

जाहिरात

अपर पोलीस महासंचालक व महानिरीक्षक कारागृह व सुधारसेवा, महाराष्ट्र राज्य, पुणे व टाटा ट्रस्ट, मुंबई यांचे संयुक्त विद्यमाने कारागृहातील बंद्याची सुधारणा व पुनर्वसन कार्याकरीता, सामाजिक कार्यकर्ते, कार्यक्रम समन्वयक, प्रकल्प संचालक, मुख्यमापन अधिकारी आणि वित्त अधिकारी या पदांकरीता ३ वर्षांच्या कालावधीसाठी (सदरचे पदे ११ महिन्यांचे कंत्राटी तत्वावर तीन वर्षांपर्यंतची वाढ या तत्वावर भरण्यात येतील) करार पध्दतीने उमेदवार नियुक्त करण्यात येणार आहेत. याकरीता आवेदनपत्राद्वारे अर्ज मागविण्यात येत आहेत.

अक्र	पद	अर्हता व अनुभव	स्थळ	मासिक परिश्रमिक
१	सामाजिक कार्यकर्ता- १९ पदे	■ एम.एस.डब्ल्यू व किमान ३ वर्षांचा गुन्हेगारी व न्याय व्यवस्थेतील कार्याचा अनुभव प्राधान्याने.	(१) येरवडा, नाशिकरोड, औरंगाबाद, नागपूर मध्यवर्ती कारागृह येथे प्रत्येकी २ पुरुष आणि २ स्त्रि. (२) तळोजा मध्यवर्ती कारागृह येथे २ पुरुष व नाशिक किशोर सुधारालय येथे १ पुरुष	रु. २७,५००/-
२	प्रकल्प समन्वयक- २ पदे	■ एम.एस.डब्ल्यू. ५ वर्षांचा न्यायव्यवस्था व समन्वयक पदाचा अनुभव प्राधान्याने	नाशिक, नागपूर, औरंगाबाद-१ व पुणे, तळोजा-१ आवश्यकते प्रमाणे तसेच प्रवासाची आवश्यकता.	रु. ३८,५००/-
३	प्रकल्प संचालक- १ पद	■ एम.एस.डब्ल्यू. व पदाच्या कार्याचा किमान ५ वर्षांचा अनुभव प्राधान्याने.	कारागृह महानिरीक्षक कार्यालय, पुणे व प्रवास करणे अपेक्षित.	रु. ४९,५००/-
४	मुख्यमापन अधिकारी- १ पद	■ अर्थशास्त्र/सांख्यिकी/लोकसंख्या शास्त्र/डेव्हलपमेंट स्टडीज मधील पदव्युत्तर पदवी किंवा समकक्ष, सह प्राधान्याने ३ ते ४ वर्षांचा पदाशी संबंधित अनुभव.	वरील प्रमाणे	रु. ४४,०००/-
५	वित्त अधिकारी- १ पद	■ वाणिज्य शाखेचा पदविधारक व ३ वर्षांचा वित्तीय कामाचा अनुभव प्राधान्याने.	वरील प्रमाणे	रु. २७,५००/-

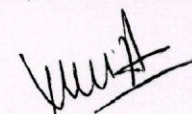
सूचना : उमेदवाराने कारागृह विभागाच्या वेबसाईटवर दिलेल्या विहित अर्जाच्या नमुन्यात व बायोडाटा/शैक्षणिक कार्य अनुभव व अर्हतेच्या सर्व प्रमाणपत्रांच्या स्वयं साक्षांकित छायाप्रतिसह परिपूर्ण माहिती भरून फक्त स्पीड पोस्ट किंवा रजिस्टर पोस्टाद्वारे दिनांक ३०/११/२०१६ पर्यंत कार्यालयीन वेळेत अपर पोलीस महासंचालक व महानिरीक्षक कारागृह व सुधारसेवा, महाराष्ट्र राज्य, जुनी मध्यवर्ती इमारत, २ रा मजला, पुणे- ४११ ००१ या कार्यालयात सादर करणे आवश्यक राहिल. अपूर्ण तसेच विहित कालावधीत प्राप्त न झालेल्या अर्जाचा विचार केला जाणार नाही. इतर कोणत्याही प्रकारे अर्ज स्वीकारले जाणार नाहीत.

