

**Specialised Adoption Agency (SAA),
Utkal Balashram Balasore Sakha,
At/Po- Sahadevkhunta, Dist- Balasore, Pin-756001.**

Adv No 01 ; Dt. 06.09.2021

ADVERTISEMENT

Applications are invited from intending candidates for the following post at Specialised Adoption Agency (SAA), Utkal Balashram, Balasore Sakha

Filled in applications, complete in all respect along with relevant documents should reach to the office of the Secretary, Specialised Adoption Agency (SAA), 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 position to be engaged in SAA, Utkal Balashram, Balasore

Sl. No	Position	No. of post	Conditions of service	Remuneration (Consolidated)	Educational Qualification	Age Limit as on 01.09.2021	Experience
1	Manager /Coordinator	1	Purely contractual	Rs.17,500/- per month	Master in Sociology/ Social Work/ Psychology	lower age 21 years and upper age 45 years	Relevant experience will be given preference
2	Social Worker cum Early Childhood Educator	1	Purely contractual	Rs.14,000/- per month.	Bachelors/ Masters Sociology, Social Work / Psychology with background in early childhood education	lower age 21 years and upper age 45 years	Relevant experience will be given preference
3	Nurse	1	Purely contractual	Rs.9,000/- per month	B. Sc (Nursing) In case of no application from B. Sc Nursing, then ANM candidate may be considered	lower age 21 years and upper age 45 years	experience in pediatrics preferable
4	Doctor (Part Time)	1	Purely contractual	Rs.7,500/- per month	Pediatrician	lower age 21 years and upper age 45 years	minimum 5 years experience

5	Ayahs (Women)	6	Purely contractual	Rs.6,000/- per month	Under Matric (8 th -10 th)	lower age 21 years and upper age 45 years	Relevant experience will be given preference
6	Chowkidar	1	Purely contractual	Rs.6,000/- per month	Under Matric (8 th -10 th)	lower age 21 years and upper age 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-cum-Chairman,
Utkal Balashram, Balasore

Memo No:- 02 / ; 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 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.


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Sl.No	Staff	Qualification	Responsibilities
1)	Manager/Coordinator (1 nos)	Bachelors/Masters in Sociology, Social Work and Psychology with background in non-institutional forms of child care and Adoption	<ul style="list-style-type: none"> • Manage HR. Administrative issues of the SAA • Registration of PAPs • Maintaining all records • Manage court procedures
2)	Social Worker cum Early Childhood Educator (1 nos)	Bachelors/Masters in Social Work with background in early childhood education	<ul style="list-style-type: none"> • Prepare CSR and HSR • Provide counselling support to children and prospective parents • Provide early childhood education to children • Conduct follow-up visit
3)	Nurse (1 nos)	B.Sc (Nursing) with experience in paediatrics	<ul style="list-style-type: none"> • Provide technical inputs on the health and nutrition of the children • Provide care to sick children in the SAA
4)	Doctor (Part time) (1 nos)	Pediatrician with minimum 5 years' experience	<ul style="list-style-type: none"> • Prepare MER of the child • Provide medicine and health care for ill children • Monitor growth of children
5)	Ayaks (6 nos)	Experience in managing small children	<ul style="list-style-type: none"> • Provide care to the children • Ensure that they are provides food and medicines as per the food menu • Ensure sanitation and hygiene of children and the surroundings.
6)	Chowkidar (1 nos)	Background check to be done of the individual	<ul style="list-style-type: none"> • Watch and Ward support to the institution • Ensure that entry is restricted and only by prior authorization.

- 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