



## DIRECTORATE OF CHILDREN WELFARE AND SPECIAL SERVICES ADVERTISEMENT

Applications are hereby invited for the vacant post of Program Officer and Accounts Assistant in Tamil Nadu State Child Protection Society, Directorate of Children Welfare and Special Services, No.300, Purasawalkam High Road, Kellys, Chennai-600010. Website: dsdcpimms.tn.gov.in. The post will be appointed on contractual basis and purely on temporary.

Post name and Salary	Post Code	No.of vacant post
Program Officer Rs.34755/-Per Month (Consolidated pay)	PO	2
Accounts Assistant Rs.13240/-Per Month (Consolidated pay)	AA	1

Further for details of eligibility and application format, the applicant can visit departmental website <https://dsdcpimms.tn.gov.in> & [www.tn.gov.in](http://www.tn.gov.in). Filled in applications of the willing eligible applicants should reach this office on or before 5.00 p.m, 06.06.2025 (Friday) in person or through post.

Signed by A Meena Priya  
Darshini  
Date: 19-05-2025 15:04:21  
for Director,  
Children Welfare  
and Special Services.

## **PRESS RELEASE**

Directorate of Children Welfare and Special Services, Chennai-10 invites applications for Tamil Nadu State Child Protection Society (TNSCPS) 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 Directorate of Children Welfare and Special Services, 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 before **06.06.2025 at 05.00 pm** in person or through post.

### **I. VACANT POSTS (CONSOLIDATED PAY)**

<b>Post Name and Salary</b>	<b>Post Code</b>	<b>No. of vacant</b>
Program Officer Rs.34755/-Per Month (Consolidated pay)	PO	2
Accounts Assistant Rs.13240/-Per Month (Consolidated pay)	AA	1

### **II. QUALIFICATION AND AGE LIMIT:**

<b>Post Code</b>	<b>Eligibility criteria</b>	<b>Age limit</b>
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 of experience in Project formulation / Implementation, monitoring and supervision preferably in the Field of Woman & Child Development / Social Welfare.  Proficiency in Computers.	(Age – Not exceeding 42 years)  Retired Government Servants should have sufficient experience in gazette capacity involved in framing of policies or its implementation at the field level. (Age – not exceeding 62 years)

AA	<p>12<sup>th</sup> Pass from a recognized Board / Equivalent Board with Diploma / Certificate in Computers.</p> <p>At least 1 year experience of working with Govt. /NGO-Govt. Organisation.</p>	<p>(Age – Not exceeding 42 years)</p> <p>Retired Government Servants should have sufficient experience in gazette capacity involved in framing of policies or its implementation at the field level. (Age – not exceeding 62 years)</p>
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**III. JOB DESCRIPTION:**

**1) Program Officer**

<b>Post Code</b>	<b>Roles and Responsibilities of Program Officer in SCPS</b>
<b>PO</b>	<ul style="list-style-type: none"> <li>i) To function under the overall supervision of the Program Manager and shall assist him 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).</li> <li>ii) To assist Programme Manager in planning, coordination and implementation of all training and capacity building Programs, IEC &amp; advocacy activities at State and District levels.</li> <li>iii) To coordinate with the entire District for implementing, supervising and monitoring all activities pertaining to children in need of care and protection at State and District levels.</li> <li>iv) Any other task as signed by the Programme Manager for attaining the objectives of the Mission.</li> </ul>
<b>AA</b>	<ul style="list-style-type: none"> <li>i) Assisting to Accounts Officer of SCPS.</li> <li>ii) Maintenance of Registers related to Accounts.</li> <li>iii) Working with Public Finance Management System and Tally system.</li> <li>iv) Scrutinizing of all bills before payment disbursement.</li> </ul>

#### **IV. SELECTIONPROCEDURE:**

Stage 1: Written Examination.

Stage 2 : Personal Interview.

Stage3 : Original documents verification (including police verification certificate)

**DEPARTMENT OF CHILDREN WELFARE AND SPECIAL  
SERVICES, CHENNAI-10.**

**STATE CHILD PROTECTION SOCIETY**

Application from for the post of: (1) \*Program Officer (post code:PO)  
(2) \* Accounts Assistant. (post code:AA)

(\*select the post by tick mark)

Name of the post applied: \_\_\_\_\_.

1.	Name of the Applicant (IN CAPITAL LETTERS)	:		PP size photo
2.	Name of the Father/Husband	:		
3.	Date of Birth (Enclose copy for Proof)	:		
4.	Age as on 01.05.2025	:		
5.	Marital Status	:		
6.	Address for Communication (IN CAPITAL LETTERS)	:		
7.	Contact Number	:		
8.	e-mail ID.	:		
9.	Educational Qualification (Enclose the copy of supporting documents)	:		
10.	Additional Qualification (if any) (Enclose the copy of supporting documents)	:		

11.	Details of work experience (Enclose the copy of the relevant experience certificates)				
<b>Sl. No.</b>	<b>Name of the organisation</b>	<b>Designation</b>	<b>Years of Experience</b>		
			<b>From(Date)</b>	<b>To (Date)</b>	<b>No. of Years &amp; Months</b>
<b>Total</b>					

*Note: All fields are mandatory. Incomplete application and application without relevant supporting documents will be summarily rejected without any prior information.*

### **Declaration**

I ..... hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

**Signature of the Applicant**