

Utkal Balashram
At-Narendrakona, Ps-Kumbharpada, Dist-Puri

Advertisement No:-

Applications are invited from eligible candidates for different post of on purely contractual basis and process of engagement as laid down in the resolution no. 4307/WCD-CW-MISC-0227/2014-WCD of dt. 04.03.2015 issued by Women and Child Development Department, Govt of Odisha regarding "Revised guidelines for Grant in Aid to registered Child Care Institutions and use thereof.

Eligible candidates may submit their applications with all required enclosures complete in every respect addressed to **District Child Protection Officer, District Child Protection Unit, In front of Sea beach Police Station, Acharya Harihar Square, Puri- 752001** latest by 5 PM of dt **14.02.2020** by speed post or registered post only. Separate application in sealed cover has to be submitted for each post quoting the position applied for on the top of the envelope. Application received after due date or time will be rejected. The selected candidate shall be the staff of this Children's Home. The offer for engagement will be issued by the Children's Home / the Management Concerned. The authority reserves rights to cancel the advertisement or any post without assigning any reason thereof. Selection of candidates will be made on the basis of marking as per the weightage. The details of eligibility, criteria, application form, other term and conditions are available in the District website: www.puri.nic.in .

Sd/-
DSWO, Puri

Utkal Balashram, Puri

Sl. No	Name of the Position (Full time)	No of Position
1	Counsellor	2
2	Case Worker/ Child Welfare Officer / Child Welfare Officer	3
3	House Father/ House Mother (Male-2/Female-2)	4
4	Paramedical Staff	1
5	Store Keeper cum Accountant	1
6	Cook	2
7	Helper	1
8	House Keeper	1
Total		15

APPLICATION FORM

Name of the Children's Home:		Affix duly self attested recent passport size colour photograph
Application for the Post of (Separate applications for Specific Posts)		
Applicant's Name (In BLOCK Letters)		

Address for Correspondences	Permanent Address

Date of Birth (as per HSC)		Age as on Date of Application	
Phone / Mobile Number & E-Mail ID		Gender	Nationality
Mother's Name		Father's Name	

Educational Details-Attach Self attested Photocopy of Certificates and Mark sheets

Sl No	Exam Passed	Year of Passing	Name of the Board / University/ Recognized Institution	Subject	Total Mark*	Secured Mark*	Percentage of mark*
Matriculation							
+2							
Graduation							
OTHER							

*You may submit Circular/ Notification w.r.t Grade/CGPA or any other such kind of evaluation describing equivalent to secure mark from total mark as a reference document for computation of percentage for preparation of merit list.

Employment Details(Previous)-Attach Photocopies of Experience Certificate				
Name of Organization	Designation	Key Responsibilities Handled	Period	
			From	To

Current Employment-Attach proof of Current employment				
Name of Organization	Designation	Responsibilities Handled	Working From	Monthly Remuneration

Computer Literacy	
Package/Application	Details of Exposure/Proficiency

Language Proficiency									
Language	Ability to Converse			Ability to read			Ability to write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									
Bengali									

Declaration:

I hereby declare that the above information furnished by me is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted.

Place:

Signature of Applicant

Date:

The following documents have to be attached with the application format:

- a) Self attested photocopy of Secondary, HSC, Graduation, Post Graduation or any other professional qualification certificate and mark sheet.
- b) One recent passport size photograph (3.5 x4.5 size) should be affixed to the application form.
- c) Certificate of experience issued from previous employer.
- d) Character Certificate from a Gazeted Officer.

The recruitment shall be on the basis of career marking only as per weightage assigned below:

Sl. No	Qualification	Weightage
1	Secondary	15
2	Higher Secondary	20
3	Graduation	30
4	Post- Graduation	30
5	Any other professional	5
Total		100

The merit list shall be drawn up on the basis of weighted percentage of marks obtained in all the 5 categories mentioned in the table above. In case more than one candidate has equal weightage of marks, the candidate with past experience of working with children will be given preference. The decision of the Selection Committee in this regard shall be final.

The terms of reference for all above positions attached in Annexure -V

**Secretary
CCI Name**

Recruitment Procedure for the various positions (Contractual) in Child Care Institutions (CCIs)

The terms of reference for all the positions has been prescribed as per the Odisha JJ Rules 2007

Sl. No. (1)	Name of the post (2)	Qualification (3)	Age as on date of application (4)	TOR (5)	Remuneration (6)
1	Superintendent	Master's Degree in Social Work, Sociology, Anthrology, Psychology or any other related field of Humanities or MBA (HR) or any other Master's Degree, and familiarity with computers	Lower age limit-21 Upper age limit-35.	<ol style="list-style-type: none"> 1. Providing homely atmosphere of love, affection, care development and welfare of Juveniles/children. 2. Planning implementation and co-ordinating all institutional activities, programmes and operations. 3. Maintaining minimum standards in the Home 4. Monitoring of juveniles/children as the case may be training and treatment programmes and correctional activities. 5. Supervision over juveniles/children discipline and moral wellbeing. 6. Allocation of duties to personnel 7. Attending to personnel welfare and staff discipline. 8. Preparation of Budget and control over financial matters. 9. Supervision over office administration 10. Monthly office inspection 11. Daily inspection and round of institution 12. Inspecting and tasting food prepared for juvenile/child. 13. Take prompt action to meant emergencies 14. To take appropriate rehabilitation measures 15. To take steps for improvement of Children in the academic, cultural Sports field. 	Rs. 25,000 month

