

TAMIL NADU STATE CHILD PROTECTION SOCIETY
DIRECTORATE OF CHILDREN WELFARE AND SPECIAL SERVICES

RECRUITMENT NOTIFICATION

The Directorate of Children Welfare and Special Services, Chennai-08 invites applications from eligible candidates for following positions in Tamil Nadu State Child Protection Society (TNSCPS), State Adoption Resource Agency (SARA), and WCD Control Room – Child Helpline. The staff to be recruited will be appointed on contractual and purely on temporary basis. Place of posting will be at Directorate of Children Welfare and Special Services, No.1A, First Floor, CMDA Tower-II, Gandhi-Irwin Road, Egmore, Chennai-08. Website: dsdcpimms.tn.gov.in.

Filled-in applications along with relevant documents should be submitted **by post, in person, by email - scpsrecruitment2026@gmail.com** on or before **16.10.2026, 5:00 PM**, to the following address:

The Director,

Directorate of Children Welfare and Special Services,
 No.1A, First Floor, CMDA Tower-II, Gandhi-Irwin Road,
 Egmore, Chennai-08

I. VACANT POSTS

S.No.	Post Name	Salary/month (Consolidated Pay)	Post Code	No. of Vacant Posts
1.	Program Officer, Tamil Nadu State Child Protection Society (TNSCPS)	Rs. 34,755/-	PO	01
2.	Accounts Officer, Tamil Nadu State Child Protection Society (TNSCPS)	Rs. 23,170/-	AO	01
3.	Accountant, Tamil Nadu State Child Protection Society (TNSCPS)	Rs. 18,536/-	ACCT	01
4.	Assistant cum Data Entry Operator, Tamil Nadu State Child Protection Society (TNSCPS)	Rs. 13,240/-	DEO	03
5.	Account Assistant, Tamil Nadu State Child Protection Society (TNSCPS)	Rs. 13,240/-	AA	01

6.	Program Assistant, State Adoption Resource Agency (SARA)	Rs. 13,240/-	PA	01
7.	IT Supervisor, WCD Control Room- Child Helpline	Rs.33,000/-	ITS	01

II. QUALIFICATION AND AGE LIMIT

S.No	Post Code	Eligibility/Qualification	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 preferably in the Field of Woman & Child Development / Social Welfare. Proficiency in Computers	Not exceeding 42 years Preference will be given to candidate who possess relevant knowledge / experience.
2.	ACCT	Graduate in commerce/ Mathematics degree from a recognized university. At least 1-year experience of working in desired field. Computer skills & command on Tally	
3.	DEO	12th pass from a recognized Board/ Equivalent Board with Diploma / Certificate in Computers. At least 1 year experience of working with Govt./Non-Government Organization.	
4.	AA	12th Pass from a recognized Board / Equivalent Board – Commerce with Accounts group, with Diploma / Certificate in Computers. At least 1 year experience of working with Govt. /NGO-Govt. Organisation.	
5.	PA	Any Degree (10+2+3 pattern) Basic Knowledge in computer with Data entry.	

		Fluency in English and Tamil language	
6.	ITS	A 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.	The maximum age limit is 60 years. Preference to candidates having prior experience in Child Help Line and any other Emergency help line services.

III. JOB DESCRIPTION

S.No	Post Code	Roles & Responsibilities
1.	PO	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 as signed by the Programme Manager, Secretary, TNSCPS for attaining the objectives of the Mission.
2	AO	i) Prepare the Annual Budget for Project Approval Board (PAB) in consultation with programme divisions. ii) Monitor sanction, allocation and utilization of funds released under Mission Vatsalya under SNA SPARSH. iii) Scrutinize and authorize financial proposals, expenditure statements, fund releases and reimbursement claims. iv) Ensure compliance with Mission Vatsalya Guidelines, SNA SPARSH Rules and other financial instructions issued by the Central and State Governments. v) Supervise maintenance of books of accounts, cash books, ledgers, bank reconciliation statements and financial records. vi) Based on sanction received, initiate State Government Proposal, and corresponding fund allocation across scheme components. vii) Verify Utilization Certificates (UCs), Statement of Expenditure (SoE) and other financial reports submitted by districts before forwarding them to the Government of India. viii) Coordinate statutory audit, internal audit, Accountant General audit, external audit of SCPS and inspection by Government authorities and ensure timely compliance of audit observations. ix) Prepare periodic financial reports, expenditure analysis, fund utilization reports and financial statements for submission to the Directorate, State Government and Ministry of Women and Child Development. x) Report to Chief Accounts Officer, Programme Managers of SCPS. xi) Perform any other financial or administrative functions assigned by the

