

BANABASI SEVA SAMITI



At./Po./Ps. Balliguda, Dist. Kandhamal, Ph. 06846-243637, Web : www.banabasi.org

WANTED : Applications are invited for filling up vacant posts in Banabasi Seva Samiti (3 units of Children's Home) (CCIs) under Mission Vatsalya Scheme. For detail please visit website : www.banabasi.org. Apply through online & Application & copies of certificates be sent by Speed/Regd. Post to following address. Last date for receipt: on or before **16.08.2024, 5.00 PM**

Sd/Secretary

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

ADVERTISEMENT FOR RECRUITMENT OF STAFF AS PER THE MISSION VATSALYA GUIDELINE WITH REFERENCE TO RESOLUTION NO. 10102/WCD-CW-MISC-0023/2020 DT- 15-09-2020 ISSUED BY THE W & CD DEPARTMENT, GOVT. OF ODISHA)

Applications are invited from eligible, candidates in the prescribed application for the following post of Children Home of Banabasi Seva Samiti, Balliguda, Dist. Kandhamal unit (01) **Children's Home, Balliguda** (02) **Children's Home, Rabingia**, (03) **Children's Home, Jakikia** branch under Kandhamal district. All the posts are purely contractual in nature but to be continued with the mentioned consolidated remuneration as per the norms of Mission Vatsalya under the W&CD Department Govt. of Odisha, so long as the scheme CCI/CH is supported by the Govt.

Applicants must have the essential qualification along with adequate experience in the related field. The applicant must have good writing, speaking and reading knowledge in Odia.

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 can apply **more than one post only for one CCI** with separate application form. **If Candidates apply for more than one Unit/CCI then their applications shall be rejected and candidature shall be cancelled.**

The posts are purely contractual and co-terminus with the project. The continuance in the post by the candidate depends on the performance. The application complete in all respect along with other documents should be sent to the **Office of the Secretary, Banabasi Seva Samiti, At./Po./Ps. Balliguda, Dist. Kandhamal, Odisha, Pin- 762103 latest by 5.00 PM on 16.08.2024 by speed post or register post only.** Application for the post of” on the top of the envelope. No other mode of application will be accepted. Applicants must not be below **21years or above 45years age as on dt.01.01.2024**. The authority reserves the rights to cancel the advertisement or any post without assigning any reason thereof. Incomplete applications received **both Regd. Post/ Speed post** after due date shall be rejected. The selection of candidates will be made on the basic of the procedure specified in the resolution No. 10102/WCD-CW-MISC0023/2020 DT- 15-09-2020 ISSUED BY THE W & C D DEPARTMENT, GOVT. OF ODISHA or as decided by the Selection Committee constituted for the purpose. The details such as number of vacancies, eligibility, selection procedure, remuneration and application form are available in the website: www.banabasi.org

Indicative Qualification of Human Resources for (CCI) under Mission Vatshalya
Details of contractual staff to be engaged as follows :

