



BANABASI SEVA SAMITI

At/Po- Balliguda, Ps. Balliguda, Dist. Kandhamal, Ph. 06846-243637, Fax : 06846-243757,
E-mail : banabasi72@gmail.com, Web : www.banabasi.org

WANTED : Superintendent, Counselor, Child Welfare Officer, Paramedical Staff, Store Keeper-cum-Accountant, House Mother/ House Father, Cook, Helper, House keeper for 4 nos. of Children's Home (CCIs) at Balliguda, Jakikia in Balliguda Block & Rabingia in Phiringia Block & Kendupadar in Phulbani Block under Kandhamal district. Details may be download from website : www.banabasi.org

Last Date for submission of Application: 27.01.2020 (5 PM)

Sd/Secretary

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PROJECT/INSTITUTION : Child Care Institution (CCIs) / (1) Children's Home, Balliguda (2) Children's Home, Jakikia (3) Children's Home, Rabingia, (4) Gopabandhu Children's Home, Phulbani.

ADVERTISEMENT FOR RECRUITMENT OF STAFF AS PER THE ICPS NORMS AND GUIDELINE

Application are invited from eligible, candidates in the prescribed application for the following post at Banabasi Seva Samiti, Balliguda, (1) Children's Home, Balliguda (2) Children's Home, Jakikia (3) Children's Home, Rabingia (4) Gopabandhu Children's Home, Phulbani branch under Kandhamal district on purely contractual and consolidated remuneration.

Applicants must have the essential qualification along with adequate experience. The candidates should possess basic computer knowledge. The applicant must have good writing, speaking and reading knowledge in Odia.

Eligible candidates may submit their applications complete in every respect in the prescribed format attached here with at the **Office of the Additional District Magistrate, Kandhamal** latest by **5.00 PM on 27.01.2020 by speed post or register post only**. Separate application in sealed cover has to be submitted for each post quoting the position applied on the top of the envelope. No online application or any other mode of submission will be entertained. Any application received after due date and time will be rejected. Applicants must not be below 21 years or above 35 years age as on **01.12.2019**. The authority reserves the right to cancel the advertisement or any post without assigning any reason thereof.

Details of contractual staff to be engaged as follows :

| Sl. | Name of the Post | No. of Post | Eigibility / Qualification |
|-----|--|--|---|
| 1 | Superintendent, Rs. 25000/- P.M.* | 1. CCI, Phulbani, 1 nos. 2. CCI, Rabingia, 1 nos. 3. CCI, Jakikia, 1 nos. | Master Degree in Social Work, Sociology, Anthoropology, Psychology or any other related filed of Humanities of MBA (HR) or any orther Master Degree and familiarity with computer. |
| 2 | Counsellor, Rs. 17500/- P.M.* | 1. CCI, Balliguda, 2 nos.(W) | Post Graduate preferably in Social Work, Sociology, Psychology (Child Psychology) or Social Science withi computer skills. |
| 3 | Child Welfare Officer Rs. 17500/- P.M.* | 1. CCI, Phulbani, 1 nos. 2. CCI, Balliguda, 3 nos.(W) 3. CCI, Rabingia, 1 nos. | Master Degree in Social Work, ISociology, Anthropology, IPsychology or any other related field of Humanities of MBA (HR) or any other Master Degree and familiarity with computers. |
| 4 | Store Keeper-cum-Accountant Rs. 14000 P.M * | 1. CCI, Phulbani, 1 nos. 2. CCI, Balliguda, 1 nos.(W) 3. CCI, Jakikia, 1 nos. | PG preferably in Commerce/ MBA (Finance) |
| 5 | Para Medical Staff Rs. 9000/- P.M.* | 1. CCI, Phulbani, 1 nos. 2. CCI, Balliguda, 1 nos. 3. CCI, Rabingia, 1 nos. 4. CCI, Jakikia, 1 nos. | Componder / Pharmacist having Diploma in Ayurvedic/ Homeopathic / Unani from the Institution recognized by Govt. of India |
| 6 | House Mother Rs. 11000/- P.M. * | 1. CCI, Balliguda, 1 nos.(W) 2. CCI, Rabingia, 1 nos. (W) | Graduate in any discipline, preference to Science graduate. |
| 7 | House Father Rs. 11000/- P.M. * | 1. CCI, Phulbani, 2 nos. 2. CCI, Jakikia, 1 nos. | Graduate in any discipline, preference to Science graduate |
| 8 | Cook Rs. 7500/- P.M. * | 1. CCI, Balliguda, 1 nos. | Under Martic |
| 9 | Helper Rs. 6000/- P.M. * | 1. CCI, Phulbani (Male) | Under Matric |
| 10 | House Keeper Rs. 6000/- P.M. * | 1. CCI, Phulbani (Male) | Under Matric |

- Salary mentioned as per Govt. Scheme.

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

1. Self-attested photocopy of Secondary, CHSE, IGraduation, Post Graduation or any other professional qualification certificates and mark sheet.
2. One recent self-attested colour photograph (3.5 x 4.5 size) should be affixed to the application form.
3. Certificate of experience issued from previous employer.

