

Recruitment of Staff for State Adoption Resource Agency under the control of Social Welfare and Nutritious Meal Programme Department – 58, Arunachalam Street , Chindharipet , Chennai – 600 002.

Under Integrated Child Protection Scheme, the Department of Social Welfare and Nutritious Meal Programme has formed State Child Protection Society which aims at providing a protective environment for all children in order to enable them to develop into responsible individuals. Under this Society, State Adoption Resource Agency (SARA) is functioning under the Directorate of Social Welfare in order to promote in-country adoptions and regulate inter-country adoptions.

For the following vacant posts of State Adoption Resource Agency (SARA) on consolidated pay are to be filled by the Tamil Nadu State Child Protection Society on contract basis for a period of 3 years, through the selection committee and the applications are invited from eligible candidates.

Programme Manager-1, (Rs.20,000/- Per month)	Programme Officer-1 (Rs.15,000/- per month)
Accountant -1 (Rs. 8000/- per month)	Programme Assistant -1 (Rs. 5000/- per month)

The application form (Annuxure-1) educational qualification, age and other details (Annuxure-2) are enclosed herewith. Eligible candidates (both Male and Female) between the age of 25 to 45 years (should have completed 25 years as on 1.6.2013 and should not have completed 45 years as on 1.6.2013) can apply for **only one post** in the prescribed format along with a pass-port size photograph on or before 20.08.2013 by 5.30 P.M. to the Directorate of Social Welfare, 58,Arunachalam Street , Chindadripet Chennai-2,(PH:28455746, 28455749)

The applications should reach this office within the stipulated date. Application received after the due date/ in complete application / Un qualified will not be considered. The appointment will be purely on merit and experience basis. The discretion of the Director of Social Welfare will be final in this regard.

Sd/ .Xavier Chrisso Nayagam
Director of Social Welfare.

// By Order//

For Director of Social Welfare

Annexure -II

S.No.	Name of the post	No. of post	Consolidated pay per month Rs	Prescribed Qualification
1.	Programme Manager	1	Rs.20,000/-	<ul style="list-style-type: none">➤ Master Degree in Sociology / Social Work➤ Fluency in English & Tamil language➤ Knowledge in Computer (Ms-word, Ms-Excel, Power point)➤ Preference will be given to Candidate who posses knowledge/experience
2.	Programme Officer	1	Rs.15,000/-	<ul style="list-style-type: none">➤ Bachelor Degree in Sociology / Social Work➤ Fluency in English & Tamil language➤ Knowledge in Computer (Ms-word, Ms-Excel, Power point)➤ Preference will be given to Candidate who posses knowledge/experience
3.	Accountant	1	Rs.8,000/-	<ul style="list-style-type: none">➤ B.com/B.A Corporate/B.B.A➤ Fluency in English & Tamil language➤ Knowledge in Computer (Ms-word, Ms-Excel, Power point)➤ Preference will be given to candidate who possess the knowledge/experience
4.	Programme Assistant	1	Rs.5,000/-	<ul style="list-style-type: none">➤ Any Degree➤ Basic Knowledge in computer – Data Entry➤ Fluency in English & Tamil language➤ Preference will be given to candidate who posses knowledge/experience

Sd/ .Xavier Chrisso Nayagam
Director of Social Welfare.

// By Order//

For Director Of Social Welfare

Annexure-1

Application form for the post of _____ Under SARA

1	Name of the Applicant	:	Pass-port size photograph of the applicant to be affixed
2	Name of the Father / Husband	:	
3	Date of Birth	:	
4	Age as on 01.06.2013	:	
5	Native District	:	
6	Marital Status	:	
7	Address for Communication	:	
8	Phone Number	:	
9	Educational Qualification	:	
10	Additional Qualification	:	
11	Community	OC/BC/MBC/SC/ST	
12	Details of Working Experience	:	
13	If Physically disabled mention the disability	:	
14	In case of Widow/divorce/deserted wife /destitute/ Ex- student of service home (please mention the category)		

Sd/ .Xavier Chrisso Nayagam
Director of Social Welfare.

// By Order//

For Director of Social Welfare

From
Thiru,V.M.Xavier Chrisso Nayagam, I.A.S.,
Director of Social Welfare,
58, Arunachalam Street,
Chindadripet,
Chennai – 600 002.

To
The Technical Director,
National Informatics Centre
Secretariat,
Chennai - 600 009

Roc.No.23237/SARA/2013

dated: 17.7.2013

Sir,

Sub: Social Welfare & NMP – Child Welfare - SARA-
Formation of SARA-Appointment of staff- Advertisement
to be published in the Government - Website –Requested
– regarding.

Ref: G.O(MS)No.114SW&NMP (SW5)Department,
Dated:25.5.2010

The State Adoption Resource Agency (SARA) functioning under the control
of Directorate of Social Welfare, 58, Arunachalam Street , Chindadripet, Chennai.

In order to fill up the vacant posts of State Adoption Resource Agency
(SARA) I have herewith enclosed the news item (both in English & Tamil), inviting
applications from eligible candidates for filling up the vacant post of Programme
Manager-1, Programme Officer-1, Accountant-1 and Programme Assistant-1.

I request you to upload the enclosed news item (English & Tamil) in the
TamilNadu Government Website. www.tn.gov.in (Social Welfare).

Encl.:
Draft advertisement in
Hard and Soft copies.

Sd/ .Xavier Chrisso Nayagam
Director of Social Welfare.

// By Order//

For Director of Social Welfare