Commissionerate of Women and Child Development, Maharashtra State

28, Queen's Garden, Near Old Circuit House, Pune 411 001(Maharashtra)

1. Kindly visit Home website i.e. https://www.wcdcommpune.com/
And check the notice board to fine below documents

- Terms and conditions
- Eligibility Criteria for each Post
- How to process application

Notice Board

NOTICE BOARD

Sr.No.	Title	Category	Download	Date of Release
19	Request for proposal for Psychologist and Psychiatrist	GR and Guidelines	DOWNLOAD	13-07-2022
20	Recruitment for DCPU and other Post	Terms and Conditions	DOWNLOAD	02-08-2022
21	DCPU Recruitment Position and Eligibility qualification criteria	Eligibility Criteria	DOWNLOAD	02-08-2022
22	User manual How to Process Application	Guidelines	DOWNLOAD	02-08-2022

2. Candidates are required to apply online through website:

https://www.wcdcommpune.com/dcpu/

3. Entries in the application form are required to be filled only in English.

Step 1 : New candidates Sign-up on the portal with OTP.
Step 2 : Gather and keep all the essential documents ready
Step 3 : Create your profile on the portal
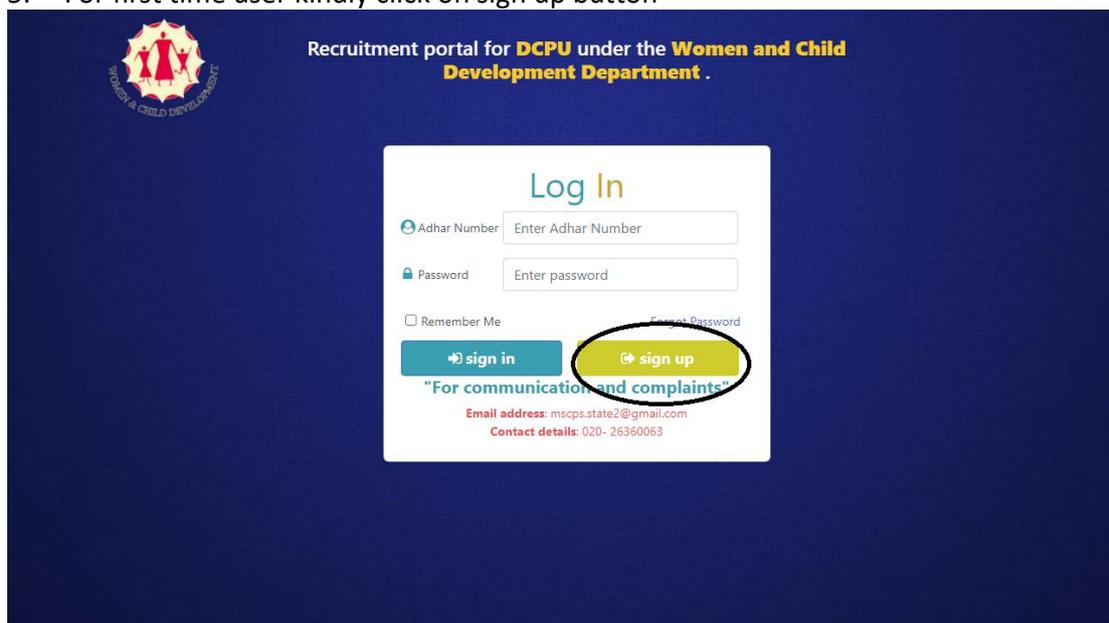Step 4 : Enter the required information and upload required document.
Step 5 : Apply for your desired position(s)
Step 6 : Make the payment for each post willing to apply.
Step 7 : Download your receipt

STEP 1 : New candidate should sign-up on the portal

4. New Candidate to visit the website**:** https://www.wcdcommpune.com/dcpu/
       Fill the details with correct information. You must have a **valid email ID,** for
       applying online. Remember the password filled here for creating Log In.
5. For first time user kindly click on sign up button

6. Enter valid Name,Email id ,Adhar card no , Mobile Number this information cannot
    be changed after the sign-up process.

SIGN UP

Note* - Please enter valid email id, mobile number, Aadhar card correctly. Cannot be edited after signup

Name*

Email Id*

Note - "Please Enter valid 12 digit ADHAR CARD NO".

