



BANABASI SEVA SAMITI

At/Po- Balliguda, Ps. Balliguda, Dist. Kandhamal, Ph. 06846-243637, Fax : 06846-243757,
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. The previous advertisement, held on **13.01.2020** in daily news paper the Samaj & Sambad is here by canceled due to change of guideline by W & CD & MS, Govt. of Odisha. Details may be download from website : www.banabasi.org

Last Date for submission of Application: 18.08.2021.

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

Online applications 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.

Candidates should go through the eligibility criteria like Age-Limit/Essential qualification/Experience etc. as indicated in this notice. The candidates should possess basic computer knowledge. The applicant must have good writing, speaking and reading knowledge in Odia & English.

Candidates are advised to visit the website of www.banabasi.org for the latest information in respect of various categories of posts and the stages of recruitment process. Candidates may apply multiple posts for one CCI **only** with separate application form. If Candidates apply more than one CCI then their applications will be rejected and his/her candidature shall be cancelled.

Eligible candidates may submit their applications through online mode only. The application form is available in our official website. The candidates who are interested can download the application form, fill-up the format carefully and submit the filled-up form with attachment of self attested photo copy of all required documents in our same website on or before **18th August 2021**. There is no need to send any hard copy of the application form to the authority. Candidatures are advised to check the eligibility criteria before applying the posts. **Candidates must not be below 21 years or above 45 years age as on 01. 01. 2021**. 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:

Child Care Institution (CCI) -Balliguda

Sl.	Name of the Post	No. of Post	Eligibility / Qualification
2	Counsellor, Rs. 17500/- P.M.*	CCI, Balliguda- 1 no.(W) 1 no.(M)	Post Graduate preferably in Social Work, Sociology, Psychology (Child Psychology) or Social Science with computer skills.
3	Child Welfare Officer Rs. 17500/- P.M.*	CCI, Balliguda, 2 nos.(W) 1 no.(M)	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	Store Keeper-cum-Accountant Rs. 14000 P.M *	CCI, Balliguda- 1 no.(W)	PG preferably in Commerce/ MBA (Finance)
5	Para Medical Staff Rs. 9000/- P.M.*	CCI, Balliguda- 1 no.	Compounder / Pharmacist having Diploma in Ayurvedic/ Homeopathic / Unani from the Institution recognized by Govt. of India
6	House Mother Rs. 11000/- P.M. *	CCI, Balliguda- 1 no.(W)	Graduate in any discipline, 1 st preference to Science graduate.
8	Cook Rs. 7500/- P.M. *	CCI, Balliguda- 1 no. (W)	Under Martic (8 th to 10 th)
10	House Keeper Rs. 6000/- P.M. *	CCI, Balliguda -1 no.(W)	Under Martic (8 th to 10 th)
(W-Women & M-Men)			

- Salary mentioned as per Govt. Scheme.

Child Care Institution (CCI)-Rabingia

Sl.	Name of the Post	No. of Post	Eligibility / Qualification
1	Superintendent, Rs. 25000/- P.M.*	CCI, Rabingia-1 no.	Master Degree in Social Work, Sociology, and Anthropology, Psychology or any other related field of Humanities of MBA (HR) or any other Master Degree and familiarity with computer.
3	Child Welfare Officer Rs. 17500/- P.M.*	CCI, Rabingia- 1 no.	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	Store Keeper-cum-Accountant Rs. 14000 P.M *	CCI, Rabingia- 1 no.	PG preferably in Commerce/ MBA (Finance)
5	Para Medical Staff Rs. 9000/- P.M.*	CCI, Rabingia-1 no.	Compounder / Pharmacist having Diploma in Ayurvedic/ Homeopathic / Unani from the Institution recognized by Govt. of India
(W-Women & M-Men)			

- Salary mentioned as per Govt. Scheme.

