



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BHADRAK  
(Child Protection Unit)

Advt .no: 407

Date: 18-07-19

**Contractual Engagement**

The Child Care Institutions in the District of Bhadrak intend to engage suitable professional staffs such as Superintendent, Counselor, Probation Officer/ Child Welfare Officer, Store Keeper cum Accountant, House Father/Mother, Paramedical Staff, Cook, Helper, and House Keeper etc. on contractual basis in the Child Care Institutions, Bhadrak. The Posts are purely contractual and coterminous with the project. The continuance in the post by the candidates depends on the performance.

The completely filled up application form along with other documents should reach at the Office of "Additional District Magistrate, Collectorate, Bhadrak, Pin no: 756100, Odisha, on or before **01-08-2019 (5.00 PM)** positively only through speed /registered post. No other mode of application will be accepted. The details such as number vacancies, selection procedure, remuneration, application form etc are available in the district website i.e. [www.bhadrak.nic.in](http://www.bhadrak.nic.in)

No personal queries will be entertained and further communication will be made.

By the order of Collector

  
District Child Protection Officer  
Bhadrak



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No personal queries will be entertained and further communication will be made.

**DETAILS OF CONTRACTUAL ENGAGEMENT**

Applications are invited from eligible suitable candidates in the prescribed application form for the following posts. The vacancy positions as shown in the advertisement may be increased or decreased depending on the latest vacancy and in anticipation of children's positions in CCIs. The decision of recruitment committee regarding engagement of staffs in CCIs is final.

Applicants must have essential qualifications, age etc. the candidate should possess basic computer knowledge; good working knowledge in oriya will be an added advantage.

Eligible candidates may submit their applications complete in all respect to the Office of Additional District Magistrate, Collectorate, Pin : 756100, Dist: Bhadrak latest by **01-08-2019 5.00 PM**. only through registered /Speed post. No online or any other mode of application will be received.

Separate application in sealed cover has to be submitted for CCI wise each post, quoting the position applied for on the top of the envelope. Applications received after the due date will be rejected.

  
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**Details of dedicated professional staffs are to be engaged as follows.**

Sl no	Name & address of the Child Care Institution	Name Posts	Number of vacant positions	Age Limit in years
1	Gandhi Odisha Balashram, At: Garadpur, Bhadrak	Counsellor	2	21-35
2		Probation /Child Welfare Officer	2	21-35
3		Store Keeper cum Accountant	1	21-35
4		House Father /Mother	2	21-35
5		Paramaetical Staff	1	21-35
6		Cook	1	21-35
7		Helper	3	21-35
8		House Keeper	4	21-35
9	Utkalamani Daridranarayan Seva Mandir,Langudi, Bhadrak	Store Keeper cum Accountant	1	21-35
10		Paramedical Staff	1	21-35
11		House Father/Mother	2	21-35
12		Cook	1	21-35
13		Helper	1	21-35
14	Mahapurusha Ashram, Kanjiapal, Bhadrak	Superintendent	1	21-35
15		Probation Officer	1	21-35
16		Store Keeper cum Accountant	1	21-35
17		Paramedical Staff	1	21-35
18		House Father/Mother	1	21-35
19		House Keeper	1	21-35
20	Yogirushi Lachmandas Sishu Ashram,Dolosahi, Bhadrak	Probation Officer	1	21-35
21	Shanti Ashram, Tihidi,Bhadrak	House Mother	2	21-35
22		Paramedical Staff	1	21-35
23	Society for Weaker Community, Bypass, Bhadrak	Project Coordinator	1	21-35
		Social Case worker	1	21-35
24		Bridge Course Educator	1	21-35
25		Out Reach Worker	1	21-35

*[Signature]*  
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**Details of post wise educational qualifications, age and remuneration applicable for staffs.**