Aadhar Card Number*

Mobile Number*

You will receive OTP for Verification

Passsword*

Confirm Password*

Sign Up

Privacy - Terms

7. Click for sign up and wait for OTP wait then enter OPT received on register Number and complete the process.

Verification code

Resend OTP

Verify Code

Cancel

STEP 2: Essential Documents to be made ready

8. Use a valid and working EMAIL ID and MOBILE NUMBER for entire process of application
9. Before starting to fill up the on-line application, keep ready with you the following details / documents / Information:
10. **Very Important :** **All document should be scanned professionally , image should be clear , visible, readable**
    a) **Blur images unclear images and inappropriate images will be disqualified the applicant profile and post.**

Sr. No.	Document	Specifications
1	Profile Picture	Scanned photograph in jpg / JPEG format and size should not exceed 100 KB
2	AADHAR CARD	
3	PAN Card	
4	Orphan Certificate	
5	Domicile Certificate	
5	Marriage proof	Marriage certificate/affidavit/wedding card
6	Education Passing Certificate	Mark-sheet where the percentage is or Total mark is clearly mentioned SSC HSC DIPLOMA GRADUATION POST GRADUATION *Kindly upload the document as per the post and education
7	Typing certificates (Marathi , English)	Typing certificates are mandatory for **Data Entry Operator** **CWC Data Entry Operator** **JJB Data Entry Operator**
8	Work Experience Certificate	
9	Course certificates	Tally or other as per criteria requirement
10	Salary Slip	

Note: - While applying for the post, the candidates should ensure that he / she fulfil all the eligibility criteria given herein and particulars furnished are correct in all respect. In case, it is found at any stage of selection that a candidate does not fulfill the eligibility criteria and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after the engagement, his / her services are liable to be terminated without any notice.

STEP 3: Create your profile on the portal

Instructions –

1. Profile picture photograph must be a recent passport size colour picture as the instruction given in "How to process application" from web site.
2. Kindly prepare required scanned documents before processing the application form document should be is clear, colour scan and scanned on professional scanner.
3. Kindly provide accurate data of educational, percentage in 00.00 formats, experience details with documents for better results.
4. Scanned document size should not greater than 500 kb.
5. Kindly upload education , experience , other certificate scanned files in jpg, jpeg, png formats only.

Create profile

11. Sign-in to the portal to create your profile by entering valid credentials and clicking on "Sign-in" button. Use the following link: https://www.wcdcommpune.com/dcpu/
12. The following screenshots depict the actual form to be filled to create profile: [Add all the parts of the form]
13. Kindly check the uploaded documents as in preview or name of the document.
    a) Kindly name document as per desired document or it should be appropriate to understand

Upload Adharcard Document*

Choose File | A_sample_of_Aadhaar_card.jpg

Note - "Max size : 500KB, Supported formats - jpeg,jpg,png"

14. Please consider the marking system while filling up the application.
15. Accept the declaration at the end of the application and submit the form so that your profile will be created.

STEP 4: Apply for your desired position(s)

16. **Very Important :** Once you create your profile, you will be provided with the open positions in your home district **(The district entered while creating the profile will be considered as your 'Home District')**.
    a) Applicant cant not change/update/edit the **DISTRICT** by self by request after creating profile successfully.

District*

--Select--

Note - "Select the district from where you want to apply for post, can not be change once selected.This district will be consider as home district."

17. Click on the name of the position for which you wish to apply. The details will be prefilled, if you find any of the details wrong you can click on 'Edit' button at the bottom.
18. If all the details are correct, check the declaration and click on 'Apply' button. Once you click on 'Apply', you will be navigated to the payment gateway.

Opening Positions Districtwise

Note* - Application fees of INR 150/- will be applicable for each position'

District Child Protection Officer	(Approved)
Protection Officer (Institutional Care)	(Approved)
Protection Officer (Non-institutional Care)	(Approved)
Legal cum Probation Officer	(Approved)
Counsellor	(Approved)
Social Worker	(Approved)
Accountant	(Approved)
Data Analyst	(Approved)
Data Entry Operator	(Approved)

19. You can apply for multiple positions; each application will be charged Rs. 100.
20. On successful submission of application, an auto-generated application number will be issued and this confirms the successful submission of your application. Please note down your application number.
21. Once the application is submitted, no information can be edited.
22. If you fail to complete payment, payment can be completed by clicking 'Pay Now' button mentioned in front of the applied position. Similarly, on successful payment, the receipt can also be downloaded.

Applied Opening Position

(Note* - Successfully applied post & payment receipt can download from below also you can complete the interrupted transaction from "PAY NOW" option.)

Data Entry Operator   (To Be Approved)   Pay Now

CWC Data Entry Operator   (Approved)   ⬇

Outreach worker   (Approved)   Pay Now
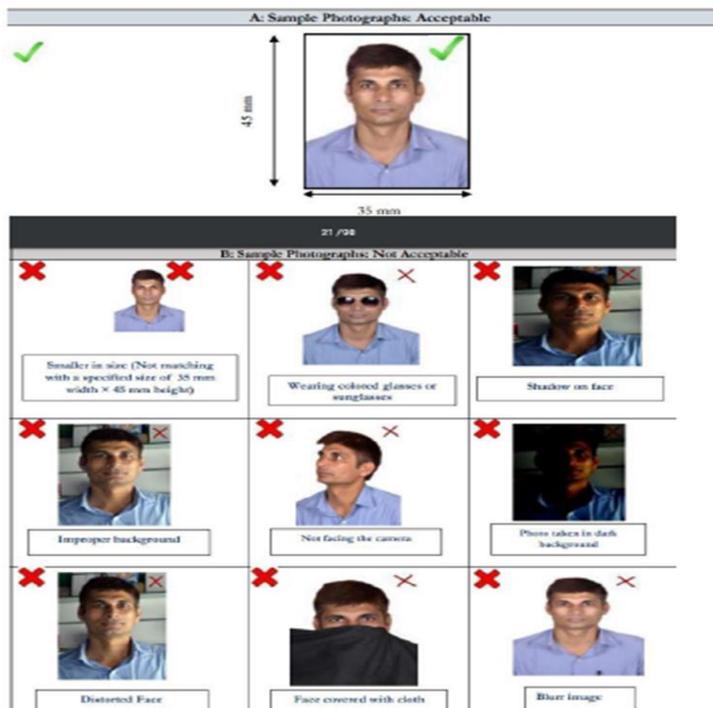
STEP 5: Download the admit card

