

**Shanti Ashram (Children's Home)**

Haripur, Tihidi, Bhadrak - 756130(Odisha)

Email Id: - [shantiashramtihidi@gmail.com](mailto:shantiashramtihidi@gmail.com)

Advt. No: SL/118/CCI/SHANTI/117/2024

Dt- 3-01-2024

Shanti Ashram in the District. of Bhadrak intend to engage suitable professional **lady staffs** for the post of Superintendent, Counsellor, Probation Officer & Two house mother on contractual basis. 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 "Shanti Ashram" Pin no:- 756130 Odisha, on or before 25-01-2024 (5.00 PM) positively only through Online (Google form (<https://forms.gle/414n3W96jiSKNGj27>) and also sent a hard copy of CV along with required certificates should submitted by the applicant via Speed post / registered post to the Secretary, Shanti Ashram At- Haripur Po- Tihidi Dist. - Bhadrak on or before 28-01-2024 by 5.00 Pm positively 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](http://www.bhadrak.nic.in)

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



Apurba Das  
Secretary Shanti Ashram  
Haripur, Tihidi, Bhadrak  
Mobile No:-9090220534

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## DETAILS OF CONTRACTUAL ENGAGEMENT

Applications are invited from eligible suitable **Lady Candidates** only in the prescribed Online (Google E form) and submit Xerox copies of online application with necessary document. By speed post only . The decision of the selection committee regarding engagement of lady staffs in Shanti Ashram is final, without assigning any reason thereof.

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 Shanti Ashram Dist.: Bhadrak latest by dt ~~25-01-2024~~ 5.00 PM on line and dt ~~28-01-2024~~ via speed post. Applications received after the due date will be rejected.

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

Sl. No.	Name & address of the Child Care Institution	Name Posts	Number of vacant position	Age Limit in year
1	Shanti Ashram At- Haripur Po- Tihidi Dist. - Bhadrak	Superintendent	1	21-45
2		Counsellor	1	21-45
3		Probation Officer	1	21-45
4		House mother	2	21-45

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

Sl. No.	Name of the post	Age limit .	Qualification	Monthly Remuneration in rupees
1	Superintendent	21-45 Year	Master's Degree in Social Work, Sociology. Anthropology. Psychology or any other related field of Humanities or MBA (HR) or any other Master's Degree, and familiarity with computers	33,100/-
2	Counsellor	21-45 Year	Post Graduates, preferably in Sociology/ Psychology (Child Psychology)/ Social Work or Social Science with computer skills	23,170/-
3	Probation officer	21-45 Year	Master's Degree in Social Work, Sociology. Anthropology, Psychology or any other related filed of Humanities or MBA(HR) or any other Master's Degree and familiarity with computer	23,170/-
5	Two house mother *	21-45 Year	Graduate in any discipline, Each CCI shall have at least one science Graduate and an Arts. Graduate preference will be for Home Science, Psychology, Sociology graduates. *In case of CCIs in rural areas the eligibility for the house mother position may be relaxed down to matriculation.	14,564/-

  
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Sl. No.	Name of Post	Job Responsibility
1	Person-in-charge/ Superintendent of an Institution	<ul style="list-style-type: none"> <li>• The Person-in-Charge or the Superintendent of the Institution is in-charge of the maintenance of the CCI and for providing care and protection to the children.</li> <li>• He shall be the controlling authority in so far as the administration activities pertaining to the institution as a whole are considered. All the staff in the institution is his/her subordinates for the purpose of administration.</li> <li>• The Superintendent/Person-in-charge needs to be accessible on a 24X7 basis and shall reside in living quarters provided on the campus of the institution, and until such time that he has been provided the same, he/she shall reside in premise which is located at close proximity with the institution.</li> </ul> <p>The Superintendent/Person-in-charge shall be responsible for the following, namely: Over-all charge of the Institution</p> <ul style="list-style-type: none"> <li>• The Superintendent/Person-in-charge shall ensure that services provided to children by CCI are in accordance with: <ul style="list-style-type: none"> <li>○ Provisions of the JJ Act, 2015.</li> <li>○ Orders of the Board or Children's Court.</li> <li>○ Standards of care outlined in JJ Act, 2015 and its Rules.</li> <li>○ Record keeping requirements as outlined in JJAct, 2015 and its Rules.</li> </ul> </li> <li>• Provide an environment in which children feel that they are nurtured and cared for, where they feel secure and are ensured that they are going to receive the care, supervision and facilities required to take stock of their lives, take accountability for their actions, undergo reformation, receive education, vocational training, and opportunities to get themselves on a path of better living, which will help them to grow and develop, and keep away from crime.</li> <li>• To ensure that all children in the Institution receive all necessary services. This includes adequate quality of living conditions, receipt of necessary materials, care planning and follow-up: counseling, education vocational training, life skills, reformation, rehabilitation, physical and mental health facilities, legal aid/assistance, opening of a bank account and registration for Aadhaar etc. Ensure that the incentives if any, received by the child during his/her stay are deposited in his bank account.</li> <li>• Ensure recidivism prevention programmes for children and follow up.</li> <li>• Planning, supervision, and co-ordination of all activities in the Institution.</li> <li>• Liaison externally with the concerned departments, and other agencies on matters related to running of the Institution and facilities for children which is permissible within the JJ Act, 2015 and the Rules framed there under.</li> <li>• Liaise with the District Child Protection Unit or District Legal</li> </ul>