Unit : 01 Child Care Institution (CCI), Balliguda, Dist. Kandhamal			
Sl. No	Name of the Post	No. of vacant Post	Eligibility / Qualification
1	Superintendent, Rs. 33,100/- P.M.*	1 no. (F)	Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University At least 3 years of experience of working with the Govt./Non-Government Organization in Documentation, training & Capacity Building, Project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child Development/ Social Welfare. Proficiency in Computers.
2	Counselor, Rs. 23,170/- P.M.*	1 no. (F)	Graduate in Social Work / Sociology/ Psychology/ Public Health/ Counseling from a recognized university. OR PG Diploma in Counseling and Communication. At least 1 year of working experience with the Govt./NGO preferably in the field of Women & Child Development. Proficiency in Computers.
3	Child Welfare Officer Rs. 23,170/- P.M.*	2 nos. (M/F)	Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences or LLB from a recognized university. Experience of at least 2 years of working with Govt./ NGO/ Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child right & protection issues. Weightage for work experience candidate Proficiency in Computers
4	Store Keeper-cum-Accountant Rs. 18,536 P.M *	1 no. (M/F)	PG preferably in Commerce/ MBA (Finance)
5	Para Medical Staff Rs. 11,916/- P.M.*	1 no. (F)	Compounder / Pharmacist having Diploma in Ayurvedic/ Homeopathic / Unani from the Institution recognized by Govt. of India
6	Educator Rs. 10,000/- P.M.*	1 no. (F)	Bachelor in Science or Arts from a recognized University.
7	Art & Craft-cum-Music Teacher Rs. 10,000/- P.M.*	1no. (M/F)	Bachelor or Diploma in visual art from a recognized university/ Bachelor or Diploma in Music from a recognized university or equivalent / Bachelor or Diploma in sculpture, ceramics, Paper craft, wood craft etc.
8	PT Instructor-cum-Yoga Trainer Rs. 10,000/- P.M.*	1no. (M/F)	B.P. Ed from a recognized University or equivalent.
9	Cook Rs. 9,930/- P.M. *	3 nos. (M/F)	Under Martic (8 th to 10 th)
10	Helper-cum-Night Watchman Rs. 7,944/- P.M. *	3 nos. (M/F)	Under Martic (8 th to 10 th)

Unit : 02 Child Care Institution (CCI), Rabingia, Dist. Kandhamal			
1	Superintendent, Rs. 33,100/- P.M.*	1 no.	Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University At least 3 years of experience of working with the Govt./Non- Government Organization in Documentation, training & Capacity Building, Project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child Development/ Social Welfare. Proficiency in Computers.
2	Store Keeper-cum-Accountant Rs. 18,536 P.M.*	1 no.	PG preferably in Commerce/ MBA (Finance)
3	Para Medical Staff Rs. 11,916/- P.M.*	1 no.	Compounder / Pharmacist having Diploma in Ayurvedic/ Homeopathic / Unani from the Institution recognized by Govt. of India
4	Educator Rs. 10,000/- P.M.*	1 no.	Bachelor in Science or Arts from a recognized University.
5	Art & Craft-cum-Music Teacher Rs. 10,000/- P.M.*	1no.	Bachelor or Diploma in visual art from a recognized university/ Bachelor or Diploma in Music from a recognized university or equivalent / Bachelor or Diploma in sculpture, ceramics, Paper craft, wood craft etc.
6	PT Instructor-cum-Yoga Trainer Rs. 10,000/- P.M.*	1no.	B.P. Ed from a recognized University or equivalent.
7	Cook Rs. 9,930/- P.M.*	1 no.	Under Martic (8 th to 10 th)
8	Helper-cum-Night Watchman Rs. 7,944/- P.M.*	1 no.	Under Martic (8 th to 10 th)
Unit : 03 Child Care Institution (CCI), Jakikia, Dist. Kandhamal			
1	Counselor, Rs. 23,170/- P.M.*	1 no.	Graduate in Social Work / Sociology/ Psychology/ Public Health/ Counseling from a recognized university. OR PG Diploma in Counseling and Communication. At least 1 year of working experience with the Govt/NGO preferably in the field of Women & Child Development. Proficiency in Computers.
2	Para Medical Staff Rs. 11,916/- P.M.*	1 no.	Compounder / Pharmacist having Diploma in Ayurvedic/ Homeopathic / Unani from the Institution recognized by Govt. of India
3	Educator Rs. 10,000/- P.M.*	1 no.	Bachelor in Science or Arts from a recognized University.
4	Art & Craft-cum-Music Teacher Rs. 10,000/- P.M.*	1no.	Bachelor or Diploma in visual art from a recognized university/ Bachelor or Diploma in Music from a recognized university or equivalent / Bachelor or Diploma in sculpture, ceramics, Paper craft, wood craft etc.
5	PT Instructor-cum-Yoga Trainer Rs. 10,000/- P.M.*	1no.	B.P. Ed from a recognized University or equivalent.

