

Utkal Balashram Balasore Sakha,
At/Po- Sahadevkhunta, Dist- Balasore, Pin-756001

Adv No 298 ; Dt. 06.09.2021

ADVERTISEMENT

Applications are invited from intending candidates for the following posts at Child Care Institution (CCI), Utkal Balashram, Balasore Sakha

Filled in applications, complete in all respect along with relevant documents should reach to the office of the Secretary, Utkal Balashram, At/po- Sahadevkhunta, Dist- Balasore, Pin-756001 on or before 5.30 PM on Dt. 28.9.21 through **Registered Post/Speed Post** only.

Applications received after the due time and date shall not be taken into consideration. The authority reserves the right to cancel the advertisement in whole or in part without assigning any reason thereof.

The details of posts, educational qualifications, age, experience, conditions of service etc are given below.

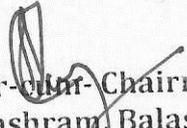
Details of the post to be engaged in Child Care Institution(CCI),Utkal Balashram, Balasore

Sl.No	Position	No. of post	Conditions of service	Remunerati on (Consolidat ed)	Educational Qualification	Age Limit as on 01.09.2021	Experie nce
1	Superintendent	1	Purely contractual	Rs.25,000/ per month	Master's degree in Social Work, Sociology/Anthropology /Psychology or any other related field of Humanities or MBA(HR) or any Master's Degree and familiarity with computers	21 to 45 years	Relevant experie nce will be given preferen ce
2	Probation Officer / Case Worker/ Child Welfare Officer	3	Purely contractual	Rs.17500/- per month.	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 computer	21 to 45 years	Relevant experie nce will be given preferen ce
3	Counselor	1	Purely contractual	Rs.17,500/p er month.	Post Graduates, preferably in Sociology/ Psychology (Child Psychology)/ Social work or Social Science with computer skills	21 to 45 years	Relevant experie nce will be given preferen ce

4	Store Keeper-cum-Accountant	1	Purely contractual	Rs.14,000/ per month	P.G. Preferably in Commerce (Finance) /MBA	21 to 45 years	Relevant experience will be given preference
5	Helper	1	Purely contractual	Rs.6,000/- per month	Under Matric (8th -10th)	21 to 45 years	Relevant experience will be given preference
6	House Keeper	2	Purely contractual	Rs.6,000/- per month	Under Matric (8th -10th)	21 to 45 years	Relevant experience will be given preference

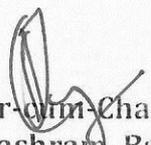
The candidates are required to submit the following documents along with the application:

- Self attested photocopy of Secondary, HSC, Graduation, Post Graduation or any other professional qualification certificate and mark sheet.
- One recent self attested colour photograph (3.5× 4.5 size) which should be affixed to the application form.
- Certificate of experience issued from previous employer.
- Self declaration regarding non involvement in any criminal activities especially child related offences.


Collector-Chairman,
Utkal Balashram, Balasore

Memo No:- 299 ; Date:- 06.09.2021

- Copy to the DIO, NIC, Balasore for information and requested to hoist the details of advertisement in the District Website for inviting application.
- Copy to the DIPRO, Balasore for information and requested to facilitate in publication of advertisement at least two widely circulated odia daly news paper for inviting application. ~~copy~~
- Copy to Notice Board, O/o the Collector & D.M., Balasore/ SP, Balasore/ ADM, Balasore/ PD, DRDA, Balasore/ CDMO, Balasore/ DSWO/ DWO/ DSSO/ DPO, Balasore/ All BDOs and ULBs of Balasore district for widely circulation of the advertisement.
- Copy to Superintendent/Secretary, Utkal Balashram, Balasore for information and necessary action as per guideline issued vide No.10102-WCD-CW-MISC-0023-2020 dt.15.02.2020 by the Deptt of WCDMS.
- Copy to the Member Secretary, Odisha State Council for Child Welfare (OSCCW), Bhubaneswar for kind information and necessary action.
- Copy to the Additional Director, OSCPS, W&CD Deptt., Govt. of Odisha, Bhubaneswar for kind information and necessary action.


Collector-Chairman,
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Sl. No. (1)	Name of the post (2)	Qualification (3)	TOR (5)	Remuneration (6)
1	Superintendent	Master's Degree in Social Work, Sociology, Anthology, Psychology or any other related field of Humanities or MBA (HR) or any other Master's Degree, and familiarity with computers	<ol style="list-style-type: none"> 1. Providing homely atmosphere of love, affection, care development and welfare of juveniles/children. 2. Planning implementation and co-ordinating all institutional activities, programmes and operations. 3. Maintaining minimum standards in the Home 4. Monitoring of juveniles/children as the case may be training and treatment programmes and correctional activities. 5. Supervision over juveniles/children discipline and moral wellbeing. 6. Allocation of duties to personnel 7. Attending to personnel welfare and staff discipline. 8. Preparation of Budget and control over financial matters. 9. Supervision over office administration 10. Monthly office inspection 11. Daily inspection and round of institution 12. Inspecting and tasting food prepared for juvenile/child. 13. Take prompt action to meet emergencies 14. To take appropriate rehabilitation measures 15. To take steps for improvement of Children in the academic, cultural Sports field. 	Rs. 25,000 month