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Service Authority or State Legal Services Authority to ensure legal assistance for every child.

- Liaise, Coordinate and Co-operate with the State Child Protection Society (SCPS) and District Child Protection Unit (DCPU) as and when required.
- The Person-in-charge of every Institution, housing children, shall facilitate setting up of children's committees for participation of children in the functioning of the CCI for the safety and well-being of children.

#### Receiving of children in the CCI

- The Superintendent/Person-in-charge shall be in-charge of receiving children into the Institution for the three purposes: overnight protective stay, protective custody and rehabilitation stay. He/she may delegate/authorize another official of the CCI to perform tasks in relation to receiving a child in the Institution, who for the purpose of receiving a child in the Institution, is designated as the Receiving Officer.
- If in case the Receiving Officer is not convinced of documents and other information to prove the identity of the child, the matter would need to be immediately brought to the notice of the Superintendent/Person-in-charge, Who shall forthwith inform the Board and produce the child before the Board without any delay.
- After receiving the child into the Institution, the Superintendent/Person-in-charge shall ensure that the child undergoes all processes necessary and receives all reception services necessary in the Reception Unit on arrival and within the first 14-days period.

#### Production of children before the Board/Children's Court

- To ensure that the officials (child welfare officer/case worker/probation officer) produce children before the Board/Children's Court as per the scheduled dates and that all dates are recorded in the child's file.
- To ensure that a weekly list of children in the CCI is prepared and forwarded to the Board and that it is brought to the attention of the Board if no date has been given for the production of a child.

#### Organization of meetings of the Management Committee

- The Superintendent/Person-in-charge is the Member Secretary of the Management Committee.
- He/she shall organize monthly meetings of the Management Committee for the purpose of monitoring the progress made by each child against goals set out in the Individual Care Plan, all matters and issues related to functioning of the CCI and provision of services to children.

#### Supervision of all officials in the CCI

- To supervise all the staff working in the Institution and to provide instructions/directions for smooth and effective functioning of the institutions.
- To ensure that all the staff are discharging their duties in accordance with the rules and regulations.
- To ensure prompt, firm and considerate handling of all disciplinary matters.
- To delegate responsibilities to staff for different aspects of running the CCI, and providing care and rehabilitation to children.
- To mentor and support staff in the discharge of their duties.
- Address issues in weekly meetings.
- Escalate matters to the department for support and direction.
- Be available to staff when required.
- Use technology, for example, form a Whatsapp group of staff to stay in regular contact, provide/receive information and directions on a real time basis.
- To convene weekly staff meetings with the Probation Officer and all staff of CCI to discuss routine matters which need his/her approval, resolve problems raised by the staff.
- To ensure that performance review is undertaken for all staff in the Institution.
- To sanction and approve staff leave and expenses.

#### Capacity Building of staff

- The Superintendent/Person-in-charge is responsible to ensure capacity building of staff in the following areas:
  - Skill Development: Rights based approaches to working with children, skills to help working with children counselling, psychological therapy, communication and negotiation with children, understanding adolescence, positive reinforcement and conditioning to inculcate good behaviour, recreation activities, sports activities, team building, documentation, computer literacy.
  - Personal Development: Addressing burn out, stress management, team building, conflict resolution.
- Taking the necessary approvals from the Department, develop partnerships and tie-ups with other agencies, including NGOs and corporations for provision of capacity building inputs to the staff in the CCIs.
- To ensure that the staff attends capacity building workshops organized by the Department, NIPCCD, NGOs, and other agencies.

#### Finance and Administration

- Financial management of the Institution, propose plan and non-plan schemes for the further development of the Institution.
- Approve expenses of the staff of the CCI.
- Liaise with DCPU and SCPS for matters related to finances of the institution.

