

PRESS RELEASE

Department of Social Defence, Chennai invites applications for Tamil Nadu State Child Protection Society (TNSPCS) from eligible candidates for the following positions. The staff to be recruited for the Tamil Nadu State Child Protection Society will be appointed on contractual basis and purely on temporary. Place of posting will be at **Department of Social Defence, No.300, Purasawalkam High Road, Kellys, Chennai – 600010. Website: dsdcpimms.tn.gov.in**

Last date for submitting Online application: Eligible candidates can apply for the posts only through the Google form on or before **20.08.2023 by 5.30pm**

I. VACANT POSTS & CONSOLIDATED PAY

SN	Post Name and Salary	Post Code	No of Vacant Post
1	Programme Officer @ Consolidated pay of Rs.34,755/- per month	PO	1
2	Assistant cum Data Entry Operator @ Consolidated pay of Rs.13,240/- per month	DEO	1

II. QUALIFICATION AND AGE LIMIT FOR VACANT POSTS

S N	Post Code	Eligibility Criteria	Age Limit
1	PO	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 in the preferably in the field of Women & Child Development / Social Welfare Proficiency in Computers	(Age - Not exceeding 42 years) Retired Government Servants should have sufficient experience in gazetted capacity involved in framing of policies or its implementation at the field level. (Age-Not exceeding 62 years).
2	DEO	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.	Age - Not exceeding 40 years

III. JOB DESCRIPTION OF THE VACANT POSTS

Post Code	Major Task and Job Description
PO	<ul style="list-style-type: none"> i. To function under the overall supervision of the Secretary/Director of Social Defence and shall assist them in coordination with all child protection activities pertaining to children in need of care and protection including children in conflict with law by the State Child Protection Society (SCPS). ii. To assist Programme Manager of SCPS in planning, coordination and implementation of all training and capacity building Programs, IEC & advocacy activities at State and District levels. iii. To coordinate with the entire Districts for implementing, supervising and monitoring all activities pertaining to children in need of care and protection at State and District Levels iv. To coordinate with the entire Districts for the implementation of Child Protection committees v. Follow up mechanism to all the Child related cases happening in the State and incorporate the recommendations into future policy and advocacy planning. vi. Any other task assigned by the department pertaining to the Care and Protection of Children vii. Submission of Monthly / Quarterly / Annual report viii. Writing reports and developing literature review, case studies, AV materials, training curricula, manuals, research reports, policy briefs/documents and media articles.
DEO	<ul style="list-style-type: none"> i. Assembling, arranging, and getting ready papers, materials, and data for data input. ii. Doing research to gather data for missing papers and materials. iii. Converting paper or voice recordings into digital documents. iv. Checking the accuracy of all documents and information, and notifying the supervisor of any mistakes or discrepancies which are collected from all over the districts v. Establishing frequent backups and digital databases to store data. vi. Maintaining databases, archives, and filing systems up to date. vii. Creating and exporting spreadsheets, documents, and data reports as necessary. viii. Maintaining the State and Central Child related Portal. ix. Performing clerical duties such as filing, monitoring office supplies, scanning, and printing as needed. x. Data capturing and office management software such as MS Office and Google Suite

IV. SELECTION PROCEDURE FOR THE VACANT POSTS

Stage 1: Written Examination

Stage 2: Personal Interview

Stage 3: Original Document Verification (including Police Verification certification)

V. INTERESTED CANDIDATES MAY IMMEDIATELY FILL IN THE GOOGLE FORM WITH THE LINK BELOW. NO HARDCOPY APPLICATION IS ACCEPTED.

Form Link:	https://urx1.com/SCPS2023
QR Code:	

Eligible candidates can apply for the posts only through the Google form on or before **20.08.2023 by 5.30pm**

Any Queries reach us through Email: recruitmentscps@gmail.com



Director/ Secretary
Department of Social Defence.