



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

SIDCO Electronics Complex, Old Airport Road, Rangreth-Srinagar-191132 (J&K)

Phone: 0194-2300501, 2300502 Fax: 0194-2300949

Email: dir-srinagar@nielit.gov.in

Web: www.nielit.gov.in/srinagar

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

S. No.	Position	Essential Qualification	Post Qualification Experience	Desirable	No. Of Posts	Place of Posting	Remuneration
1	Programme Manager	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	3 Years of experience in project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child Development/ Social Welfare	Proficiency in computers	Two (*) (1-SCPC 1-SARA)	Jammu/ Srinagar	@46,340/- pm
2	Programme Officers	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		Proficiency in computers	Three(*) (2-SCPC 1-SARA)	Jammu/ Srinagar	@34,755/- pm

		recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the field of Women & Child Development/ Social Welfare.					
3	Accounts Officer	Graduate in Commerce/ Mathematics degree from a recognized University	Minimum 3 years of experience of working in desired field.	Computer skills & command on Tally	One	Jammu/ Srinagar	@23,170/- pm
4	Accountant	Graduate in Commerce/ Mathematics degree from a recognized University	Minimum 1 year of experience of working in desired field.	Computer skills & command on Tally	One	Jammu/ Srinagar	@18,536/- pm
5	Assistant-Cum-Data Entry Operator	12 th Pass from a recognized Board/Equivalent Board with Minimum 6 months Computer Diploma from a Govt recognized Institute and Typing Speed of 25 WPM	1 year experience of working with Govt./NGO		Three (2-SCPC 1-SARA)	Jammu/ Srinagar	@13,240/- pm

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

Job Role & Responsibilities (*)

A. Roles and Responsibilities of Duty holders in SCPS (State Child Protection Society)

1) Program Manager

- i. To coordinate and supervise programs and services for children in need of care and protection and children in conflict with law at State levels, with the help of Program Officer and the District Child Protection Units.
- ii. To facilitate, coordinate and supervise training and capacity building of staff engaged under the Mission at State or District levels as well as staff of allied systems (including police, judiciary, concerned government departments, voluntary organisation and general public).
- iii. To liaison with National Institute of Public Cooperation and Child Development (NIPCCD), its regional centres and other training institutions of the central/state governments for the purpose of training and capacity building at the state and District level.
- iv. To assist in framing the state media communication plan and ensure designing of IEC material regarding Child rights and protection issues suitable to State specific socio-cultural milieu, in the local language while maintaining the core principles of child rights, legal and policy mandate.
- v. To coordinate all awareness generation activities on child protection issues to change social attitudes and traditional practices like child labour, child begging, child marriage, female foeticide, discrimination against girl child etc., at State and district levels with the support of Program Officer and the District Child Protection Units.
- vi. To facilitate and support the functioning of statutory bodies under the Juvenile Justice Act viz., Child Welfare Committees, Juvenile Justice Boards, SJPU, State Advisory Board etc.
- vii. To ensure supervision and monitoring all the institutions/agencies housing children in the State.
- viii. To provide all necessary support to the State Mission Director, in releasing funds for implementing programs and services for children in need of care and protection and children in conflict with law at State level.
- ix. Any other task assigned by the State Mission Director for attaining the objectives of the Mission.

2) Program Officer

- 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).
- ii) To assist Programme Manager 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 District for implementing, supervising and monitoring all activities pertaining to children in need of care and protection at State and District levels.
- iv) Any other task assigned by the Programme Manager for attaining the objectives of the Mission.

B. Roles and Responsibilities of Duty holders in SARA (State Adoption Resource Agency)

1) Program Manager

- i) To coordinate and supervise policy and standard operating protocols for implementation of the adoption programs at the State level as given in the Adoption Regulations.
- ii) To facilitate District Child Protection Units, Child Welfare Committees, and SAAs in terms of technical advice related to adoption and non-institutional care.
- iii) To ensure delivery of the responsibilities envisaged for the State Adoption Resource Agency.
- iv) To liaison with National Institute of Public Cooperation and Child Development (NIPCCD), NIMHANS and other training institutions of the central/state governments for the purpose of training and capacity building at the state and district level.
- v) To facilitate and support the functioning of statutory bodies under the Juvenile Justice (Care and Protection of Children) Act, 2015 viz., Child Welfare

Committees, Juvenile Justice Boards, SJPU, etc.

- vi) To provide all necessary support for release of funds for adoption programs and services for children in need of care and protection.
- vii) To develop and disseminate IEC materials, for Advocacy and awareness for promoting adoptions in the State.

2) Program Officer

- i) To work under the overall supervision of the Program Manager for encouraging and facilitating adoption as per the Adoption Regulations.
- ii) To assist in supervision and monitoring of all the adoption programs for children in need of care and protection in the state.
- iii) To coordinate with the entire District for implementing, supervising and monitoring all activities pertaining to adoption of children in need of care and protection at State and District levels.
- iv) Any other task assigned by the Programme Manager for attaining the objectives of the Mission.