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

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

| Sl. | Name of the post | TOR |
|-----|-----------------------|--|
| 1 | Superintendent | <ol style="list-style-type: none"> 1. Providing homely atmosphere of love. Affection, care development and welfare of juveniles / Children. 2. Planning implementation and coordinating 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 disci ;line. Preparation of Budget and control lover financial matters. 8. Supervision over office administration. 9. Monthly office inspection. 10. Daily inspection and round of institution. Inspecting and tasting food prepared for Juvenile / child. 11. Take prompt action to meet emergencies. 12. To take appropriate rehabilitation measures. 13. To take steps for improvement of children in the academic, cultural, Spsports fielf. |
| 2 | Counselor | <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 integration. |
| | Child Welfare Officer | <ol style="list-style-type: none"> 1. To make inquiries regarding the home and school conditions, conduct, characterand health of juvenile/ child under their Suopervision. 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 supervisionm and also places of employment or school lattended by such juveniles and to submit regularly fortnightly reports as prescribed in form IX. 5. To accompany juveniles or children where ever possisble from the office of the board to observation home, lspecial home, children where ever possible from the office of the board to observation home, lspecial home, lchildren’s home or fit person as the case may be. 6. To bring before the board committee, immediately juveniles / children who have not be of good behaviour during the period of supervision. 7. Follow up of juveniles of children after their release from the organizations and extending help and guidance to them. |

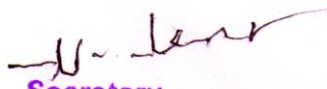
| | | |
|--|-----------------------------|--|
| | | <ol style="list-style-type: none"> 8. Establishing linkage with voluntary workers and organizations to facilitate rehabilitation and social reintegration of juveniles/ children and ensure the necessary follow up. 9. Ensuring that cleanliness of the premises and maintenance of physical infrastructure including provisions of water and electricity etc. 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 cooperation 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. |
| | Paramedical Staff | Provide first aid and other medical aid like administration of medication as per doctors' orders etc. |
| | Store Keeper-cum-Accountant | <ol style="list-style-type: none"> 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 keeper 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. 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. <p>Institutions maintenance and upkeep.</p> |
| | House Mother/ Father | <ol style="list-style-type: none"> 1. Handing 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 childrens involvement. 6. Looking after the security and safety arrangements of the home. 7. Escorting juvenile/children whenever they go out of the home. 8. She /He answerable for academic performance of the child. |

| | |
|--------------|---|
| Cook | <ol style="list-style-type: none"> 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. |
| Helper | <ol style="list-style-type: none"> 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. |
| House keeper | <ol style="list-style-type: none"> 1. Maintain cleanliness in the premises 2. Ensure washing and cleaning of utensils, clothes, bed sheets etc. 3. Sweeping and cleaning of bathrooms and boundary areas. |

The recruitment shall be on the basis of career marking as per weight age assigned below.

| Sl.No | Qualification | Weightage |
|-------|---|-----------|
| 1 | Secondary | 15 |
| 2 | Higher Secondary | 20 |
| 3 | Graduation | 30 |
| 4 | Post Graduation | 30 |
| 5 | Any other professional Course /Training related to child Rights and its Protection. | 05 |
| 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 weight age of marks, the candidates with past experience of working with children will be given preference. The decision of the Selection Committee in this regard shall be final.


Secretary
Banabasi Seva Samiti
Balliguda
 Banabasi Seva Samiti, Balliguda

BIO-DATA

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recent
pasport size
photo

- 1 Application for the Post :
- 2 Application for the CCI (Childrens' Home) :
- 3 Name of the Applicant :
- 4 Mother's Name :
- 5 Father's Name :
- 6 Present Address :

- 7 Permanent Address :

- 8 Date of Birth :
- 9 Age as on 01.12.2019 in Complete year :
- 10 Religion :
- 11 Gender :
- 12 Nationality :
- 13 Category (ST/SC/OBC/Gen) :
- 14 Whether P.H :
- 15 Phone Number :
- 16 E-mail :
- 17 Language Known Read,Write & Speak :
- 18 Educational Qualification :

| Sl. No | Exam Level | Board/University/ Recognized Institution | Subject | Year of Passing | Total Mark | Secured Mark | % Mark |
|--------|------------|--|---------|-----------------|------------|--------------|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

12 Computer Literacy

| Package / Application | Details of Exposure/ Proficiency | Experience |
|-----------------------|----------------------------------|------------|
| | | |
| | | |

13 Present Occupation :

| Sl. No | Name of the organization | Designation | From Date | To date | Kye Responsibility handled |
|--------|--------------------------|-------------|-----------|---------|----------------------------|
| | | | | | |
| | | | | | |

19 Details of Experience :

| Sl. No | Name of the organization | Designation | From Date | To date | Kye Responsibility handled |
|--------|--------------------------|-------------|-----------|---------|----------------------------|
| | | | | | |
| | | | | | |

- Additional Sheet may be used, if required)

Declaration

I Son / Daughter of
address here by
declare that, the above information furnished as above is true to the best of my knowledge
and belief.

Place :

Date :

Signature of the applicant

Speed Post / Regd. Post

Application for the Post.....

To,

**The Office of The
Additional District Magistrate,
Kandhamal,
At/Po. Phulbani
Pin – 762001**

From,

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