Sl no	Name of Post	Age limit	Qualification	Monthly Remuneration in rupees
1	Superintendent	21-35 years	Master In Social Work, Sociology, Anthropology, Psychology or MBA(HR) or any other Masters Degree and familiarity with computers	25,000/-
2	Counsellor	21-35 years	PG, preferably in Sociology, Psychology(Child Psychology or Social Science with computer skills	17,500/-
3	Probation Officer	21-35 years	Masters degree in Social work, Sociology, Anthropology, Psychology or any other related field of humanities or MBA(HR) or any other Masters degree & familiarity with computer	17,500/-
4	House Mother/Father	21-35 years	Graduate in any discipline, each CCI shall have at least one Science graduate and an arts graduate for arts graduate preference will be for home Science, Psychology, sociology graduates	11,500/-
5	Paramedical staff	21-35 years	Compounder/ Pharmacist/ having diploma in ayurvedic /homeopathic/ unani from the institution recognized by govt. of India.	9,000/-
6	Store Keeper cum Accountant	21-35 years	PG in Commerce or MBA	14,000/-
7	Cook	21-35 years	Under Matric	7,500/-
8	Helper	21-35 years	Under Matric	6,000/-
9	House Keeper	21-35 years	Under Matric	6,000/-
10	Project Coordinator	21-35 years	Master In Social Work, Sociology, Anthropology, Psychology or MBA(HR) or any other Masters Degree and familiarity with computers	17,500/-
11	Social case worker	21-35 years	Master In Social Work, Sociology, Anthropology, Psychology or MBA(HR) or any other Masters Degree and familiarity with computers	14,000/-
12	Out Reach worker	21-35 years	Graduate in any Discipline and familiarity with computer.	8,000/-
13	Bridge Course Educator	21-35 years	Graduation with experience of teaching.	9,000/-

**Note: Only Lady Candidates are eligible to apply for House Mother Post.**

  
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## TOR of the staffs

Sl no	Name of Post	Job Responsibility
1	Superintendent	<ol style="list-style-type: none"> <li>1. Providing homely atmosphere of love affection, care, development and welfare of Juveniles/Children</li> <li>2. Planning implementation and coordinating all institutional activities, programme and operations.</li> <li>3. Maintaining minimum standards of care in the home.</li> <li>4. Monitoring of juveniles/ children as the case may be training and treatment program and correctional activities.</li> <li>5. Supervision over juveniles/children discipline and moral well being</li> <li>6. Allocation of duties to personnel.</li> <li>7. Attending to personnel welfare and staff discipline.</li> <li>8. Preparation of budget and control over financial matters.</li> <li>9. Supervision of Office Administration</li> <li>10. Monthly office inspection.</li> <li>11. Daily inspection and round of institution.</li> <li>12. Inspecting and testing food prepared for juvenile/child.</li> <li>13. Take prompt action to meet emergencies.</li> <li>14. To take appropriate rehabilitation measures.</li> <li>15. 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 or 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>
3	Probation Officer/Case Worker /Child Welfare Officer	<ol style="list-style-type: none"> <li>1. To make inquiries regarding the home and school condition, conduct, character and health of juvenile/ child under their supervision.</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 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 been of good behavior</li> </ol>

  
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		<p>during the period of supervision.</p> <ol style="list-style-type: none"> <li>7. Follow up juveniles or children after their release from the organization and extending help and guidance to them.</li> <li>8. Establishing linkage with voluntary workers.</li> <li>9. Ensuring that the children in need of food and cloth are met as per standard.</li> <li>10. Ensure the cleanness of the premises and maintenance of physical infrastructure including provisions of water and electricity etc.</li> <li>11. Making social investigation of the juvenile /child through personal interview and from the family, social agencies and other sources.</li> <li>12. Clarifying problems of the juveniles/child and dealing with difficulties in institutional life.</li> <li>13. Participating in the orientation, monitoring education, vocational and rehabilitation programme.</li> <li>14. Establishing co- operation and understanding between the juvenile/ child and the officer in charge.</li> <li>15. Assisting the juvenile / child to develop contacts with family and also providing assistance to family members.</li> <li>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.</li> </ol>
4	House Mother/Father	<ol style="list-style-type: none"> <li>1. Handling juvenile or child with love and affection.</li> <li>2. Taking proper care and welfare of juvenile or child.</li> <li>3. Maintaining discipline among the juveniles or children.</li> <li>4. Maintenance, sanitation, and hygiene.</li> <li>5. Implementing daily routine in an effective manner and ensuring children's involvement.</li> <li>6. Looking after the security and safety arrangements of the home.</li> <li>7. Escorting juvenile/children whenever they go out of the home.</li> <li>8. Shall be answerable for academic performance of child.</li> </ol>
5	Paramedical staff	Provide first aid other medical aid like administration of medication as per doctors order etc.
6	Store Keeper cum Accountant	<ol style="list-style-type: none"> <li>1. Accountant- cum- Store keeper should have at least 5 years of working experience related to accounts and book keeping.</li> <li>2. Accountant -cum-Store Keeper must have some technical knowledge to handle different types of materials, machineries etc.</li> <li>3. Accountant -cum -Store Keeper should be well versed in</li> </ol>