सदर पदाच्या मुलाखती अपर पोलीस महासंचालक व महानिरीक्षक कारागृह व सुधारसेवा, महाराष्ट्र राज्य, पुणे येथील कार्यालयात आयोजित केल्या जातील. याकरीता येणा-या उमेदवारांना कोणतेही प्रवास भत्ता व इतर खर्च (अनुज्ञेय) देता येणार नाही. तसेच कोणत्या पदासाठी अर्ज केला आहे ते लिफाफ्यावर नमुद करावे.

अर्जाचा नमुना व सविस्तर माहिती कारागृह विभागाची वेबसाईट www.mahaprison.gov.in यावर उपलब्ध करून देण्यात आलेली आहे.

ठिकाण : पुणे

दिनांक : १०/११/२०१६



टाटा ट्रस्ट, मुंबई

यांचे करीता

Advertisement

The Additional Director General of Police (ADG) & Inspector General (IG) of Prisons and Correctional Services, Maharashtra State, Pune and the Tata Trusts are jointly inviting applications for the implementation of the pilot project named 'Welfare and Rehabilitation of Prisoners in five Central jails and one Borstal school of Maharashtra. The applications are invited for the contractual positions of 3 years as follows:

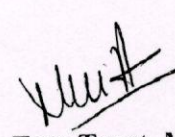
Sr. No.	Name of position	Qualification and Experience	Location	Remuneration
1	19 Social Workers	MSW with minimum 3 years of experience preferably in the Criminal Justice system	Yerwada, Nagpur, Nashik and Aurangabad Central Prisons(2 Males and 2 Females each) Taloja Central Prison (2 males) Nashik Borstal School (1 male)	Rs 27,500 P.M
2	2 Project Coordinators	MSW with minimum 5 years of experience preferably in the Criminal Justice system and Project coordination or management	One for Nashik, Aurangabad and Nagpur One for Yerwada and Taloja	Rs 38,500 P.M
3	1 Project Director	PhD/MPhil in social work or social sciences and with minimum 5 years of experience in a leadership role	Pune- ADG and IG Office/As per requirement travel to project locations/ DIG office	Rs 49,500 P.M
4	1 Monitoring and Evaluation Officer	Master degree in Economics/Statistics/Populations Studies/Development Studies (or equivalent)with 3-4 years of relevant experience	Pune- ADG and IG Office/As per requirement travel to project locations/ DIG office	Rs 44,000 P.M
5	1 Finance Officer	Masters degree in accounting /finance with minimum 3 years experience	Pune- ADG and IG Office/As per requirement travel to project locations/ DIG office	Rs 27,500 P.M

Instructions:- Application format and additional information is uploaded on the website of the the Prison Department – www.mahaprison.gov.in. Please note that these posts are contractual, for a period of 11 months, that will be renewed every year, for maximum period of 3 years. The posts will be renewed at the end of 11 months, after a performance appraisal .

Please send your duly filled applications (CVs, self attested educational and work experience certificates) only by speed post or registered post to this office by the date **30/11/2016** during office hours. Office Address: The Additional Director General of Police(ADG) and Inspector General(IG) of Prisons & Correctional Services, Maharashtra State, 2nd Floor, Old Central Building, Pune- 411001. Please note that no travel or dearness allowance will be provided, if applicant is invited for interview.

Place : Pune

Date: 30/11/2016


For Tata Trust, Mumbai.

Format of the application

Latest passport
size photograph

**To,
The Addl. Director General of Police &
Inspector General of Prisons &
Correctional Services,
State of Maharashtra,
Pune- 411 001**

Sub :- Appointment for the posts of Social Workers,
Project Coordinators, Projects Director, Monitoring
& Evaluation Officer and Finance Officer.

Sir,

I, Shri/Smt.Ms.----- am interested for
the post of ----- and agree to the terms and
conditions as stated in the newspapers advertisement. I am
providing the following individual information.

