM/YYYY)			
11.	Age in completed years as on the date of interview			
12.	Marital Status			
13.	Education Qualification:			
Sr. No.	Qualification	Board / University	Year of Passing	Percentage

14. Experience				
Name of Organization	Designation	Pay Scale with date	Period of Service	
			From	To
15. Any other relevant Information				

Declaration:-

I, declare that I fulfill all the condition of eligibility regarding age limit and Education Qualification, Experience etc., for the post of

I declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief, I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled.

Dated: -

(Signature of Candidate)