  
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		<p>the field of store records, such as Bin Card, store ledger etc.</p> <ol style="list-style-type: none"> <li>4. Accountant-cum-Store Keeper should possess personal qualities like honesty, integrity, pleasing personality etc.</li> <li>5. Maintain the accounts of institution.</li> <li>6. Prepare proposals of GIA from the Department and other agencies.</li> <li>7. Prepare and send Utilization Certificate to donors.</li> <li>8. Procure and maintain stock of various items required in the institution.</li> <li>9. 9. Institutions maintenance and up keep.</li> </ol>
7	Cook	<ol style="list-style-type: none"> <li>1. Ensure timely and hygienic meals for the children .</li> <li>2. Ensure quality of food by purchasing good quality locally available items.</li> <li>3. Provide special meals on holidays, festivals, and sick for the children.</li> </ol>
8	Helper	<ol style="list-style-type: none"> <li>1. Provide support to the cook in maintaining timeliness and quality of meals being cooked for Children.</li> <li>2. Clean the cooking utensils and kitchen post every round of cooking.</li> </ol>
9	House Keeper	<ol style="list-style-type: none"> <li>1. Maintain cleanness in the premises.</li> <li>2. Ensure washing and cleaning of utensils, clothes, Bed sheets etc.</li> <li>3. Sweeping and cleaning of bathrooms and boundary areas.</li> </ol>
10	Project Coordinator	<ol style="list-style-type: none"> <li>1. To maintain and oversee standards of care &amp; protection in the Open shelter as per ICPS guidelines.</li> <li>2. To ensure and oversee proper health and sanitation facilities included safe drinking water and provision of Nutritious food to the children of open shelter.</li> <li>3. To establish and strengthen child tracking system in the open shelter.</li> <li>4. To support liaising with CWC in the process of enquiry, production of child before CWC and restoration of child as per order of CWC, if needed.</li> <li>5. To initiate and introduce age appropriate education, vocational training, bridge education programme for children.</li> <li>6. To ensure the preparation of Individual Care plan.</li> <li>7. To ensure proper record maintenance.</li> </ol>
11	Social worker Case	<ol style="list-style-type: none"> <li>1. To assist the project coordinator in developing and maintaining a database of children enrolled in Open shelter.</li> <li>2. To collect and compile required information of nearby resources/stakeholders for smooth functioning of the open shelter.</li> </ol>

  
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		<ol style="list-style-type: none"> <li>3. To ensure setting up and proper management child tracking system.</li> <li>4. To assist project coordinator in preparing Individual care plan followed by monthly progress report of children.</li> <li>5. To initiate and encourage child participation in all matters pertaining to their welfare and rehabilitation.</li> <li>6. To plan and organize awareness generation programme.</li> <li>7. To provide life skills training to all enrolled children.</li> </ol>
12	Bridge Course Educator	<ol style="list-style-type: none"> <li>1. To work towards creating and ensure congenial environment at open shelter.</li> <li>2. To ensure participation of children in productive activities and assist the children in their studies.</li> <li>3. To report the misconduct of any child to the project coordinator.</li> <li>4. Record maintenance i.e attendance, activity record, case profile, stock register, health record of all children.</li> <li>5. To ensure and monitor good health / nutritional status of all children.</li> <li>6. To develop teaching aids &amp; material for children, if required</li> <li>7. To resolve general issues of children by child friendly approach.</li> <li>8. Any task assigned by supervisory authority.</li> </ol>
13	Out Reach worker	<ol style="list-style-type: none"> <li>1. To identify families and children at risk in catchment area/vicinity as per the open shelter guidelines.</li> <li>2. Regular home visits of those children who have families living in the nearby area and maintain record accordingly.</li> <li>3. To make regular visits to the schools and vocational training institutes and appraise the concerned official about the open shelter programmes.</li> <li>4. To carry out post rehabilitation visits of children who have been rehabilitated or moved out from open shelter.</li> <li>5. Net working with other departments like education, health, police, transport etc.</li> </ol>

**Note:** Apart from the above the job responsibilities of the staffs of the CCIs mentioned in the JJ (C&PC) Model Rules 2016 are to be discharged, along with time to time instructions given by government and also detail job responsibility of staffs of open shelter mentioned in the Open shelter resource manual.