(1)	(2)	(3)	(5)	(6)
2	Counselor	Post Graduates, preferably in Sociology/ Psychology (Child Psychology)/ Social Work or Social Science with computer skills	<ol style="list-style-type: none"> 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. 2. Counselor shall also help the CWC/JJB as and when required. 3. He/She will help the superintendent in preparing CSR. 4. He/She will produce the child before the CWC. 5. He/She will prepare plan of action for social intergration. 	Rs. 17,500 per month
3	Probation Officer/Case worker/Child Welfare Officer	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	<ol style="list-style-type: none"> 1. To make inquiries regarding the home and school conditions, conduct, character and health of juvenile/child under their supervision. 2. To attend regularly the proceeding of JJB and submit reports. 3. To maintain diary case file and such register as may be prescribed from time to time. 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. 5. To accompany juveniles or children wherever possible from the office of the board to observation home, special home, children's home or fit person as the case may be. 	Rs. 17,500 per month

(1)

(2)

(3)

(4)

(5)

(6)

6. To bring before the board committee, immediately juveniles/children who have not been of good behaviour during the period of supervision.
7. Follow up juveniles or children after their release from the organizations and extending help and guidance to them.
8. Establishing linkage with voluntary workers and organizations to facilitate rehabilitation and social reintegration of juveniles/ children and ensure the necessary follow up.
9. Ensuring that the children in need of food and cloth are met as per standard.
10. Ensure the cleanliness of the premises and maintenance of physical infrastructure including provisions of water and electricity etc.
11. Making social investigation of the juvenile/ child through personal interview and from the family, social agencies and other sources.
12. Clarifying problems of the juveniles/child and dealing with difficulties in institutional life.
13. Participating in the orientation, monitoring education, vocational and rehabilitation programmes.
14. Establishing co-operation and understanding between the juvenile/child and the Officer in-charge.
15. Assisting the juvenile/child to develop contacts with family and also providing assistance to family members.
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.

(1) (2) (3) (5) (6)
Rs. 11,000 per month

1. Handling juvenile or child with love and affection.
2. Taking proper care and welfare of juvenile or child.
3. Maintaining discipline among the juveniles or children.
4. Maintenance, sanitation and hygiene
5. Implementing daily routine in an effective manner and ensuring children's involvement.
6. Looking after the security and safety arrangements of the home.
7. Escorting juvenile/children whenever they go out of the home.
8. Salary answerable for academic performance of the child.

4 House Mother/Father
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.

Rs. 14,000 per month

1. A. Accountant-cum-Store Keeper should have at least 5 years of working experience related to accounts and book keeping.
2. A. Accountant-cum-Store keeper must have some technical knowledge to handle different types of materials, machineries etc.
3. A. 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.

6. Store Keeper-cum-Accountant
P.G. preferably in Commerce/MBA (Finance).

(1)	(2)	(3)	(5)	(6)
4.	Accountant-cum-Store keeper should possess personal qualities like honesty, integrity, pleasing personality etc.			
5.	Maintain the accounts of the institution			
6.	Prepare proposals for GIA from the Department and other agencies.			
7.	Prepare and send Utilization Certificates to donors.			
8.	Procure and maintain stock of various items required in the institution.			
9.	Institutions maintenance and upkeep			
7.	Cook	Under Matric		Rs. 7,500 per month
1.	Ensure timely and hygienic meals for the children (4 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.			
8.	Helper	Under Matric		Rs. 6,000 per month
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.			
9	House Keeper	Under Matric		Rs. 6,000 per month
1.	Maintain cleanliness in the premises			
2	Ensure washing and cleaning of utensils, clothes, bed sheets etc.			
3.	Sweeping and cleaning of bathrooms and boundary areas.			

- vii The recruitment shall be on the basis of career marking only as per weightage assigned below

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 MPhil, PhD etc	10
6	Work Experience	10
	Total	100

The merit list shall be drawn up on the basis of weighted percentage of marks obtained in all the 6 categories mentioned in the table above. In case more than one candidate has equal marks, the candidate with past experience of working in child rights will be given preference. The decision of the Home Management Committee in this regard shall be final.

- viii 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 the 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.
- a Any joining or exit of employees of or above the qualification of Post graduation position shall be done with the prior approval of the concerned District Magistrate and Collector.

APPLICATION FORM

Name of the Child Care Institution (CCI)/ Specialised Adoption Agency (SAA)		Photo					
Application for the post of (Separate applications for Specific Posts)							
Applicant's Name (In Block Letters)							
Address for Correspondence		Permanent Address					
Phone / Mobile Number		E-Mail ID					
Date of Birth (as per HSC)		Sex	Marital Status				
Mother's Name		Father's Name					
Educational Details - Attach Photocopies of Certificates & Mark sheets							
Qualification	Exam Passed	Year of passing	Name of the Board/ University/Recognized Institution	Subject / Specialization	Total Mark	Secure Mark	Percentage of Marks
Matriculation							
Higher Secondary(10+2)							
Graduation							
Post Graduation							
Any Other							

Employment Details (Previous) – Attach photocopies of Experience Certificates

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 Form	Monthly Remuneration

Computer Literacy-

Package/Application	Details of Exposure/ Proficiency

Language Proficiency

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other Specify									

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