1	Full Name	
2	Date of Birth and Age	
3	Present postal address	
4	Telephone number/ Mobile number/ Email id	
5	Educational Qualification	
6	If presently employed, where	

Advertisement to invite applications for the project

'Welfare and Rehabilitation of Prisoners: A pilot demonstration in Central Prisons of Maharashtra'

The Tata Trusts are a non-profit social organization founded by the members of the Tata family. Based on a bipartite agreement signed between representatives of Tata Trusts and Government of Maharashtra (Home Department), a pilot project will be carried out in the 5 central prisons of the state¹ and one borstal school. The project named 'Welfare and Rehabilitation of Prisoners: A pilot demonstration in Central Prisons of Maharashtra' (hereinafter referred to as Project) is being funded by the Tata Trusts and implemented by the Government (through the Prison Department) of Maharashtra. Prayas, a field action project of the Tata Institute of Social Sciences, working in prisons of Maharashtra for the last 26 years, is the technical partner to the Project. The Project is aimed at legal and rehabilitative services for undertrial and convicted prisoners (and their families). The Project is seeking candidates on a contractual period of three years (renewable every 11 months based on performance) for the aforementioned project. The job descriptions for each have been described below:

Social Workers

➤ **Positions:** Total 19

- 11 male social workers required for male sections of Taloja, Yerawada, Nagpur, Aurangabad, and Nasik Central Prisons, and the Borstal School, Nasik.
- 8 female social workers for female sections of Yerawada, Nagpur, Nasik, and Aurangabad Central Prisons.

➤ **Roles and responsibilities:**

- Make regular visits to the male/female section of the designated prison to establish rapport with staff and inmates and identify clients/beneficiaries to provide socio-legal support.
- Provide legal aid and information, draft applications, co-ordinate with lawyers, track court cases, liaison with police/prison authorities for police escort when necessary
- Organize legal awareness sessions for inmates
- Liaison with relevant government functionaries/non-governmental organizations to create sustainable model for legal aid services in the prison
- Establish & promote links between the prisoners and their families/relatives through home visits and phone calls.
- Organize health and mental health camps by liaising with relevant government and non-governmental organizations.
- Facilitate and provide emergency financial / non-financial assistance to families.

¹ Taloja, Pune, Nashik prison and borstal school, Nagpur and Aurangabad

- Arrange educational/vocational and recreational activities in prisons by networking with relevant government agencies/NGOs.
- Provide information and facilitate linkages to government schemes for inmates and their families.
- Make efforts to support children of prisoners left outside through home visits, guidance and counselling, liaison with government/NGOs, facilitate access to schemes, educational sponsorships, emergency or medical assistance, etc.
- Provide guidance and counselling on issues relating to post-release issues and problems.
- Prepare regular reports and documents about their work and progress.

➤ **Minimum qualifications and requirements:**

- Master's degree in Social Work from a recognized university
- Domicile of Maharashtra State
- Knowledge of computer skills, Marathi, English and Hindi

➤ **Desirable qualities/experience/skills**

- Preference to be given to social workers with work experience of a minimum 3 years' or fieldwork experience in the criminal justice system
- A collaborative approach and experience of working with governmental systems
- Knowledge of government schemes and skills to make linkages with them
- Ability to work effectively in teams as well as independently

➤ **Age**

- Up to 40 years

➤ **Salary**

- Rs 27,500 pm (including benefits)

Project Director

➤ **Position:1**

➤ **Location:** Office of the ADG and IG Prisons,Pune

➤ **Roles and responsibilities:**

- Provide strategic direction for the implementation and development of the project
- Ensure smooth functioning of the project and resolve barriers through meetings with jail officials, DIG and IG prisons
- Regular monitoring of the progress of Project through on site visits, mentoring of staff, review of field records

- Liaison with relevant government (state and district) departments (DLSA and court, Probation and DWCD, ICDS, Social justice) in conjunction with Prayas and the Trusts
 - Identify and liaison with non-governmental and other state agencies to identify resources in the State to link it with the project aimed at rehabilitation of the inmates (health, shelter, education, training etc.)
- **Minimum qualifications and experience:**
- Master's degree in Social Work
 - Evidence of leadership skills for 5 years or more
 - Knowledge of computer skills
 - Skills in networking and liaising with governmental departments and agencies.
 - Fluency in Marathi, Hindi and English
- **Desirable qualities/experience/skills:**
- Preference to be given to candidates with work experience in the criminal justice system at a Project Manager/Director level
 - MPhil/PhD in social work or social sciences
 - Experience in leading and managing teams
 - Negotiation and facilitation skills of working with state and non-state agencies
 - Knowledge and experience with monitoring, evaluation and learning requirements
 - Good writing and presentation skills
- **Age:** Up to 50 years
- **Salary:** Rs 49,500 pm (including other benefits)