  
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**Process of selection:**

The process selection will be made as per the instruction of Odisha Gazette no 459, March 23, 2015. of W&CD Department, Govt. of Odisha. The recruitment to the staffs of CCIs will be on the basis of carrier marking only as per the weight age assigned below. The decision of the recruitment committee constituted in the District regarding engagement of contractual staff of CCIs is final without assigning any reason thereof.

Sl no	Qualification	Weightage
1	Secondary	15
2	Higher 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

For the post of Cook, Helper and House keeper having under matric qualification, the selection will be made based on the marks secured in highest qualification.

**Terms and Conditions of the Contractual Staffs of CCIs.**

- The staffs engaged in the Child Care Institutions (CCIs) are the staffs of CCIs and not of the District Child Protection Unit.
- These above posts are purely contractual and co terminus with the project.
- The staffs after engagement are not entitled to claim for regularization of job by the government.
- The staffs are also not eligible to put forth their demand before District Administration regarding hike of remuneration or for regularization.
- Continuous unauthorized absence of duties for seven days is liable for termination of job.
- The offer letter for joining of selected candidates will be issued by the CCIs.
- The staffs of CCIs must have child friendly and caring attitude for the best interest of the child.
- The age of the candidate must be within 21 to 35 years of age as on 1<sup>st</sup> January 2019 with relaxation as admissible.
- No ORV Act is applicable for these posts.
- The candidates after engagement will sign an agreement regarding conditions of job.
- The continuance in the positions by the candidates depends on the projects or performance of the candidates.

  
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**2-General abilities for the above posts.**

- i. Shall be citizen of Odisha
- ii. Shall have good moral character.
- iii. Shall be of good health, good physique, active habits and far from any organic defects or bodily deformity(not applicable for person with disability)
- iv. Must be able to speak , write, read Odiya(a) Passed language test in Odiya equivalent to middle school standard of (b) HSC or equivalent or above or (C)Passed as language subject in the final examination of Class VIII or above or (d) Passed a test in Odiya in M.E School by the education Department of the State Government.
- v. Shall possess the requisite qualification as shown above.

**3: Documents to be attached with the application form:**

- a) Self- attested photocopy of HSC or equivalent certificate and mark sheet.
- b) Self-attested photocopy of 10+2 or equivalent certificate and mark sheet.
- c) Self- attested photocopy of degree certificate and mark sheet.
- d) One recent self-attested color photograph (3.5/4.5 size) should fixed at the space provided.
- e) Certificate of experience issued from previous/current employer.
- f) In case of person with disability self attested copy of identity card issued by the competent authority.
- g) A self addressed envelope
- h) Vote ID card or Aadhar card as proof of identity.

**By the order of Collector**

  
 District Child Protection Officer  
 Bhadrak

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**APPLICATION FORM FOR THE POST OF SUPERINTENDENT /COUNSELOR  
/PROBATION OFFICER/  
ACCOUNTANT/PARAMEDICALSTAFF/COOK/HELPER/HOUSE KEEPER IN THE  
CHILD CARE INSTITUTIONS,BHADRAK**

Write in CAPITAL LETTER in English in own hand by blue ball point pen. Put tick ( ) mark in Boxes to indicate your Choice.

APPLICATION FORM							
Application for the post of (Separate application for specific posts)						PHOTOGRAPH	
Applicant's Name ( In Block Letters)							
Address for Correspondences				Permanent Address			
Phone/ Mobile Number				E-mail ID			
Date of Birth				Sex		Marital Status	
Mother's Name				Father's Name			
Educational Details- Attach Photocopies of Certificates & Mark Sheets							
Qualification	Name of Qualification Awarded	Duration		College/ University	Subject/ Specialization	%/ Grade/ Division	Full Time/ Part Time/ Distant Learning
		From	To				
Matriculation							
+2							
Graduation							
Other							

  
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**Employment Details ( Previous)- Attach Photocopies of Experiences Certificate**

Name of Organization	Designation	Key Responsibilities Handled	Period	
			From	To

**Current Employment- Attach proof of Current Employment**

Name of Organization	Designation	Key Responsibilities Handled	Working from	Monthly Remuneration

**Computer Literacy**

Package/ Application	Details of Exposure/ Proficiency

**Language Proficiency**

Language	Ability to speak			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									
Bengali									

**Declaration:**

I hereby declare that the foregoing information is correct, genuine and complete to the best of my Knowledge and belief and nothing has been concealed or distorted.

Place:

Date:

**Signature of Applicant**

  
 28/12/19