(1)	(2)	(3)	(4)	(5)	(6)
2	Counselor	Post Graduates, preferably in Sociology/ Psychology (Child Psychology)/ Social Work or Social Science with computer skills	Lower age limit-21 Upper age limit-35.	<ol style="list-style-type: none"> 1. The counselor shall provide counseling service to children in conflict with law/ children in need of care and protection as well as their parents and families. 2. Counselor shall also help the CWC/JJB as and when required. 3. He/She will help the superintendent in preparing CSR. 4. He/She will produce the child before the CWC. 5. He/She will prepare plan of action for social intergration. 	Rs. 17,500 per month
3	Probation Officer/Case worker/Child Welfare Officer	Master's Degree in Social Work, Sociology, Anthropology, Psychology or any other related filed of Humanities, or MBA(HR) or any other Master's Degree and familiarity with computer	Lower age limit-21 Upper age limit-35.	<ol style="list-style-type: none"> 1. To make inquiries regarding the home and school conditions, conduct, character and health of juvenile/child under their supervision. 2. To attend regularly the proceeding of JJB and submit reports. 3. To maintain diary case file and such register as may be prescribed from time to time. 4. To visit regularly the residence of juvenile or child under their supervision and also places of employment or school attended by such juveniles and to submit regularly fortnightly reports as prescribed in Form IX. 5. To accompany juveniles or children wherever possible from the office of the board to observation home, special home, children's home or fit person as the case may be. 	Rs. 13,000 per month

(1)	(2)	(3)	(4)	(5)	(6)
4	House Mother/Father	Graduate in any discipline, Each CCI shall have at least one science Graduate and an Arts Graduate for Arts. Graduate preference will be for Home Science, Psychology, Sociology graduates.	Lower age limit-21 Upper age limit-35.	1. Handling juvenile or child with love and affection. 2. Taking proper care and welfare of juvenile or child. 3. Maintaining discipline among the juveniles or children. 4. Maintenance, sanitation and hygiene 5. Implementing daily routine in an effective manner and ensuring children's involvement. 6. Looking after the security and safety arrangements of the home. 7. Escorting juvenile/children whenever they go out of the home. 8. Salary answerable for academic performance of the child.	Rs. 11,000 per month
5.	Paramedical Staff	Comounder/ Phamacist/having Diploma in Ayurvedic Homeopathic/Unani from the institution recognized by Govt. of India.	Lower age limit-21 Upper age limit-35	Provide first aid other medical aid like administration of medication as per doctors' orders etc.	Rs. 9,000 per month
6.	Store Keeper-cum-Accountant	P.G. preferably in Commerce/MBA (Finance).	Lower age limit 21 upper age limit 35	1. Accountant-cum-Store Keeper should have at least 5 years of working experience related to accounts and book keeping. 2. Accountant-cum-Store keeper must have some technical knowledge to handle different types of materials, machineries etc. 3. Accountant-cum-Store keepers should be well versed in the field of store accounting to prepare the store records, such as Bin Card, store ledger etc.	Rs. 14,000 per month

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| (1) | (2) | (3) | (4) | (5) | (6) |
|-----|-----|-----|-----|-----|-----|
6. To bring before the board committee, immediately juveniles/children who have not been of good behaviour during the period of supervision.
 7. Follow up juveniles or children after their release from the organizations and extending help and guidance to them.
 8. Establishing linkage with voluntary workers and organizations to facilitate rehabilitation and social reintegration of juveniles/ children and ensure the necessary follow up.
 9. Ensuring that the children in need of food and cloth are met as per standard.
 10. Ensure the cleanliness of the premises and maintenance of physical infrastructure including provisions of water and electricity etc.
 11. Making social investigation of the juvenile/ child through personal interview and from the family, social agencies and other sources.
 12. Clarifying problems of the juveniles/child and dealing with difficulties in institutional life.
 13. Participating in the orientation, monitoring education, vocational and rehabilitation programmes.
 14. Establishing co-operation and understanding between the juvenile/child and the Officer in-charge.
 15. Assisting the juvenile/child to develop contacts with family and also providing assistance to family members.
 16. Participating in the pre-releasing programme and helping the juvenile/ child to establish contacts which can provide emotional and social support to juvenile or child after their release.

(1)	(2)	(3)	(4)	(5)	(6)
				<p>4. Accountant-cum-Store keeper should possess personal qualities like honesty, integrity, pleasing personality etc.</p> <p>5. Maintain the accounts of the institution</p> <p>6. Prepare proposals for GIA from the Department and other agencies.</p> <p>7. Prepare and send Utilization Certificates to donors.</p> <p>8. Procure and maintain stock of various items required in the institution.</p> <p>9. Institutions maintenance and upkeep</p>	
7.	Cook	Under Matric	Lower age limit-21 Upper age limit-35	<p>1. Ensure timely and hygienic meals for the children (4 times a day) as per the planned menu.</p> <p>2. Ensure quality of food by purchasing good quality locally available items.</p> <p>3. Provide specials meals on holidays, festivals, and for sick children.</p>	Rs. 7,500 per month ₹
8.	Helper	Under Matric	Lower age limit-21 Upper age limit-35	<p>1. Provide support to the cook in maintaining timeliness and quality of meals being cooked for children.</p> <p>2. Clean the cooking utensils and the kitchen post every round of cooking.</p>	Rs. 6,000 per month ₹
9.	House Keeper	Under Matric	Lower age limit-21 Upper age limit-35	<p>1. Maintain cleanliness in the premises</p> <p>2. Ensure washing and cleaning of utensils, clothes, bed sheets etc.</p> <p>3. Sweeping and cleaning of bathrooms and boundary areas.</p>	Rs. 6,000 per month ₹