

SISHU SEVA ASHRAM

At-Balijori, Po-Kiakachhar, Ps- Sadar, Dist- Sundargarh(Odisha), Pin-770020

Email Id: sisuasa@gmail.com

Project/Institution: Child Care Institution (CCIs)/ Children's Home

Applications are invited from eligible candidates in the prescribed application form for the following posts for registered Children's Home of SISHU SEVA ASHRAM, At-Balijori, Po-Kiakachhar, Ps- Sadar, Dist- Sundargarh(Odisha), Pin-770020. 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.

The Management of the CCI intends to engage suitable staff such as Counselor, Probation Officer/Case Worker/Child Welfare Officer, Storekeeper cum Accountant, House Father, Educator, Art and Craft-Cum-Music Teacher, PT instructor-Cum-Yoga Trainer, Cook, Helper-Cum-Night Watchman and Housekeeper on contractual basis. The posts are purely contractual and co-terminus with the project. The continuance in the post by the candidate depends on the performance. Candidates are to apply online through <https://forms.gle/F1968VNcNvVyBnaV9> & also submit a printed hard copy of application and it's all enclosures to the above address : **Secretary, Sishu Seva Ashram, At-Balijori, Po-Kiakachhar, Ps- Sadar, Dist- Sundargarh(Odisha) PIN- 770020 on or before dt. 15.01.2024 by 5.30 PM positively through Speed Post/Registered Post only.** The candidate applying for different posts should apply separately for each category of post superscribing "Application for the post of _____" on the top of the envelope. No other mode of application will be accepted. Applicants must not be below 21 years or above 45 years 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 online and offline (hard copy) after due date shall be rejected. The selection of candidates will be made on the basis of the procedure specified in the resolution No. 10102/WCD-CW-MISC-0023/2020 DT- 15-09-2020 ISSUED BY THE W & CD DEPARTMENT, GOVT. OF ODISHA, Bhubaneswar or as decided by the Selection Committee constituted for the purpose.

Indicative Qualification of Human Resources for Sishu Seva Ashram (CCI) under Mission Vatsalya

Sl. No.	Name of the Post	Qualification Required	Experiences	Age Limit	No. of vacant post	Remuneration per month
1.	Counselor	Graduate in Social Work /Sociology/Psychology/ Public Health/ Counselling from a recognized university. OR PG Diploma in Counselling and Communication.	1. At least 1 year of working experience with the Govt/NGO preferably in the field of Women & Child Development. 2. Proficiency in Computers.	Lower Age Limit 21 years Upper Age Limit 45 years as on dt. 01-01-2024	1 (Male/Female)	Rs.23,170/-
2.	Probation Officer/ Child Welfare Officer/ Case Worker	Graduate preferable in BA in Social Work/ Sociology/ Social Sciences or LLB from a recognized University	1. Experience at least two years of working with Govt/NGO/Legal Matters preferably in the field of Women and Child Rights. 2. Good understanding of Women & Child right and Protection issues. 3. Weightage for work experience candidate 4. Proficiency in computers.		1 (Male/Female)	Rs.23,170/-
3.	Storekeeper cum Accountant	PG preferably in Commerce/MBA (Finance) with computer proficiency.			1 (Male)	Rs.18,536/-
4.	Housefather	Graduate from a recognized University preferable Graduated in Science			1 (Male)	Rs.14,564/-
5.	Paramedical Staff	Compounder/Pharmacist/ having Diploma in Ayurvedic Homeopathic/ Unani from institutions recognized by Govt. of India.			1 (Male)	Rs.11,916/-
6.	Cook	Under Matric (8 th -10 th)			2 (Male)	Rs.9930/-
7.	Helper-Cum-Night Watchman	Under Matric (8 th -10 th)			1 (Male)	Rs.7,944/-

8.	Housekeeper	Under Matric (8 th -10 th)		1 (Male)	Rs.7,944/-
9.	Educator	Graduated from a recognized University preferable Graduated in Science		1 (Male)	Rs. 10,000/-
10.	Art and Craft-Cum-MusicTeacher	Bachelor in Fine Art from a recognized University / Bachelor in Music or equivalent.		1 (Male)	Rs. 10,000/-
11.	PT instructor -Cum-YogaTrainer	BA/B.P.Ed from a recognized University		1 (Male)	Rs. 10,000/-

* Salary mentioned is as per Govt. Scheme Under Mission Vatsalya, under the W & CD department Govt. of Odisha.Negotiable pay will be paid to the selected candidates until the GIA is received from the Govt.

The following documents have to be attached with application forms. (Application form is enclosed below)

- Self attested photocopies of certificates and mark sheets in respect to qualification of the candidate (Class-8th, 9th,10th for the post of Helper-Cum-Night Watchman, Cook and Housekeeper & for Counselor, Probation Officer, Storekeeper cum Accountant House Father, Educator, Art and Craft-Cum-Music Teacher, PT instructor-Cum-Yoga Trainer staff - Secondary, Higher Secondary, Graduation, Post Graduation or any other professional degree).
- One recent self-attested color photographs (3.5 x 4.5 size) should be affixed to the application form
- Certificate of experience issued from previous employer or any other institution if any
- Self declaration regarding non involvement in any criminal activities especially child related offence
- Police verification (character certificate) if any

The recruitment shall be on the basis of carrier 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 childRights 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.

Employment Details (Previous) Attach self – Attested photocopies of Experience Certificate

Name of the Organization	Designation	Key responsibilities Handled	Period	
			From	To

Current Employment- Attach proof of current Employment

Name of the Organization	Designation	Responsibilities Handled	Working From(Date)	Monthly Remuneration

Computer Literacy

Package/Applications	Details of Exposure Proficiency

Language Proficiency

Language	Ability to converse	Ability to read	Ability to write
English			
Hindi			
Odia			
Other (Specify)			

Referees two persons to whom you have reported professionally in the recent past whom we immediately approach for reference.

	Referee 1	Referee 2
Name		
Address		
Organization		
Designation		
Phone/Mobile		
e-mail ID		
Your professional Relationship with the Referee		

DECLARATION

I _____ son/daughter of _____
address _____ do hereby declare
that the foregoing information is genuine and correct to the best of my knowledge and belief and nothing
has been concealed or distorted in it.

Further, I declare that, I have never been involved in any criminal activities especially in child
related offences and no police case has been lodged against me in the past. If anything found contrary to
above declaration, my candidature will be rejected and I will be liable for disciplinary action.

Date:

Place:

Signature of the applicant

By Regd. Post/ Speed Post

Application for the Post of : “ _____ ”

To,

The Secretary
Sishu Seva Ashram
At- Balijori
PO- Kiakachhar
Ps- Sadar,
Dist- Sundargarh(Odisha)
PIN-770020

From