- The Superintendent/Person-in-charge shall be the custodian and ensure the safety of important confidential documents, deeds agreements, personal files of staff, valuable articles of children etc.
- Ensure the maintenance and upkeep of the Institution through proper supervision and inspection—safe and adequate supply of water for drinking, bathing, washing and other purposes, storage areas are clean and free from rodents, inspection of food stock, removal of expired food supplies from the kitchen, ensure adequate supply of all materials-food, clothing, toiletries, cleaning materials etc. proper sanitary and hygienic conditions in the Institution, working condition of all electrical equipment, among others.
- Forward a list of vacancies available in the Institutions to the Department on a monthly basis.
- Ensure back-up arrangements and reserves for water storage, power, emergency lighting, food supply, in case of emergencies.

Nurturing environment which ensures rehabilitation and/or reformation of children in the CCI

In this regard the Superintendent/Person-in-charge needs to :

- Ensure that the Institution provides a nurturing environment in which children receive care which enables them to:
  - Take Accountability for their actions.
  - Make shifts in their thinking.
  - Get their lives back on a path which keeps them away from crime.
- Ensure that the children know that the staff don't think of them as criminals, however believe in them, and want to support them as they take accountability for their action, and in making positive changes to their lives.
- Ensure that counseling sessions and reviews with children include conversation on taking accountability for actions, accepting consequences of actions, moving forward and making amends for one's actions.
- Ensure that staff are respectful, caring and nurturing in their attitude towards the children.
- Ensure that ICP/rehabilitation plans are formulated, and reviewed periodically, and that they also incorporate the views of children.
- Ensure that the staff/legal aid lawyers keep children informed about status of their case and indicate clear time frames to them.
- Supervise and monitor discipline in the Institution and ensure that staff and children are nurtured using positive methods of eliciting good behaviour.
- Ensure that national holidays and festivals are celebrated through organization of special events in the CCI, in which all children get to participate.

Education

- The Superintendent/Person-in-charge needs to ensure that the

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children receive formal education.

- Liaise with voluntary agencies, and corporates to bring in educational support services into the CCI so that children can receive:
  - Bridging the educational gaps to enable children to get to a level where they can be admitted into the formal school.
  - Supplementary coaching and tuitions.
  - Non - formal education for those children for whom formal education may not be an option.
- He/she needs to ensure that those children who are in school need to be allowed to continue and given the required support to undertake the same.
- If a child is rejected for readmission in school or college for his alleged or involved in an offence, it is the responsibility of the Person in-charge to bring it to the notice of the Board or Children's Court which may issue necessary instructions to the management of school or college for readmission.
  - Ensure that all paper work necessary gets done (Transfer Certificate, applications forms etc.)
  - Supplementary coaching.
  - Time to study and prepare.
  - Support to appear for exams.

#### Vocational Training

- To ensure that vocational training is available for every child in the Institution. It is critical that in order for children to stay away from crime, they must receive vocational training in areas which allow them to work, and earn a decent living honestly.
- Converging through the department with government facilities for skill development and vocational training to be made available for children in Institutions.
- Invite corporations, NGOs to undertake vocational training activities for the children, take them on in apprenticeship, and to employ them after completion of their period of stay in the CCI.
- Networking with the department and ensure that children from the Institutions may attend ITI, and other professional courses outside the Institution.
- Liaising with NSDC at the district level for support for children in the CCIs and to train them in the Institution/set them up and support them in jobs/small businesses when they leave the CCIs upon release.

#### Health of the children

The Superintendent/Person-in-charge needs to ensure that all health care facilities to be made available to the children in the CCI are provided for:

- Ensure the availability of medical officers on call to deal with medical emergencies
- Ensure arrangements for ambulance service and local government hospital for treatment of children on priority in

emergencies:

- Regular health check- ups once a month for all children residing in the CCI's.
- Height and weight checks.
- Hospitalization if necessary.
- Segregation of child ren who have communicable diseases.
- Preventive actions to prevent illnesses and their spread especially during severe weather conditions in summer (heat - stroke), winter, rains (Jaundice, Dengue and Malaria).

Daily routine

- Every Child Care Institution shall have a daily routine for children developed in consultation with the Children's Committees, which shall be prominently displayed at various places within the Child Care Institution. The Superintendent/Person-in-charge needs to ensure that the daily routine is followed:-
  - For meals
  - For education (including co - curricular activities art, craft, sports, reading, music)
  - Physical exercise
  - Yoga
  - Vocational training
  - Toilet/Bath/laundry/personal care
  - Rest
  - Spiritual/thought formation/life skills
  - Recreation (reading, movies, music)
  - Free time
  - Free play
  - Moral education
  - Group activities
  - Prayer and community singing and
  - Special programmes for Sundays and holidays and national holidays, festive days, birthday.
- He/she needs to ensure that the children are kept occupied with activities and that they are not neglected throughout the day.
- He/she needs to ensure that children's views and feedback on the daily schedule/ routine are incorporated and that necessary changes are made.
- He/she is responsible for incorporating inputs of staff in developing a roster for staff and daily schedule for children.