Annexure 1

Photo & Signature Upload Specifications

1. Upload high-quality photograph. The photograph will appear on your Admit Card.
2. Colored photo must be taken recently by a professional photographer. Photographs taken from a mobile phone or other self-composed portraits may result in rejection of the application.
3. Date of clicking the photograph should be printed on it at the bottom **(Optional).**
4. **Dimensions:** A passport size photograph with **3.5 cm width and 4.5 cm height** of the face.
5. **Format:** JPEG only
6. **Standard Print size:** 3.5 cm X 4.5 cm (width X height)
7. **Background of Photo:** White or a light color
8. The face should occupy at least 70% area of the photo with a full-face view looking into the camera directly.
9. Forehead, eyes, nose and chin should be clearly visible. Main features of the face should not be covered by hair of the head, any cloth or any shadow.
10. Photo should be without any cap/ hat.
11. For candidates who wear spectacles, photograph with glare on the glasses will not be accepted. If glare cannot be avoided, don't wear spectacles in the photo shoot.
12. Avoid spectacles with dark and tinted glasses.
13. Poor quality photograph will result in rejection of application form

REGISTRATION FORM

UPLOAD

Upload Profile Picture*

Name*

A: Sample Photographs: Acceptable

45 mm

35 mm

21 /98

B: Sample Photographs: Not Acceptable

Smaller in size (Not matching with a specified size of 35 mm width × 45 mm height)	Wearing colored glasses or sunglasses	Shadow on face
Improper background	Not facing the camera	Photo taken in dark background
Distorted Face	Face covered with cloth	Blur image

Annexure 2 (Other instructions from the department)

Contact us for more information and queries:
Email address   : mscps.state2@gmail.com
Contact details : 020- 26360063

The old draft is as follows

STEP 3: Already Registered candidate log in to complete the process of filling online application form (Log In to your account)

23. Already registered Candidate to visit the **website:** https://www.wcdcommpune.com/dcpu/ enter valid Aadhar card number and password used for sign-up and proceed with login.

ACTION 1: FILL APPLICATION (CLICK ON THE BUTTON TO FILL APPLICATION FORM)

24. Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the details of your Qualification, etc.
25. While filling the application form online, please form automatically save the information by clicking the button "Submit".
26. In case you wish to edit any information you can do that by log in again using adhar card and password and after editing the information, make sure to save the information by clicking the button "SAVE".

ACTION 2 : UPLOADING SCANNED IMAGES

27. **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious head-wear is allowed but it must not cover your face. **The image should only be in .jpg or .JPEG format. Size of file should be not be more than 300 KB.**

First Name*
RAJAN

Middle Name*
MOHAN

Last Name*
DAS

Father's Name*
Father's Name

Mother's Name*
Mother's Name

Email ID*
samrat@gmail.com

AdharCard Number*
123456789123

Upload Adharcard Document*
Choose File | No file chosen

Marital Status
Married

ACTION 2A : UPLOADING ID, ADDRESS & EDUCATIONAL QUALIFICATION & WORK EXPERIENCE DOCUMENTS

28. The list of documents Candidate needs to keep ready:
    Valid Photo ID Proof & Address Proof (AADHAR Card) -
* Mandatory
    10th / Matriculation Certificate – Mandatory
    12th Mark-sheet
    Graduation Mark-sheet (As per post)

HSSC: GUIDELINE TO APPLY ONLINE

29. Graduation Certificate
- Essential Qualification Mark-sheet - Mandatory
- Essential Qualification Certificate - Mandatory
- Experience Certificate – Mandatory
- Work Experience Current/ Present Employment – Salary Slip or Offer/ Appointment Letter

ACTION 3: SUBMIT APPLICATION

30. Candidate to read the undertaking and accept the same
31. **ON SUCCESSFUL SUBMISSION OF APPLICATION; AN AUTOGENERATED APPLICATION NUMBER WILL BE ISSUED AND THIS CONFIRMS THE FILLING OF ONLINE APPLICATION FORM.**
    a) **Note*- KINDLY NOTEDOWN APPLICATION NUMBER Eg - "WCDCR315"**

32. **Once the application is submitted at this step, you cannot edit the information after that.**