6	Cook Rs. 9,930/- P.M. *	1 no.	Under Martic (8 th to 10 th)
7	Helper-cum-Night Watchman Rs. 7,944/- P.M. *	1 no.	Under Martic (8 th to 10 th)

* Salary mentioned is as per Govt. Scheme under Mission Vatsalya, under the W&CD Department Govt. of Odisha.

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

- Self-attested photocopy of Under Matric/HSC, Graduation, Post Graduation or any other professional qualification certificate and mark-sheets.
- One recent self-attested colour photograph (3.5 X 4.5 size) should be affixed in the application form.
- Experience Certificate.
- Self declaration regarding non involvement in any criminal activities especially child related offences.

Sl.	Name of the post	TOR
	Superintendent	<ol style="list-style-type: none"> Providing homely atmosphere of love. Affection, care development and welfare of juveniles / Children. Planning implementation and coordinating all institutional activities, programmes and operations. Maintaining minimum standards in the Home. Monitoring of Juveniles / children as the case may be training and treatment programmes and correctional activities. Supervision over juveniles / children discipline and moral wellbeing. Allocation of duties to personnel. Attending to personnel welfare and staff disci ; line. Preparation of Budget and control lover financial matters. Supervision over office administration. Monthly office inspection. Daily inspection and round of institution. Inspecting and tasting food prepared for Juvenile / child. Take prompt action to meet emergencies. To take appropriate rehabilitation measures. To take steps for improvement of children in the academic, cultural, Spports field.
	Counselor	<ol style="list-style-type: none"> 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. Counselor shall also help the CWC/JJB as and when required. He/She will help the superintendent in preparing CSR. He /She will produce the child before the CWC. He/She will prepare plan of action for social integration.
	Child Welfare Officer	<ol style="list-style-type: none"> To make inquiries regarding the home and school conditions, conduct, character and health of juvenile/ child under their Supervision. To attend regularly the proceeding of JJB and submit reports.

		<ol style="list-style-type: none"> 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 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, immediately juveniles / children who have not be of good behavior 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.
01	Para Medical Staff	Provide first aid and other medical aid like administration of medication as per doctors' orders etc.
02	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.

		<p>7. Prepare and send Utilization Certificates to donors.</p> <p>8. Procure and maintain stock of various items required in the institution. Institutions maintenance and upkeep.</p>
03	Educator	<p>1. He/She shall work under the supervision of the Superintendent/Person-In-Charge to ensure that all children in the CCI receive educational inputs:</p> <p>2. Upon receiving a brief from the Probation Officer/Case worker/CWO shall provide inputs and interact with the Child if necessary for the component on education which will form part of the ICP</p> <p>3. The educator shall work in coordination with the CWO/Case worker/Probation Office to ensure that children in the CCI receive support to begin or continue their education with no disruption. He/She shall ensure that the children are able to enroll in NIOS and continue/begin their education. Obtain documents from their home to enable them to continue their education.</p> <p>4. Administer tests to determine at what level of education children are at in order to be able to give them appropriate support.</p> <p>5. Conduct classes daily, and coordinate with voluntary agencies providing education support services in the CCI to ensure that all children receive educational support such as :</p> <ol style="list-style-type: none"> a. Bridge course. b. Enrolment for open schooling if necessary. c. Literacy and Non formal education for those children for whom it may not be possible to educate. d. Supplementary tuitions to children who are in formal education and need additional support.
04	Art & Craft-cum-Music Teacher	<p>They shall perform their duties under the supervision of Person-in-Charge.</p> <p>Art & Craft. The duties of the art, craft & activity teacher is conducting art & craft & other activities for the children in the CCI which may be such as:</p> <ol style="list-style-type: none"> 1. Divide children in groups based on their age. 2. Ensure that every child in the CCI is allocated a group and receives a minimum of 2 sessions of 2 hours duration in a week. 3. Conducts sessions in a modular manner with a plan such that: <ol style="list-style-type: none"> a. Children learn different styles of art-different periods and art forms, traditional art forms from around the country. b. They learn history of art and stories of famous artists. c. They get to participate in projects and are acknowledged for their work. d. Provide positive feedback and reinforcement to the children through the sessions.

