



## **KERALA STATE COMMISSION FOR PROTECTION OF CHILD RIGHTS**

T.C.27/2980, Vanross Junction, Kerala University P.O, Thiruvananthapuram – 34.

Phone: 0471-2326603, E-mail: [childrights.cpcr@kerala.gov.in](mailto:childrights.cpcr@kerala.gov.in)



[facebook.com/KeSCPCRKerala](https://facebook.com/KeSCPCRKerala)



[twitter.com/KeSCPCR\\_Kerala](https://twitter.com/KeSCPCR_Kerala)

No.164/A1/2023/KeSCPCR.

Date: 08-11-2023.

### **NOTIFICATION**

Applications are invited for the following posts on contract basis for a period of one year from eligible candidates.

#### **1. Consultant (UNICEF)**

Qualifications: B.Tech Computer Science/MCA/M.Sc. Computer Science from an accredited College or University.

Age limit : 40 years

Details regarding experience / remuneration / job requirements etc. can be had from the office on working hours or from the website of the Commission ([www.kescpcr.kerala.gov.in](http://www.kescpcr.kerala.gov.in)). Interested candidates may apply in the prescribed proforma with self-attested copies qualifications / experience certificates etc. addressed to the Secretary, Kerala State Commission for Protection of Child Rights, Vanross Junction, Thiruvananthapuram – 695 034. Last date of receipt of application is **December 7, 2023, 5.00 p.m.**

(Sd/-)  
SECRETARY



## കേരള സംസ്ഥാന ബാലാവകാശ സംരക്ഷണ കമ്മീഷൻ

റ്റി.സി. 27/2980, വാൻറോസ് ജംഗ്ഷൻ, കേരള യൂണിവേഴ്സിറ്റി.പി.ഒ., തിരുവനന്തപുരം - 695 034

ഫോൺ : 0471-2326603 ഇ-മെയിൽ : [childrights.cpcr@kerala.gov.in](mailto:childrights.cpcr@kerala.gov.in)

 [facebook.com/KeSCPCRKerala](https://facebook.com/KeSCPCRKerala)  [twitter.com/KeSCPCR\\_Kerala](https://twitter.com/KeSCPCR_Kerala)

നം. 164/എ1/2023/കെ.ഇ.എസ്.സി.പി.സി.ആർ.

08.11.2023

### വിജ്ഞാപനം

താഴെപ്പറയുന്ന തസ്തികയിലേയ്ക്ക് ഒരു വർഷത്തേയ്ക്ക് കരാർ അടിസ്ഥാനത്തിൽ നിയമിക്കപ്പെടുന്നതിന് യോഗ്യരായവരിൽ നിന്ന് അപേക്ഷ ക്ഷണിക്കുന്നു.

#### കൺസൾട്ടന്റ് (യൂണിസെഫ്)

യോഗ്യത - അംഗീകൃത സർവ്വകലാശാലയിൽ നിന്നുള്ള ബി.ടെക്. കമ്പ്യൂട്ടർ സയൻസ്/എം.സി.എ./എം.എസ്.സി. കമ്പ്യൂട്ടർ സയൻസ് ബിരുദം.

പ്രായ പരിധി - 40 വയസ്സ്

പ്രവൃത്തിപരിചയം, പ്രതിഫലം, ജോലിയുടെ സ്വഭാവം മുതലായ വിവരങ്ങൾ കമ്മീഷന്റെ വെബ്സൈറ്റിൽ ([www.kescpcr.kerala.gov.in](http://www.kescpcr.kerala.gov.in)) നിന്നോ പ്രവൃത്തി ദിവസങ്ങളിൽ ഓഫീസിൽ നിന്നോ ലഭിക്കും. സ്വയം സാക്ഷ്യപ്പെടുത്തിയ സർട്ടിഫിക്കറ്റുകളുടെ പകർപ്പുകൾ സഹിതം നിശ്ചിത ഫാറത്തിലുള്ള അപേക്ഷ **2023 ഡിസംബർ 7 - നു വൈകിട്ട് അഞ്ചുമണിക്ക് മുമ്പ്** സെക്രട്ടറി, കേരള സംസ്ഥാന ബാലാവകാശ സംരക്ഷണ കമ്മീഷൻ, റ്റി.സി. 27/2980, ശ്രീ ഗണേഷ്, വാൻറോസ് ജംഗ്ഷൻ, തിരുവനന്തപുരം - 695 034 എന്ന വിലാസത്തിൽ ലഭിക്കണം.