		Secretary, SCPS.
3.	ACCT	i) Maintain cash books, ledgers, and other prescribed books of accounts. ii) Prepare payment vouchers, receipts, SNA SPARSH bills (as Initiator) and supporting financial documents for initiating financial proceedings for State Child Protection Society. iii) Process salary, honorarium, travel allowance, vendor payments and other financial transactions admissible claims after due verification. iv) Maintain bank accounts, prepare bank reconciliation statements and monitor cash and bank balances. v) Support in compiling Utilization Certificates, Statement of Expenditure and supporting documents for submission to the Accounts Officer. vi) Maintain files relating to procurement, quotations, purchase orders, invoices and payment records. vii) Perform any other accounting or financial functions assigned by the Accounts Officer or Director/Secretary, SCPS.
4.	DEO	i) Maintaining databases, archives, and filing systems up to date. ii) Establishing frequent backups and digital databases to store data. iii) Creating and exporting spreadsheets, documents, and data reports as necessary. iv) Maintaining monthly reports in coordination with District Child Protection Units. v) Initiating Tappals and dispatches related to files pertaining to Child Welfare/child related issues. vi) Maintaining registers of SCPS. vii) Reports related e-office file initiation. Daily review of emails of TNSCPS. viii) 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 ix) Maintaining updation of State and Central Child related Portals. x) Performing clerical duties such as filing, monitoring office supplies, scanning, and printing as needed. xi) Data capturing and office management software such as MS Office and Google Suite xii) Other ongoing tasks as assigned by Program Officers, Program Managers of SCPS, and other Officers at Directorate
5.	AA	i) Assisting to Accounts Officer of SCPS. ii) Maintenance of Registers related to Accounts. iii) Maintenance of Stock and Stock register for TNSCPS. iv) Procurement of Intent on quarterly basis, and clearing of associated bills. v) Working with Public Finance Management System/SNA SPARSH and Tally system. vi) Scrutinizing of all bills before payment disbursement.
6.	PA	i) Prepare, manage, and export spreadsheets, documents, and data reports as required. ii) Maintain and update Daily report & monthly reports in coordination with District Child Protection Units (DCPUs) and Specialized Adoption Agencies (SAAs). iii) Handle initiation and processing of tappals (official correspondence) and dispatch activities. iv) Maintain and update SARA registers accurately and systematically.

		v) Assist in the preparation and processing of reports related to e-office receipt initiation. vi) Ensure regular updating of State and Central child-related portals. vii) Maintain and monitor the stock register, ensuring proper record-keeping and inventory control. viii) Coordinate with Specialized Adoption Agencies (SAAs) and District Child Protection Units (DCPUs) for data collection and consolidation. ix) Review SARA emails on a daily basis and generate corresponding receipts in the e-office system.
7.	ITS	i) The IT staff will look after the technological aspect of CHL and ensure that it remains functional at all times. ii) She/he would follow strict proceedings to maintain privacy with regard to data generated and will ensure that name and other details of aggrieved child remain confidential in each step of case history documentation. iii) She/he would draft the daily/monthly/quarterly report based on the MIS, web based data collection which would be approved at the level of the Helpline Administrator for submission. iv) She/he with the help of Helpline Administrator will formulate the resource directory containing information about the relevant State and private authorities/institutions/individual related to child protection. v) She/he shall perform daily call quality monitoring with equal focus on both Intervention and Non-Intervention calls, and monitoring of Call Operators' performance. vi) She/he in addition to daily/monthly/quarterly report submitted based on C-DAC and district interventions, shall also submit call quality analysis report on weekly basis to the Helpline Administrator for submission. vii) Perform any other functions as assigned by Helpline Administrator, and Secretary, TNSCPS.

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DIRECTORATE OF CHILDREN WELFARE AND SPECIAL SERVICES,**CHENNAI-08.**

Application for the post of: (i) Program Officer, State Child Protection Society
(ii) Accountant, State Child Protection Society
(iii) Assistant cum Data Entry Operator, State Child Protection Society.
(iv) Account Assistant, State Child Protection Society.
(v) Program Assistant, State Adoption Resource Agency
(vi) IT Supervisor, WCD Control Room – Child Helpline

(*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/Mother/Spouse/Guardian	:		
3.	Date of Birth (Enclose copy for Proof)	:		
4.	Age as on 01.08.2026	:		
5.	Gender	:		
6.	Marital Status	:		
7.	Address for Communication (IN CAPITAL LETTERS)	:		
8.	Contact Number	:		
9.	e-mail ID.	:		
10.	Educational Qualification (Enclose the copy of supporting documents)	:		
11.	Additional Qualification (if any) (Enclose the copy of supporting documents)	:		

12.	Details of work experience (Enclose the copy of the relevant experience certificates)		:			
Sl. No.	Name of the Organization	Designation	Years of Experience			
			From(Date)	To (Date)	No. of Years & Months	
Total						

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