Child Care Institution (CCI)-Phulbani (Gopabandhu Balashram)

Sl.	Name of the Post	No. of Post	Eligibility / Qualification
1	Superintendent, Rs. 25000/- P.M.*	CCI, Phulbani- 1 no.	Master Degree in Social Work, Sociology, and Anthropology, Psychology or any other related field of Humanities of MBA (HR) or any other Master Degree and familiarity with computer.
3	Child Welfare Officer Rs. 17500/- P.M.*	CCI, Phulbani-1 no.(M)	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	Store Keeper-cum-Accountant Rs. 14000 P.M *	CCI, Phulbani-1 no.	PG preferably in Commerce/ MBA (Finance)
5	Para Medical Staff Rs. 9000/- P.M.*	CCI, Phulbani- 1 no.	Compounder / Pharmacist having Diploma in Ayurvedic/ Homeopathic / Unani from the Institution recognized by Govt. of India
6	House Father/ Mother Rs. 11000/- P.M. *	CCI, Phulbani- 2 nos.	Graduate in any discipline, 1 st preference to Science graduate.
9	Helper Rs. 6000/- P.M. *	CCI, Phulbani-1no. (M)	Under Martic (8 th to 10 th)
10	House Keeper Rs. 6000/- P.M. *	CCI, Phulbani	Under Martic (8 th to 10 th)
(W-Women & M-Men)			

- Salary mentioned as per Govt. Scheme.

Child Care Institution (CCI)-Jakikia

Sl.	Name of the Post	No. of Post	Eligibility / Qualification
1	Superintendent, Rs. 25000/- P.M.*	CCI, Jakikia- 1 no.	Master Degree in Social Work, Sociology, and Anthropology, Psychology or any other related field of Humanities of MBA (HR) or any other Master Degree and familiarity with computer.
3	Child Welfare Officer Rs. 17500/- P.M.*	CCI, Jakikia -1 no.	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	Store Keeper-cum-Accountant Rs. 14000 P.M *	CCI, Jakikia- 1 no.	PG preferably in Commerce/ MBA (Finance)
5	Para Medical Staff Rs. 9000/- P.M.*	CCI, Jakikia- 1 no.	Compounder / Pharmacist having Diploma in Ayurvedic/ Homeopathic / Unani from the Institution recognized by Govt. of India
7	House Father/Mother Rs. 11000/- P.M. *	CCI, Jakikia- 1 no.	Minimum qualification 10 th pass
10	House Keeper Rs. 6000/- P.M. *	CCI, Jakikia -1 no.	Under Martic (8 th to 10 th)
(W-Women & M-Men)			

- Salary mentioned as per Govt. Scheme.

The following documents have to be online submit with the application forms :

1. Self-attested photocopy of Secondary, CHSE, Graduation, Post Graduation or any other professional qualification certificates and mark sheet.
2. 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. Institutions maintenance and upkeep.
	House Mother/Father	<ol style="list-style-type: none"> 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. 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 holiday's festivals and for sick children.

	Helper	<ol style="list-style-type: none"> 1. Provide support to the cook in maintaining timeliass and quality of meals heing cooked for children. 2. Clean the cooking utensils and the itchen post every round of cooking.
	House keeper	<ol style="list-style-type: none"> 1. Maintain cleaniliness in the permises 2. Ensure washing and cleaning of utensils, clothes, bed sheets etc. 3. Sweeping and cleaning of bathrooms and boundary areas.

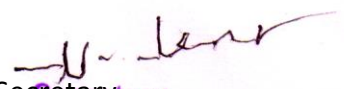
The recruitment shall be on the basis of career marking as per weight age assigned below.

Sl.No	Qualification	Welghtage
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 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.

The selection Committee shall make and recommend the name of **5 candidates** for each position in order of preference to the management of the Institution for appointment against vacant positions.

Any joining or exit of employees of or above the qualification of Post graduation position shall be done with the prior approval of the concerned District Magistrate and Collector.


 Secretary
 Banabasi Seva Samiti, Balliguda
 Balliguda