

UTKALMANI DARIDRA NARAYAN SEBA MANDIRA (Child Care Institution)
Chandiapada, Langudi, Bhadrak-756116(Odisha)
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Advt. No: 37/UDNSM/CCI/2021-22

Date: 17.01.2022

Contractual Engagement

The Utkalmani Daridra Narayan Seba Mandira(Child Care Institution) in the District of Bhadrak intend to engage suitable professional staffs such as House Father/House mother, Store keeper cum Accountant, Paramedical Staff/Staff Nurse, Cook and Helper on contractual basis in the Utkalmani Daridra Narayan Seba Mandira(CCI) Bhadrak. The posts are purely contractual and coterminous with the project. The continuance in the post by the candidates depends on the performance.

The complete filled up application form along with other documents should reach at the Office of the "UTKALMANI DARIDRA NARAYAN SEBA MANDIRA, Chandiapada, Langudi, Bhadrak-756116(Odisha), on or before **05.02.2022** at **(5:00 PM)** positively through Online (<https://forms.gle/jwocTxh9iF9yhQqb7>). 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. All further information's relating to the engagement will be available in the District website.

Note: - The candidates are advised to send one set hard copy of application through regd. Post at the address At- Chandiapada, Po- Langudi, Via- Arnopal, P.s- Bhadrak(R), Dist- Bhadrak, Pin- 756116, State- Odisha for verification with online application. All information regarding recruitment will be (Published is the District web site. The candidates are advised to get in touch with website for information.)

DETAILS OF CONTRACTUAL ENGAGEMENT

Application are invited form eligible suitable candidates in the prescribed Online (Google E form) application form, for the following posts. The decision of the selection committee regarding engagement of staffs in Utkalmani Daridra Narayan Seba Mandira 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 Utkalmani Daridra Narayan Seba Mandira(CCI) Dist: Bhadrak latest by **05.02.2022** at **05:00PM** through online. Application received other than online and after 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 of the Posts	Number of vacant positions	Age Limit in years
1	Utkalmani Daridra Narayan Seba	House Father/House Mother	2	21-45
2	Mandira, Chandiapada, Langudi, Bhadrak	Store keeper cum Accountant	1	21-45
3		Paramedical Staff/staff Nurse	1	21-45
4		Cook	1	21-45
5		Helper	1	21-45

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

Sl. No.	Name of the post	Age limit	Qualification	Monthly Remuneration in rupees
1	House mother/House father	21-45 Year	Any Graduate	11,000/-
2	Store keeper cum Accountant	21-45 Years	M.com, MBA (finance)	14,000/-
3	Paramedical staff	21-45 Year	Compounder/pharmacist/having diploma in Ayurveda/homeopathic/Unani from the institution recognized by govt. of India.	9,000/-
4	Cook	21-45 Years	Under Matric(8 th -10 th)	7,500/-
5	Helper	21-45 Years	Under Matric(8 th -10 th)	6,000/-

TOR of the staff's

Sl. No.	Name of Post	Job Responsibility
1	Store keeper cum Accountant	<ol style="list-style-type: none"> 01. Accountant-cum-store keeper should have at least 5 years of working experience related to accounts and book keeping. 02. Accountant-cum-Store keeper must have some technical knowledge to handle different types of materials, machineries etc. 03. Accountant-cum-store keepers should be well versed in the field of store accounting to prepare the store records, such as Bin Card store ledger etc. 04. Accountant-cum-Store keeper should possess personal qualities like honestly, integrity, pleasing personality etc. 05. Maintain the accounts of the institution 06. Prepare proposals for GIA from the Department and other agencies. 07. Prepare and send Utilization Certificates to donors. 08. Procure and maintain stock of various items required in the institution. 09. Institutions maintenance and upkeep.
2	Cook	<ol style="list-style-type: none"> 1. Ensure timely and hygienic meals for the children(04 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 holidays, festivals, and for sick children.
3	Helper	<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.
4	Paramedical staff	Provide first aid other medical aid like administration of medication as per doctor's order etc.
5	House father/House mother	<ol style="list-style-type: none"> 1. Handing juvenile or child with love and affection. 2. Taking proper care and welfare of juvenile or child. 3. Maintenance, sanitation and hygiene. 4. Implementing daily routine in an effective manner and ensuring children's involvement. 5. Looking after the security and safety arrangements of the home. 6. Escorting juvenile/children whenever they go out of the home. 7. Salary answerable for academic performance of the child.

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 Utkalmani Daridra Narayan Seba Mandira 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 Utkalmani Daridra Narayan Seba Mandira regarding engagement of contractual staff of Utkalmani Daridra Narayan Seba Mandira is final without assigning any reason thereof.

Sl no	Qualification	Weight age
01	Secondary	10
02	Higher Secondary	15
03	Graduation	25
04	Post Graduation	30
05	Any other professional Course/ Training related to child Rights and its Protection or M.Phil, Phd etc	10
06	Work experience	10
	Total	100

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 have 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 Utkalmani Daridra Narayan Seba Mandira:

- 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 Utkalmani Daridra Narayan Seba Mandira
- The staffs of Utkalmani Daridra Narayan Seba Mandira 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 2022.
- The candidates after engagement will sign an agreement regarding conditions of job.

- The selected candidates will have to produce a certificate of police verification at the time of engagement.
- The original certificate is to be verified for selected candidates prior to issue of offer letter.

The continuance in the position by the candidates depends on the projects or performance of the candidates.

2- General abilities for the above posts.

- Shall be citizen of india.
- Shall have good moral character.
- Shall be of good health, good physique, active habits and far from any organic defects or bodily deformity (not applicable for person with disability).
- 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.
- 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 graduation or any other professional qualification certificate and mark sheet.
- b) One recent self attested colour photograph (3.5/4.5 size) should be affixed to the application form.
- c) Certificate of experience issued form previous employer.
- d) Self declaration regarding non involvement in any criminal activities especially child related offences.

Secretary

Secretary 17.01.2022

Utkalmani Daridra Narayan Seva Mandir

Chandiapada Bhadrak

Utkalmani Daridra Narayan Seba Mandira

Child Care Institution

Chandiapada, Langudi, Bhadrak

Application Form

Name of the post applied for (Separate applications for specific posts)		Passport Photo	
Applicant's Name (In Block Letters)			
Address for Correspondences		Permanent Address	
Mobile Number	E-mail ID:-		
Date of birth	Sex	Marital Status	
Mother's Name	Father's Name		
ID proof	Voter ID or Aadhar Card(*Please attach any one of the above mentioned ID proof)		

Educational Details - Attach photocopies of certificates & Mark Sheets

Qualification	Name of Qualification Awarded	Duration		College/University	Subject/Specialization	% / Grad / Division	Full time / part Time / Distant Learning
		From	To				
Matriculation							
+2							
Graduation							
Post-Graduation							
M.phil/P.hD							

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 Details

Name of organization	Designation	Key Responsibilities Handled	Work From
Computer Literacy			
Package/Application		Details of Exposure/Proficiency	
Language Proficiency:			

Declaration

I hereby declare that that the above mentioned information is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted

Date:

Place:

Full Signature of Applicant