Project Coordinator

- **Positions – 2**
- **Location:** As per requirement, attached to any of the Offices of the DIG Prisons at Pune, Aurangabad, Nagpur, or Mumbai and regular travel to project locations
- **Roles and responsibilities:**
- To provide onsite programmatic and administrative support to social workers across 6 sites of the project
 - To coordinate with jail authorities and social workers to ensure timely implementation of project

- To ensure reporting and verification of data collected at each site (programmatic and non-programmatic)
- To monitor and track project outputs on a monthly basis
- To liaise with Monitoring and Evaluation officer, in data collection and reporting

➤ **Educational qualifications:**

- Master's degree in social work from recognized university
- Minimum 5 years of experience as a project coordinator/project management
- Knowledge of computer skills
- Fluency in Marathi, Hindi and English

➤ **Desirable qualities/experience/skills:**

- Preference to be given to social workers with work experience or fieldwork experience in the criminal justice system
- Experience in managing teams
- Negotiation and facilitation skills to work with state and non-state agencies
- Good writing and presentation skills

➤ **Age:** Up to 45 years

➤ **Salary:** Rs 38,500 pm (including other benefits)

Monitoring and Evaluation Officer

➤ **Position – 1**

➤ **Location:** Office of the ADG and IG Prisons, Pune

➤ **Role and responsibilities:**

- Support the implementation of Monitoring and Evaluation plans of the program
- To ensure timely submission of Monthly & Quarterly report to Project Director
- Collection and analysis of data from 6 project sites and ensure the quality and authenticity of the data.
- Contribute to the implementation of effective monitoring, review and evaluation strategies and activities for the program as against the agreed project deliverables
- Maintain up to date accurate records on MIS data and program indicators at all levels.
- Support the compilation of information, including workshop reports, quarterly and annual reports and review and re-planning reports.
- Support the development of tools and resources for use by the program being developed by the M and E consultant
- Support assessment processes within Project

- Assist in managing any relevant external technical support that may be required for the project
- Support the Programme director in the compilation of data
- To do periodic Site visits for monitoring of project records at each project site.
- To assist in the training of social workers on data collection tools through methodologies best suited for them
- Undertake periodic data analysis of target vs achievement and submit to program director

➤ **Minimum qualifications and experience:**

- Master's degree in Economics, Statistics, Population Studies (Demography), or Development Studies (or equivalent) with at least 3 to 4 years of relevant monitoring and evaluation experience in the development sector
- Fluency in Marathi, Hindi and English

➤ **Desirable qualities/experience/skills:**

- Experience of prior managing Monitoring and Evaluation in the developmental sector.
- An understanding of development issues and desirable if prior experience in the field of criminal and juvenile justice.
- Working experience on analytical software packages (SPSS/ STATA)
- Excellent analytical, writing and verbal communication skills
- Ability and willingness to undertake travel primarily between the different project sites

➤ **Age:** Upto 45 years

➤ **Salary:** Rs 44000 pm(including other benefits)

Finance Officer

➤ **Position – 1**

➤ **Location:** Office of the ADG and IG Prisons, Pune

➤ **Roles and responsibilities:**

- Oversee the financial operations of the program and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc.
- Responsible for entering financial information and maintaining all financial records for projects and for the organization.

- Preparing and maintaining fund flow on a quarterly basis
- Manage financial control, prepare and analyze budgets, develop financial reports
- Monitor the expenditures to ensure that program funds are utilized appropriately by the close of the fiscal year.
- Ensure that all financial reporting is completed on time and submitted to both Government and Tata Trusts
- Oversee the financial audits of the program

➤ **Minimum qualifications and experience:**

- The applicant must possess a master's degree in Finance/Accounting, or equivalent, from a reputed institute.
- Minimum 3 years post qualification experience in a similar position

➤ **Desirable qualities/experience/skills:**

- Strong financial and accounting skills
- Well versed with standard financial and accounting software
- Good inter-personal skills and the ability to work independently
- Good written and oral communication skills
- Knowledge of Marathi, Hindi and English

➤ **Age:** Upto 45 years

➤ **Salary:** Rs 27500 pm(including other benefits)