Visits to the Institution

- The Superintendent/Person-in-charge shall inspect the CCI twice daily at the minimum. He shall make a record of the timings of his inspection and also note his observations in a separate book maintained for the purpose, especially with regard to:
  - maintenance of hygiene and sanitation ;
  - maintenance of order;

- quality and quantity of food ;
- hygienic maintenance of food articles and other supplies ;
- hygiene in the medical centre and provisions for medical care ;
- counselor of the children and staff;
- security arrangements and
- maintenance of files, registers and books.
- Anything irregular that comes to his notice, it shall be enquired into and resolved and the date, time and nature of the action taken shall be noted in the book.
- Where a problem of urgent nature has not been resolved within two working days, the Board or the District Child Protection Unit shall be informed. In the addition to the routine visits the Superintendent/Person-in-charge shall pay surprise visits at least once in week during night and ensure that the Institutional management is in control and vigil is maintained during the night.
- During visits the Superintendent/Person-in-charge shall interact with children, obtain feedback about how they are feeling, listen to their complaints if any, check for hygiene, sleeping arrangement, segregation of children, whether house mother/father are present in the dormitories.
- Superintendent/Person-in-charge shall visit the Institution on family visit day, and interact with parents. He shall also motivate both parents and the child, update parents of the child's progress, explain procedure, provide guidance and also to hear concerns raised by the parents.
- In case the Person-in-charge is on leave or otherwise not available, the duties of the Person-in-charge shall be performed by the CWO as designated by the Person-in-charge.

#### Ensure Participation of children

The Superintendent shall conduct monthly open house meeting with the children and staff in the institution with the following objectives:

- To ascertain that the children are treated satisfactorily and their rights are not violated
- To understand and hear problems faced by children.
- To identify solutions in a transparent manner.

To ensure that children's views are heard and incorporated and that they have a say in matters related to functioning of the Institution.

- Receipt of material supplies-clothes, toiletries, books etc.
- Food (quality and quantity).
- Vocational training, educational, recreation and leisure activities.
- Daily Routine and activities.
- In interactions with those who provide legal assistance.

Other roles include



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- To ensure that peer support groups are formed in the Institution, and that children meet in their groups and have sharing and discussion sessions.
- To interact with the children's committee representatives to understand if the committees are functioning, understand their issues, receive feedback from them and take action if necessary.
- To ensure that children receive legal aid and are apprised of the status of their cases.
- To interact personally/ensure that officers interact with children and parents on visiting day and also to provide support, advice and help counsel both parents and the child.
- To ensure that there is appropriate display material which children can understand, about the various aspects of care, services, rights/entitlements of children, code of conducts for both staff and children, complaints and redressal mechanisms, material supplies.

Engage with the children's groups to develop these materials.

Emergency preparedness

- The Superintendent/Person-in-charge/Shift in-charge shall ensure that staff is prepared, trained, and each one has been delegated a role and function at the time of a disaster. He/she shall take prompt action to ensure preparedness of the Institution and the personnel to deal with emergencies (disasters, acts of arson, fights etc.)
- In case of a natural disaster or fire or any such calamity, the shift in-charge shall take suitable steps for evacuation and safety of the children as per the Disaster Management Protocol as developed by the State Disaster Management Authority for Child Care Institutions.
- To prepare the officers, children and guards to follow the above steps, a practice drill shall be held once a month, without previous notice by the Person-in-charge.
- Ensure a risk mitigation plan to ensure that children are safe in situations of disaster.
- Ensure and minimise risk of fights and arson in the Institution by promoting a culture of openness, facilitating discussion, and encouraging children to resolve issues between themselves and between staff and themselves in a peaceful and violence free manner.
- Emergency services (fire, police, ambulance) have knowledge of the layout of the CCI and access routes are always kept clear of obstructions.
- Ensure networking and linkages with emergency services including hospitals, police, ambulance, and fire brigade services.

Seek tie-ups/partnership and collaborations with external agencies towards improvement in the CCI

- The Superintendent/Person - in - charge may look for tie - ups with organizations with expertise, who may contribute towards

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improving the conditions within the CCI, skills and capacities of staff, activities for improvement of services for children which may include education, vocational training, apprenticeship, life skills, recreation, hobbies, sports, community development programs, job placements, mentoring programs, among other initiatives.

- Tie-ups may be sought with agencies, which include both private, government organizations, corporations - private companies and public sector undertakings, NGOs, social welfare associations of armed forces, NSDC units/partners, ITI, at the district level, private and government hospitals, academic institutions, theatre companies, musician/music groups, senior citizens' associations, among others.
- Tie-ups with Government technical agencies like ITI and other skill development programs.

