

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

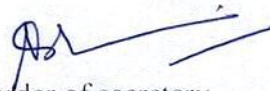
Advt .no: 2567/1301/SWC/25-26

Date:01/11/2025

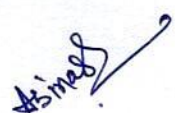
Contractual Engagement

The Ashyana open shelter home in the District of Bhadrak intend to engage suitable professional staffs such as Care giver cum Bridge course educator (Only for Female) & Out reach Worker (Male Or Female)on contractual basis in the Ashyana open shelter home, Bhadrak. The Posts are purely contractual and coterminous with the project. The completely filled up application form along with other documents should reach at the Office of “ASHYANA OPEN SHELTER HOME , Pin no: 756100, Odisha, on or before **20/11/2025 (5.00 PM)** positively only through Online (Google E form(https://docs.google.com/forms/d/1yndwheWcEjSAR67vxZ-_M6O0yK46tvz7GOGaDVgRd-M/edit) . No other mode of application will be accepted. The number of vacancies, selection procedure, remuneration, application form etc are available in the district website i.e. www.bhadrak.odisha.gov.in.

Note—The Candidates are requested login District website mentioned above for all future information related to the above recruitment and no personal intimation will be made.


By the order of secretary

ASHYANA OPEN HELTER HOME
C/O- SOCIETY FOR WEAKER COMMUNITY
BHADRAK,


District Child Protection Officer
Bhadrak

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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 before **20/11/2025 (5.00 PM)** positively only through Online (Google E form(https://docs.google.com/forms/d/1yndwheWcEjSAR67vxZ-_M6O0yK46tvz7GOGaDVgRd-M/edit)) . 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.odisha.gov.in

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 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 **20/11/2025 (5.00 PM)**. only through No online ..

Applications received after the due date will be rejected.

District Child Protection Officer,
Bhadrak

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	Gender
01	Ashyana Open Shelter Home, Bhadrak	CARE GIVER CUM BRIDGE COURSE EDUCATOR	1	21- 45	Female
02		OUT REACH WORKER	1	21- 45	Male or Female

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

Sl no	Name of Post	Age limit	Qualification	Monthly Remuneration in rupees
03	Care giver Cum Bridge Course Educator	21-45 years	Graduation with experience of teaching.	11,916/-
04	Out Reach worker	21-45 years	12 th standard pass	10,592/-

TOR of the staffs

Sl no	Name of Post	Job Responsibility
1	Care giver Cum Bridge Course Educator	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 7. To resolve general issues of children by child friendly approach. 8. Any task assigned by supervisory authority.
2	Out Reach worker	1. To identify families and children at risk in catchment area/vicinity as per the open shelter

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Bhadrak

		guidelines. 2. Regular home visits of those children who have families living in the nearby area and maintain record accordingly. 3. To make regular visits to the schools and vocational training institutes and appraise the concerned official about the open shelter programmes. 4. To carry out post rehabilitation visits of children who have been rehabilitated or moved out from open shelter. 5. Net working with other departments like education, health, police, transport etc.
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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 Odisha Gazette no 459, March 23, 2015. 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	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

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.


 District Child Protection Officer
 Bhadrak

- 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 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 with relaxation as admissible.
- 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 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 with Rs 22/- postal stamp.
- h) Vote ID card or Aadhar card as proof of identity.

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