		<ul style="list-style-type: none"> e. Design sessions in such a manner that children find a way to express themselves and also have conversations about themselves through the projects/paintings/craft items they prepare. f. Use information available on the internet to help with research and development of modules. <ol style="list-style-type: none"> 4. Liaise with the Superintendent/Person-in-Charge such that children who are interested are permitted to participate in government organization art competitions. 5. Under supervision and direction of the Superintendent/Person-in-Charge work with volunteers to undertake art and craft projects with the children-e.g. Painting of murals, decorating walls of the institution. 6. Liaise with the Superintendent/Person-in-Charge to get materials required for art projects donated/Sponsored from the community, department, DCPU or corporate 7. Also facilitate development of music talent among the inmates.
05	PT Instructor-cum-Yoga Trainer	<ol style="list-style-type: none"> 1. The PT Instructor-cum-Yoga trainer shall be available on fixed hours at fixed times daily and shall perform his duties under the supervision of Person-in-Charge. 2. She/He must ensure that each child participates in minimum 2 hours of group activities daily. 3. The PT Instructor-cum-Yoga trainer shall under the supervision of the Superintendent/Person-in-Charge ensure that there is an adequate supply of sports equipment. 4. PT Instructor-cum-Yoga trainer shall train the children in sports and athletics. 5. PT Instructor-cum-Yoga trainer shall coordinate and organize volunteers: <ul style="list-style-type: none"> a. Undertake training of children in different sports and athletics. b. Competitive matches and tournaments. c. Impart training on yoga, meditation, pranayam.
06	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 specials meals on holiday's festivals and for sick children.
07	Helper-cum-Night Watchman	<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. 3. In addition to the above duty, Perform duty of a Night Watchman.

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

Sl.No	Qualification	Weightage
1	Secondary	10
2	Higher Secondary	15
3	Graduation	25
4	Post Graduation	30
5	Any other professional Course /Training related to child Rights and its Protection or M.Phil, PhD etc.	10
6	Work experience	10
Total		100

The merit list shall be drawn up on the basis of weighted percentage of marks obtained in all the 6 **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.

The Selection Committee shall make and recommend at least 5 candidates for each post in order of preference to the management of the institution for appointment against vacant positions. The candidates scoring the highest marks will be called for a verification of certificates prior to issue of appointment order. The panel will be valid for 1 year from the date of finalization.


Secretary
Banabasi Seva Samiti
Balliguda
Secretary
Banabasi Seva Samiti, Balliguda



BIO-DATA

- 1 Application for the Post :
- 2 Apply for the Child Care Unit (CCI):
- 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 01.01.2024 :
- 10 Religion :
- 11 Gender :
- 12 Nationality :
- 13 Category (ST/SC/OBC/Gen) :
- 14 Phone Number :
- 15 E-mail :
- 16 Language Known Read, Write & Speak:
 - Oriya :
 - English :
 - Hindi :
 - Other :

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(2)

17 Educational Qualification :

Sl. No	Exam Level	Board/ University/ Recognized Institution	Subject	Year of Passing	Total Mark	Secured Mark	% Mark	Full time/ Part time/ Distance learning
1								
2								
3								
4								
5								
6								

12 Computer Literacy (Attach self – Attested photocopies)

Package / Application	Details of Exposure/ Proficiency	Experience

13 Present Occupation :

Sl. No	Name of the organization	Designation	From Date	To date	Key Responsibility handled

18 Details of Experience : (Attach self – Attested photocopies of Experience Certificate)

Sl. No	Name of the organization	Designation	From Date	To date	Key Responsibility handled

Declaration

I, Ms./Mrs./Shri _____ Son / Daughter _____
address _____

hereby declare that, the above information furnished as above is true to the best of my knowledge and belief.

Place :

Date :

Signature of the Applicant

Full address

Regd. Post/ Speed Post

Application for the Post :

To,

**The Secretary,
Banabasi Seva Samiti,
At./Po./Ps : Balliguda,
Dist. Kandhamal,
Odisha, Pin- 762103**

From

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