**Safety and Security**

- He/she is responsible for the safety and security of the Institution.
- He/she shall ensure that the security guards are trained and verified by police.
- He/she shall liaise with the local police for assistance for monitoring of the security at the CCI, assistance during emergency situations in the CCI.
- He/she shall liaise with the police for assistance while escorting children who would need to leave the CCI to attend education and vocational training programs as well as for those who need to be taken for health care services.

**Search and Seizure**

- The Superintendent/Person-in-charge shall oversee search and seizure for all those who are subject to search and seizure procedures.
- He shall ensure that search takes place in a manner that is not derogatory or disrespectful to the child/person being searched.
- The female child/person shall be searched only by female staff member in a manner that is not derogatory or disrespectful. Take personal belongings, cash, and other valuables of the children for safe keeping until the same is returned to the child at the time that he/she is discharged from the CCI. He shall ensure that procedure outlined in JJA 2015 and JJ Model Rules, 2016 are followed for search and seizure.
- Ensure that if materials which are prohibited are found, required inquiry is conducted and reports are prepared, and furnished to the police, Board or Children's Court for further decision and action.
- Upon receiving orders of the competent court, oversee the disposal or destruction of the prohibited materials recovered in the search and seizure.

**Disposal of child's records**

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		<ul style="list-style-type: none"> <li>As per Rule 14 of JJ Model Rules, 2016, the records of conviction in respect of a child in conflict with law shall be kept in safe custody till the expiry of the period of appeal or for a period of seven years, and no longer, and thereafter be destroyed by the Person-in-charge or Board or Children's Court, as the case may be.</li> <li>In case of a heinous offence where the child is found to be in conflict with law under clause (i) of sub-section (1) of section 19 of the JJ Act, 2015, the relevant records of conviction of such child shall be retained by the Children's Court.</li> </ul> <p>Responding to media The Person-in-charge carries a great responsibility while responding to the media. He/She should be sensitive to matters concerning children in conflict with law and should not disclose any information or identity of children or giving out any information which is confidential, including incidents of arson/fights/violence if occur in the institution. Further, the Person-in-charge and the staff member of CCI shall not reveal or disclose or share the details or photos of a child who stays in CCI on any media like facebook, whatsapp etc.</p>
2	<u>Counsellor</u>	<ul style="list-style-type: none"> <li>Counselling sessions as part of the reception unit upon receiving a child: The counselor/psychologist shall have a minimum of 2 sessions with the child once he/she has been admitted in the reception unit of the CCI. More sessions shall be conducted if required. <ul style="list-style-type: none"> <li>The Superintendent/Person-in-charge shall ensure that the Probation Officer/ case worker/child welfare officer briefs the counselor with as much information as is available about the child and reasons for admission into the CCI.</li> <li>The objective of these sessions shall be to understand as much as possible about the child, his or her situation, background, circumstances and needs, in order to make recommendations which will impact further decision making for the child, reports to the Board/Children's Court, and the preparation of the ICP.</li> </ul> </li> <li>Plan goal oriented counseling sessions for children who need help. <ul style="list-style-type: none"> <li>Receive referrals from the person-in-charge for children who require constant counseling sessions.</li> <li>The counselor should have planned, goal-oriented sessions with each child once in every week.</li> <li>The counselor should provide inputs on each child being counseled during the monthly Management Committee meeting.</li> <li>The counselor shall inform the matter to the Superintendent/Person-in-charge and Management Committee for an appropriate decision to be taken when he/she is of the view that:</li> </ul> </li> </ul>

- the objectives of counselling sessions have been achieved.
  - or that the counselling sessions need to be extended.
  - or that the child is in need of referral to a specialized service.
- The counselling should inform the Probation Officer/case worker/CWO and in case the child shows symptoms of any psychological ailment/condition and a decision on the next course of action should be taken by the Superintendent/Person-in-charge with the requisite approvals from the Board/Children's Court.
  - The family of the child should also be informed of the same.
- Record of counselling sessions: The summary and key highlights of each counselling session should be documented in the child's case file.
  - The counsellor should give inputs to the Probation Officer/CWO/case worker for each child receiving counsel or as required—periodic reports to the Board/Children's Court, while updating the case file, for modification of ICP.
- Formation and support to groups among children in the CCI:
  - Under supervision of the Superintendent/Person-in-Charge facilitate formation of peer support groups among children for them to support each other and deal with issues in a positive manner.
  - Undertake group therapy sessions with the peer support groups.
  - Provide children with skills and knowledge on how to manage and conduct their group sessions.
  - Ensure that participation in peer support groups should be voluntary for the children in the CCI.
  - Special counseling sessions for repeat offenders, follow up and referral to psychiatrist or mental health specialist if need be.