(ഒപ്പ്)  
സെക്രട്ടറി

# KERALA STATE COMMISSION FOR PROTECTION OF CHILD RIGHTS

## Post: Consultant (UNICEF)

### 1. Basic Qualifications:

- a) B.Tech Computer Science/MCA/MSc. Computer Science from an accredited College or University.
- b) Computer literacy:- Knowledge of Microsoft Word, Excel, Power point and Social media management tools with demonstrated experience in creating social media (Twitter, Facebook, Linked in, You Tube etc.) content such as one minute video, posters, infographics as well as print and electronic communications. Also knowledge of HTML and CSS.
- c) Excellent written communication skills in English & Malayalam.
- d) Malayalam typing knowledge is desirable.

### 2. Additional Qualifications:

- a) Experience and understanding of child centric issues.
- b) Ability to transform information into compelling messages.
- c) Knowledge of managing a website, content classification and content management methods and systems.

### 3. Desirable Qualifications:

- a) Track record as an implement who has worked on managing a variety of initiatives concurrently.
- b) Team player with strong interpersonal skills.
- c) Able to work independently and lead initiatives.

### 4. Age Limit:

Below 40 years.

## **5. Specific Job Responsibilities:**

- a) Assist in developing and implementing a strategic plan and a media strategy that will broaden awareness of the programmes of the Commission across the State and nationality.
- b) Help manage the development and distribution of all print and electronic material, including newsletters, social media updates, the annual report and event invitations.
- c) Develop, guide and activate the Commission's online strategy, including its website and social media.
- d) Develop resources to help stakeholders assess and improve their understanding of child rights related issues using an evidence based approach.
- e) Build relationships and liason with stakeholders and institutions to inform them about programmes and encourage their participation.
- f) Assist in organizing and documenting consultations and workshops organised by the Commission.
- g) Assist in documenting and disseminating current issues, events, programmes, policies and strategies across the world related to children.

## **6. Remuneration**

Rs. 40,000/- per month.

## **7. Working Hours**

10 a.m. to 5 p.m. on all working days and as and when demanded on holidays also.

## **8. Terms and Conditions:**

- i) The incumbent will be provided remuneration as agreed to subject to deduction of TDS as per rules applicable from time to time;
- ii) TA/DA will be paid for the outstation official visits undertaken as per the rules applicable to Class I Officers from time to time;
- iii) Conveyance will be provided for field visits as per applicable rules;
- iv) Leave will be given in accordance with the Leave Policy of the State Government.

- v) The incumbent may be asked to attend the office on Second Saturdays/ Sundays/ Gazetted Holidays in case of exigencies, for which compensatory leave as per the Leave Policy of State government will be allowed;
- vi) The incumbent has to maintain confidentiality of the assigned work/ fields/ records and will not copy down or transfer to any private electronic device any official record or use such information/ data/ report for publication/ dissertation/ thesis or for any other purpose;
- vii) The incumbent will not take any hospitality from any other source;
- viii) The continuance of consultancy contract will be subject to satisfactory performance, necessity and availability of funds;
- ix) The incumbent shall not indulge in any activity violating Child Rights.
- x) Consultancy assignment can be terminated without giving any reason on one month's notice or with payment of one month's salary in lieu thereof. Similarly, the incumbent may quit the assignment by giving an advance notice of one month or by making payment of one month's remuneration in lieu thereof if the appointment is made for more than one year;
- xi) The incumbent is required to properly handover the charge of all documents, files etc. handled by him/ her to a designated official before quitting KeSCPCR;
- xii) The incumbent has to submit a work report towards the end of every month outlining the tasks performed through his/ her Reporting Officer for performance evaluation.

## **9. Period of Contract**

1 year (renewable, based on necessity, performance and fund availability or such extended period as the Commission may decide).

## APPLICATION FORMAT

Affix recent  
Photograph

1. POSITION APPLIED FOR : .....

2. Personal Profile:

i) Name : .....

ii) Father's Name : .....

iii) Date of Birth : .....

iv) Sex : .....

v) Marital Status : .....

vi) Present Address : .....

.....

.....

vii) Mobile No. : .....

viii) E-mail Id : .....

3. Academic Qualifications :

Examination/Degree	Institution/University/Board	Year of Passing	Percentage of Marks

4. Professional Work Experience :

Name of Organization	Position held	Monthly remuneration	Nature of Work	Duration

5. Field Work Experience :

6. Research Experience & Publications :

7. Training Programmes/Seminar/Workshops/Conferences attended :

8. Computer Proficiency : .....

.....

9. Extra Curricular Activities:

10. Declaration:

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect, my candidature / appointment is liable to be cancelled / terminated.

Place:.....

.....

Date: .....

Signature of Applicant