

OFFICE OF THE ASHYANA OPEN HELTER HOME ,
C/O – SOCIETY FOR WEAKER COMMUNITY BHADRAK
Chandbali Bypass Road, In front of Unani Research Centre, Post/PS/Dist-Bhadrak-
756100 ,E.mail:swcbdkodisha@gmail.com

Advt .no: 3196/937/SWC/21-22

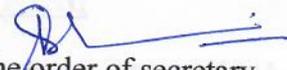
Date: 13-04-2021

Contractual Engagement

The Ashyana open shelter home in the District of Bhadrak intend to engage suitable professional staffs such as Project Coordinator, Social case worker, Care giver cum Bridge course educator , Outreach worker . on contractual basis in the Ashyana open shelter home, 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 "ASHIYANA OPEN HELTER HOME , Pin no: 756100, Odisha, on or before **30-04-2021 (5.00 PM)** positively only through Online (Google E form https://docs.google.com/forms/d/e/1FAIpQLSc013b5wHp3hSsrGi8_A7je0KchfIsUpO9WjY64P9RkTks4g/viewform?vc=0&c=0&w=1&flr=0) . No other mode of application will be accepted. The details such as number of vacancies, selection procedure, remuneration, application form etc are available in the district website i.e. www.bhadrak.nic.in

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



By the order of secretary

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DETAILS OF CONTRACTUAL ENGAGEMENT

Applications are invited from eligible suitable candidates in the prescribed Online (Google E form) 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 Ashyana open shelter home 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 Ashiyana Open shelter home Dist: Bhadrak latest by **30-04-2021 5.00 PM**. only through No online ..

Applications received after the due date will be rejected.

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
01		PROJECT COORDINATOR CUM COUNSELOR	1	21- 45
02	Society for Weaker Community, Bypass, Bhadrak	SOCIAL CASE WORKER	1	21- 45
03		CARE GIVER CUM BRIDGE COURSE EDUCATOR	2	21- 45
04		OUT REACH WORKER	1	21- 45

Details of post wise educational qualifications, age and remuneration applicable for staffs.

Sl no	Name of Post	Age limit	Qualification	Monthly Remuneration in rupees
10	Project Coordinator	21-45 years	Prefereable Master In Social Work/ Sociology/Psychology/Huma Resource Development/ MBA(HR) /Anthropology or Masters Degree in any discipline and familiarity with computers	17,500/-
11	Social case worker	21-45 years	Prefereable Master In Social Work/ Sociology/Psychology/Huma Resource Development/ MBA(HR) /Anthropology or Masters Degree in any Discipline and familiarity with computers	14,000/-
12	Out Reach worker	21-45 years	12 th Standard Pass	8,000/-
13	Care giver Cum Bridge Course Educator	21-45 years	Graduate in any discipline with computer knowledge.	9,000/-



TOR of the staffs

Sl no	Name of Post	Job Responsibility
1	Project Coordinator	<ol style="list-style-type: none">1. To maintain and oversee standards of care & protection in the Open shelter as per ICPS guidelines.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.3. To establish and strengthen child tracking system in the open shelter.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.5. To initiate and introduce age appropriate education, vocational training, bridge education programme for children.6. To ensure the preparation of Individual Care plan.7. To ensure proper record maintenance.
2	Social Case worker	<ol style="list-style-type: none">1. To assist the project coordinator in developing and maintaining a database of children enrolled in Open shelter.2. To collect and compile required information of nearby resources/stakeholders for smooth functioning of the open shelter.3. To ensure setting up and proper management child tracking system.4. To assist project coordinator in preparing Individual care plan followed by monthly progress report of children.5. To initiate and encourage child participation in all matters pertaining to their welfare and rehabilitation.6. To plan and organize awareness generation programme.7. To provide life skills training to all enrolled children.
3	Care giver Cum Bridge Course Educator	<ol style="list-style-type: none">1. To work towards creating and ensure congenial environment at open shelter.2. To ensure participation of children in productive activities and assist the children in their studies.3. To report the misconduct of any child to the project coordinator.4. Record maintenance i.e attendance, activity record, case profile, stock register, health record of all children.5. To ensure and monitor good health / nutritional status of all children.6. To develop teaching aids & material for children, if required

		<p>7. To resolve general issues of children by child friendly approach.</p> <p>8. Any task assigned by supervisory authority.</p>
4	Out Reach worker	<p>1. To identify families and children at risk in catchment area/vicinity as per the open shelter guidelines.</p> <p>2. Regular home visits of those children who have families living in the nearby area and maintain record accordingly.</p> <p>3. To make regular visits to the schools and vocational training institutes and appraise the concerned official about the open shelter programmes.</p> <p>4. To carry out post rehabilitation visits of children who have been rehabilitated or moved out from open shelter.</p> <p>5. Net working with other departments like education, health, police, transport etc.</p>

Note: Apart from the above the job responsibility of staffs of Ashyana open shelter mentioned in the Open shelter resource manual.

Process of selection:

The process selection will be made as per the instruction of Resolution no 10102-WCD-CW-MISC-0023-2020 Dated 15th September 2020 of W&CD Department, Govt. of Odisha. The recruitment to the staffs of Ashyana open shelter home 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 Open shelter home regarding engagement of contractual staff of Ashyana open shelter home is final without assigning any reason thereof.

Sl no	Qualification	Weight age
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

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The merit list shall be drawn up on the basis of weighted percentage marks obtained in all six categories mentioned in the above table. In case of more than one candidate has equal marks, the candidates with past experience of working in the child rights will be given preference. The decision of the Home Management 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. The candidates scoring 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.

Terms and Conditions of the Contractual Staffs of Ashyana open shelter home.

- 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.
- The Staffs who are to be engaged are the staffs of CCI.
- 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 Ashyana open shelter home.
- The staffs of Ashyana open shelter home must have child friendly and caring attitude for the best interest of the child.
- The age of the candidate must be within 21 to 45 years of age as on 1st January 2021 .
- 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.

2-General abilities for the above posts.

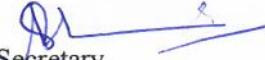
- i. Shall be citizen of Odisha
- ii. Shall have good moral character.
- iii. Shall be of good health, good physique, active habits and far from any organic defects or bodily deformity(not applicable for person with disability)
- iv. Must be able to speak , write, read Odiya(a) Passed language test in 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 online application form:

- a) Self attested photocopy of Secondary, HSC, Graduation, Post graduataion or any other professional qualification certificate and mark sheet.
- b) One recent self attested color photograph (3.5/4.5 size) should be affixed to the application form.

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- c) Certificate of experience issued from previous employer.
- d) Self declaration regarding non involvement in any criminal activities especially child related offences.


Secretary

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