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Probation Officer

Every Probation officer shall carry out all directions given by the JJB/Children's Court or concerned authority. As per rule 64 of JJ Model Rules, 2016, on receipt of information from the Police or CWPO under clause (ii) of sub-section (1) of section 13 of the JJ Act, 2015, without waiting for any formal order from the Board, the Probation Officer shall inquire into the circumstances of the child as may have bearing on the inquiry by the Board and submit a social investigation report in Form 6 to the Board.

The social investigation report should provide for risk assessment, including aggravating and mitigating factors highlighting the circumstances which induced vulnerability such as traffickers or abusers being in the neighbourhood, adult gangs, drug users, accessibility to weapons and drugs, exposure to age inappropriate behaviours, information and material.

The Probation Officer shall carry out the directions given by the Board and shall have the following duties, functions and responsibilities:

- To conduct social investigation of the child in Form 6. The Social Investigation Report shall be prepared after a process of conducting interviews with the child, family, neighbours, any voluntary agencies or NGOs who the child has had contact with, Child Welfare Police Officer, teachers, peers of the child and any others deemed necessary.
- The Social Investigation Report shall provide information and observations relating to risk faced by the child in the environment, exposure to risky behaviours, materials, vulnerability in terms of problems faced in the family and problems by the family economic and social.
- To provide legal aid to children alleged to be or in conflict with law.
- Ensure that the child obtains free legal aid through the SLSA/DLSA/legal cum Probation Officer under the DCPU.
- Ensure that if required, a bank account of the child is opened.
- Ensure that all children have Aadhaar card made etc.
- To participate in the pre-release programme and help the child to establish contacts which could provide emotional and social support to the child after release.
- To establish linkages with Probation Officers in other Districts and States for obtaining social investigation report, supervision and follow up.
- To establish linkages with voluntary workers and organisations to facilitate rehabilitation and social reintegration of children and to ensure the necessary follow-up.
- Regular post release follow-up of the child extending help and guidance, enabling and facilitating their return to social mainstreaming.
- To prepare the individual care plan and post release plan for the child.
- To supervise children placed on probation as per the individual care plan.
- To make regular visits to the residence of the child under his

supervision and places of employment or school attended by such child and submit periodic reports as per Form 10.

- To accompany children where ever possible, from the office of the Board to the observation home, special home, place of safety or fit facility as the case may be.
- To evaluate the progress of the children in place of safety periodically and prepare the report including psycho-social and forward the same to the Children's Court.
- To discharge the functions of a monitoring authority where so appointed by the Children's Court.
- To maintain a diary or register to record his day to day activities such as visits made by him, social investigation reports prepared by him, follow up done by him and supervision reports prepared by him.
- To identify alternatives of community services and to establish linkages with voluntary sector for facilitating rehabilitation and social reintegration of children.
- Any other task as may be assigned.

**Supervision when JJB releases child on Probation to parents/fit person/fit facility as per order of JJB.**

- As directed by the JJB, the Probation Officer shall take responsibility for supervision of a child period of up to three years who may be released on probation in the custody of parents, guardian, NGO, or to a fit facility, and provide periodic reports to the JJB as directed.
- To undertake home visits, visits to place of employment of child, school, vocational training centre, to ensure that the child is fulfilling goals outlined in the ICP/post release plan/rehabilitation card.
- To submit report outlined in form 10 of JJ Model Rules, 2016. The report should include observations which shall update the JJB if parents, service providers (voluntary agency/school/employer/vocation training centre) are not providing services as per expectations set out in the ICP/release plan/rehabilitation card.

**Responsibility for care and service delivery to children in a CCI**

- Care of child in CCI: While in the CCI (Observation Home, Special Home or Place of Safety), the Probation Officer shall be in charge of the care of the child and shall undertake the following:
  - Help the child to make adjustments required for living in an institution. Ensure that the child is received in the reception unit and given all the necessary services. (Refer section on Reception Unit in CCI).
  - Once the child has passed through the period of care in the Reception Unit the Probation Officer shall be responsible to introduce the child to the other children in the dormitory, representatives of the children's groups/committees, house mother/father in charge and to make sure that the child is made to feel comfortable.

