

## **BANABASI SEVA SAMITI, DANGARIGUDA ( KALAHANDI) BRANCH**

**Ph. 06846-243637, Web : [www.banabasi.org](http://www.banabasi.org)**

**WANTED** : Superintendent, Counselor, Child Welfare Officer, Paramedical Staff, Store Keeper-cum-Accountant for Children's Home (CCIs), Dangariguda, Kalahandi. Details may be download from website : **[www.banabasi.org](http://www.banabasi.org)**

**Last Date for submission of Application: 4.02.2020 (5 PM) Sd/- Secretary**

## **BANABASI SEVA SAMITI, DANGARIGUDA ( KALAHANDI) BRANCH**

**PROJECT/INSTITUTION : Child Care Institution (CCIs) / Children's Home, Dangariguda, Kalahandi.**

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

Application are invited from eligible candidates in the prescribed application Form for the following post at Banabasi Seva Samiti: (1) Children's Home, Dangariguda branch under Kalahandi district on purely contractual and consolidated remuneration.

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

Eligible candidates may submit their applications complete in every respet in the prescribed format (attached) **at the Office of the Secretary, Banabasi Seva Samiti, At/ Dangariguda, Po/ Deypur, Via. Bhawanipatna, Dist. Kalahandi, PIN: 766002 latest by 5.00 PM on 04.02.2020 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 01.01.2020.** 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.*	01	Master Degree in Social Work, Sociology, Anthropology, 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.*	01	Post Graduate preferably in Social Work, Sociology, Psychology (Child Psychology) or Social Science with computer skills.
3	Child Welfare Officer Rs. 17500/- P.M.*	01	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.
4	Para Medical Staff Rs. 9000/- P.M.*	01	Componder / Pharmacist having Diploma in Ayurvedic/ Homeopathic / Unani from the Institution recognized by Govt. of India
5	Store Keeper-cum-Accountant Rs. 14000 P.M.*	01	PG preferably in Commerce / MBA (Finance)

\*Salary mentioned as per Govt. Scheme. Negotiable Salary will be paid to the selected candidates until the GIA received from the Govt.

**The following documents have to be attached with the application form:**

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

**The terms of reference (TOR) for all the positions has been prescribed as per the JJ Act, mentioned below;**

Sl.	Name of Post	TOR
1	Superintendent	<ol style="list-style-type: none"> <li>1. Providing homely atmosphere of love,affection, care development and welfare of Children.</li> <li>2. Planning, implementation and coordinating all institutional activities, programmes and operations.</li> <li>3. Maintaining minimum standards in the Home.</li> <li>4. Monitoring of children as the case may be training and treatment programmes and correctional activities.</li> <li>5. Supervision over children discipline and moral wellbeing.</li> <li>6. Allocation of duties to personnel.</li> <li>7. Attending to personnel welfare and staff discipline. Preparation of Budget and control over financial matters.</li> <li>8. Supervision over office administration.</li> <li>9. Monthly office inspection.</li> <li>10. Daily inspection and round of institution. Inspecting and tasting food, prepared for child.</li> <li>11. Take prompt action to meet emergencies.</li> <li>12. To take appropriate rehabilitation measures.</li> <li>13. To take steps for improvement of children in the academic, cultural, sports field.</li> </ol>
2	Counselor	<ol style="list-style-type: none"> <li>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.</li> <li>2. Counselor shall also help the CWC/JJB as and when required.</li> <li>3. He/She will help the superintendent in preparing CSR.</li> <li>4. He /She will produce the child before the CWC.</li> <li>5. He/She will prepare plan of action for social integration.</li> </ol>
	Child Welfare Officer	<ol style="list-style-type: none"> <li>1. To make inquiries regarding the home and school conditions, conduct, character and health of juvenile/ child under their Suopervision.</li> <li>2. To attend regularly the proceeding of JJB and submit reports.</li> <li>3. To maintain diary case file and such register as may be prescribed from time to time.</li> <li>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.</li> <li>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.</li> <li>6. To bring before the board / committee, immediately juveniles / children who have not be of good behaviour during the period of supervision.</li> <li>7. Follow up of juveniles of children after their release from the organizations and extending help and guidance to them.</li> <li>8. Establishing linkage with voluntary workers and organizations to facilitate rehabilitation and social reintegration of juveniles/ children and ensure the necessary follow up.</li> </ol>

		<p>9. Ensuring that the children in need of food and cloth are met as per standard.</p> <p>10. Ensure that cleanliness of the premisses and maintenance of physical infrastructure including provisions of water and electricity etc.</p> <p>11. Making social investigation of the juvenile/child through personal interview and from the family, social agencies and other sources.</p> <p>12. Clarifying problems of the juveniles/child and dealing with difficulties in institutional life.</p> <p>13. Participating in the orientation, monitoring, education, vocational and rehabilitation programmes.</p> <p>14. Establishing cooperation and understanding between the juvenile/ child and the officer in charge.</p> <p>15. Assisting the juvenile / child to develop contacts with family and also providing assistance to family members.</p> <p>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.</p>
	Paramedical Staff	Provide first aid and other medical aid like; administration of medication as per doctors' orders etc.
	Store Keeper-cum-Accountant	<p>1. Accountant-cum-Store keeper should have at least 5 years of working experience related to accounts and book keeping.</p> <p>2. Accountant-cum-Store keeper must have some technical knowledge to handle different types of materials, machineries etc.</p> <p>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.</p> <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. Institution's maintenance and upkeep.</p>

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

Sl.No	Qualification	Weightage
1	Secondary	15
2	Hgher 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 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

## 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 01.01.2020 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 :

Affied self  
attested  
recent  
pasport size  
photo

(2)

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	Expearence

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

**Regd. Post/ Spped Post**

**Application for the Post :**

**To,**

**The Secretary,  
Banabasi Seva Samiti,  
At/ Dangariguda,  
Po/ Deypur, Via. Bhawanipatna,  
Dist. Kalahandi, PIN: 766002**

**From**

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