

Recruitment procedures for the various positions (Contractual) in Child Care Institutions CCI's

Annexure-v

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 per month
2	Counselor	Post Graduates preferably in Sociology/Psychology (Child Psychology)/ Social Work or Social Science with computer skills	Lower age imit-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. 	Rs. 17,500 per month


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(1)	(2)	(3)	(4)	(5)	(6)
				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.	
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	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 where-ever possible from the office of the board to observation home, special home, children's home or fit person as the case may be. 6 To bring before the board committee, immrdiately 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.	Rs. 13,000 per month


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(1)	(2)	(3)	(4)	(5)	(6)
				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	
4	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
5	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 month to accounts and book keeping. 2 Accountant-cum-Store keeper must have some technical knowelgd 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. 4 Accountant-cum-Store keeper should possess personal qualities like honesty, integrity, pleasing personality etc. 5 Maintain the accounts of the institution	Rs. 14,000 per month


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(1)	(2)	(3)	(4)	(5)	(6)
				6 Prepare proposals for GIA from the Department and other agencies. 7 Prepare and send Utilization Certificates to donors. 8 Procure and maintain stock of various items required in the institution. 9 Institutions maintenance and upkeep	
6	Cook	Under Matric	Lower age limit-21 Upper age limit-35	1 Ensure timely and hygienic meals for the children (4 times a day) as per the planned menu. 2 Ensure quality of food by purchasing good quality locally available items. 3 Provide special meals on holidays, festivals, and for sick children.	Rs. 7,500 per month
7	Helper	Under Matric	Lower age limit-21 Upper age limit-35	1 Provide support to the cook in maintaining timeliness and quality of meals being cooked for children. 2 Clean the cooking utensils and the kitchen post every round of cooking.	Rs. 6,000 per month


 5/2/2020
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