- To clarify the problems of the children and deal with their difficulties in institutional life.
- To assist the children to develop contacts with family and also provide assistance to family members.
- Ensure coordination with the Superintendent/Person-in-charge and case workers, counsellors, educators, medical staff, voluntary agencies, to ensure that the child receives inputs as per the ICP which has been outlined for him/her.
- Undertake regular conference with the child to ensure that the child is receiving inputs as per the ICP and to receive feedback from the child about how he/she is feeling, issues faced and to work on solutions together.
- Accompany the child to the JJB/Children's Court for productions or when necessary.
- Take stock of the child's progress, and requirements, and undertake preparation of progress reports and periodic evaluation reports as per the prescribed formats and as directed by the JJB/Children's Court.
- Ensure that the child makes contact and interacts with family during the period of stay in the CCI.
- Interact with child and family together and separately to provide information, assess child's needs, obtain information towards updating progress towards the ICP, understand services and support required by the child and the family.
- Lead discussions on each child's progress during the period of stay in the CCI at monthly meetings convened by Superintendent/Person-in-charge in the CCI, quarterly reviews in the CCI convened by the Superintendent/Person-in-charge, and during all inspections conducted by JJB, Children's Court, Home Management Committee, State and District Inspection Committees.

#### **Preparation of Post Release Plan**

The Probation Officer shall prepare a post-release plan for every child prior to release from the Observation Home, Special Home, or Place of Safety. This plan shall be based on interactions with the child, counsellors, case workers, psychologist, parents, and educators.

- It shall outline a plan for the child post release, outline responsibilities to be taken by family, voluntary agencies if any, and recommendations for measures towards after care and supervision to be provided by the child protection system
- This plan shall be prepared and placed before the JJB/Children's Court two months prior to the child's release.
- The Probation Officer shall have a separate meeting with the child to help the child identify an individual in his/her environment whom he/she can go to for support when he or she is feeling troubled. The particular individual to be named as part of the post release plan.

Annual review and evaluation of children in Place of Safety: As per directions of the JJB/Children's Court, the Probation Officer shall undertake annual review and evaluation of children placed in Place of Safety and provide reports to the JJB/Children's Court.

- This report shall be prepared based on interactions with the child, social workers/caseworkers, counselors, psychologists, family of the child.

**Daily Diary:** To maintain a daily diary of activities undertaken.

- Interactions conducted with children.
- Social Investigation Reports prepared.
- Social background reports prepared.
- Monitoring and Supervision reports prepared.

Interactions conducted with counsellors, psychologists, social workers/case workers, DCPU, parents, in relation to progress of a child. Linkages with voluntary organizations and social workers: Establishing linkages with voluntary workers and organisations to facilitate for the rehabilitation and social reintegration of children and to ensure the necessary follow-up with children restored back to the family and community.

**Monitoring Authority on orders of the Children's Court**

As per orders of the Children's Court, the Probation Officer shall play the role of monitoring authority for a child in conflict with law who has completed the age of 21 and who is released by the Children's Court. The District Child Protection Unit shall maintain a list of persons who can be engaged as monitoring authorities which shall be sent to the Children's Court along with bi-annual updates. The Monitoring authority will also include CWO or Case Worker as provided under JJ Model Rules 2016. The Monitoring authority shall maintain a Rehabilitation card for the child in Form 14 of JJ Model Rules 2016. As the Monitoring Authority the Probation Officer shall:

- Meet the child for the first quarter after release on a fortnightly basis or at such intervals as may be directed by the Children's Court. He shall fix a time and venue for such meetings in consultation with the child. The PO as monitoring authority will forward its observations on the progress of the child on a monthly basis to the Children's Court. A written report of each interaction shall be prepared by the Probation Officer, and shall be submitted to the Children's Court on a monthly basis during the first quarter.
- At the end of the first quarter the PO as monitoring authority shall make recommendations regarding further follow up procedure required for the child.
- Where the child, after release is found to be indulging in criminal activities or associating with people with criminal antecedents, he shall be brought before the Children's Court for further orders.
- If it is found that the child no longer requires to be monitored, the monitoring authority shall place the detailed report with

