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
Details of contractual staff to be engaged as follows:

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

* Salary mentioned as per Govt. Scheme.

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

1. Self-attested photocopy of Secondary, CHSE, Graduation, 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 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.

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Name of the post</th>
<th>TOR</th>
</tr>
</thead>
</table>
| 1   | Superintendent   | 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.  
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. Preparation of Budget and control over financial matters.  
8. Supervision over office administration.  
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, Sports field. |
| 2   | Counselor        | 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 | 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, Ispecial home, children where ever possible from the office of the board to observation home, Ispecial home, Ichildren’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. |
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.

<table>
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<tr>
<th>Paramedical Staff</th>
<th>Provide first aid and other medical aid like administration of medication as per doctors' orders etc.</th>
</tr>
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</table>
| Store Keeper-cum-Accountant | 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. Institutions maintenance and upkeep. |
| House Mother/Father | 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.  
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

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 specials meals on holidays festivals and for sick children.

Helper

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

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 weightage assigned below.

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Qualification</th>
<th>Weightage</th>
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<tbody>
<tr>
<td>1</td>
<td>Secondary</td>
<td>15</td>
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<td>2</td>
<td>Higher Secondary</td>
<td>20</td>
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<tr>
<td>3</td>
<td>Graduation</td>
<td>30</td>
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<td>4</td>
<td>Post Graduation</td>
<td>30</td>
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<td>5</td>
<td>Any other professional Course/Training related to child Rights and its Protection</td>
<td>05</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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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 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
BIO-DATA

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 : 

Affidavit self attested recent passport size photo
<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Exam Level</th>
<th>Board/University/ Recognized Institution</th>
<th>Subject</th>
<th>Year of Passing</th>
<th>Total Mark</th>
<th>Secured Mark</th>
<th>% Mark</th>
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12    Computer Literacy

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<thead>
<tr>
<th>Package / Application</th>
<th>Details of Exposure/ Proficiency</th>
<th>Experience</th>
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13    Present Occupation :

<table>
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<tr>
<th>Sl. No</th>
<th>Name of the organization</th>
<th>Designation</th>
<th>From Date</th>
<th>To date</th>
<th>Kye Responsibility handled</th>
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19    Details of Experience :

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<th>Sl. No</th>
<th>Name of the organization</th>
<th>Designation</th>
<th>From Date</th>
<th>To date</th>
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- 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,

..............................................................

..............................................................