		<p>recommendations before the Children's Court which shall issue further directions either terminating the monitoring or for its continuation. The report submitted by the monitoring authority shall provide observations and recommendations to the Children's Court to enable:</p> <ul style="list-style-type: none"> <li>○ A suitable decision to be taken if the child is found to be at risk of recidivism (keeping company of criminals, indulging in criminal activities, or not coping or settling back into the family and community)</li> <li>○ Termination of monitoring and follow-up if the child is found to be settled back in the community and family.</li> <li>○ Receive directions from the Children's Court with regards to periodicity of interactions with the child for the period after the first quarter after release.</li> </ul> <ul style="list-style-type: none"> <li>● After, the first quarter, submit a report on a quarterly basis to the Children's Court.</li> </ul> <p>1.</p>
5	House Mother	<p>The house mothers/fathers shall function under the direction of the Superintendent/Person-in-charge and shall be assigned duties towards providing care to children. The general duties, functions and responsibilities shall be as follows, namely:</p> <ul style="list-style-type: none"> <li>● Handle every child in the Child Care Institution with love and affection.</li> <li>● Take proper care of the child and ensure his welfare.</li> <li>● Provide each child upon his reception with all the necessary supplies like clothing, toiletries etc.</li> <li>● Replenish the provisions/supplies as per scale and need of the child.</li> <li>● Maintain discipline among the children.</li> <li>● Ensure that the children maintain their personal cleanliness and hygiene.</li> <li>● Look after maintenance, sanitation and maintain hygienic surroundings.</li> <li>● Implement the daily routine of every child in an effective manner and ensure the participation of the children.</li> <li>● Look after safety and security arrangements in the Child Care Institution.</li> <li>● Escort the children whenever they go out of the Child Care Institution for purposes other than production before the Board or the Committee or the Children's Court.</li> <li>● Report to the Person-in-charge and to the Child Welfare Officer about the child assigned to the Child Welfare Officer.</li> <li>● Maintain the registers, relevant to their duties. and</li> <li>● Any other duty as may be assigned by the Person-in-charge of the Child Care Institution</li> </ul> <p><b>Duties related to house-keeping in the CCI</b></p> <ul style="list-style-type: none"> <li>● The House Father/Mother shall be assigned the duty of verification of cleaning. He/she shall verify that the same has</li> </ul>

		<p>been conducted twice in the day, once in the morning, and once in the evening after the evening cleaning. A record of the same shall be kept in the House-keeping register.</p> <ul style="list-style-type: none"> <li>• The House Father/Mother shall also do verification of meals, the same shall be verified at the time of preparation of every meal - breakfast, lunch, tea, dinner and a record of the same shall be kept in the meals register: <ul style="list-style-type: none"> <li>○ The House Father/Mother shall verify that the meal has been cooked according to the menu, and check to see if it is prepared in accordance with the standards outlined in the JJ Model Rules 2016.</li> <li>○ The House Father/Mother shall also make a comment on the quality of the cooking whether it is satisfactory according to him or her and steps which may need to improve quality.</li> </ul> </li> </ul>
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**Process of selection:**

The process selection will be made as per the instruction of Resolution no 10102-wcd-cw-misc-0023-2020 Dated 20<sup>th</sup> September 2020 of W&CD Department, Govt. of Odisha. The recruitment to the lady staffs of Shanti ashram will be on the basis of carrier marking only as per the weightage assigned below. The decision of the recruitment committee constituted in the Shanti ashram regarding engagement of contractual lady staff of Shanti Ashram is final without assigning any reason thereof.

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 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.

  
 Secretary  
 SHANTI ASHRAM  
 Haripur, Tihidi, Bhadrak

**Terms and conditions of the Contractual Staffs of Shanti ashram.**

- 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 that 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 Shanti Ashram.
- The staffs of Shanti Ashram must have child friendly and caring attitude for the best interest of the child.
- The age of the candidate must be with 21 to 45 Years of age as on 1<sup>st</sup> April 2023
- The candidates after engagement will sign an agreement regarding conditions of Job.
- The contract of engagement <sup>shall</sup> be valid for a period of one year from the date of joining and which may further be extended basing upon your performance and continuance of the project.
- The continuance in the positions by the candidates depends on the projects or performance of the candidates.
- The candidates are also required to work in addition to her TOR, as and when assigned by the authority.

**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 Oriya (a) passed language test in Oriya equivalent to middle school stranded of (b) HSC or equivalent or (c) passed a test in Oriya 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-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 from previous employer.
- d) Self-declaration regarding non-involvement in any criminal activities especially child related offences.
- e) Vote ID card or Andhra card as poof on Identity.



Secretary Shanti Ashram

Secretary

SHANTI ASHRAM

Haripur, Tihidi, Bhadrak

**Application Form**

SHANTI ASHRAM, HARIPUR, TIHIDI , BHADRAK,ORISSA, PIN-756130 (Only female candidates can apply )		3Passport Photo		
Name of the post applied for (Separate applications for specific posts)				
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	<b>Voter ID or Aadhar Card(*Please attach any one of the above mentioned ID proof)</b>			

**Educational Details - Attach photocopies of certificates & Mark Sheets**

Qualification	Name of Qualification Awarded	Subject/ Specialization on	College/University	Total Mark	Secure mark	Total marks %
Matriculation						
+2						
Graduation						
Post-Graduation						
M.phil/P.hD						



Secretary  
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Haripur, Tihidi, Bhadrak

**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
<b>Computer Literacy</b>			
<b>Package/Application</b>		<b>Details of Exposure/Proficiency</b>	
<b>Language Proficiency:</b>			

**Declaration**

I hereby declare 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

  
 Secretary  
 SHANTI ASHRAM  
 Haripur, Tihidi, Bhadrak