

# BALGOPAL SEVA NIKETAN,

AT- KANTABANJI, PO-PARAMANANDAPUR,  
PS- BHAWANIPATNA , DIST- KALAHANDI, ODISHA, PIN- 766002  
Web : [www. balgopalsevaniketan.org](http://www.balgopalsevaniketan.org)

WANTED: - **Storekeeper-cum-Accountant**

Details may be downloaded from website: [www.balgopalsevaniketan.org](http://www.balgopalsevaniketan.org)

Last Date for submission of Application (Both online & Offline) in the office of the Secretary Bal Gopal Seva Niketan,  
Kalahandi : **15.03.2024 at 05.30 PM**

Sd/ - Secretary

**BAL GOPAL SEVA NIKETAN, AT- KANTABANJI, PO-Paramanandapur, PS-Bhawanipatna, Dist – Kalahandi**  
**Project/Institution: Child Care Institution (CCIs)/ Children’s Home,**  
**PROTOCOL FOR ENGAGING NEW STAFF FOR CCI (BAL GOPAL SEVA NIKETAN, BHAWANIPATNA, KALAHANDI WITH**  
**REFERENCE TO RESOLUTION NO. 10102/WCD-CW-MISC-0023/2020 DT- 15-09-2020 ISSUED BY THE W & CD**  
**DEPARTMENT, GOVT. OF ODISHA)**

Applications are invited from eligible candidates in the prescribed application form for the post of Store Keeper- cum- Accountant of Children Home of Bal Gopal Seva Niketan , At-Kantabanji, PO: Paramanandapur, PS: Bhawanipatna, District- Kalahandi, PIN-766002 . The post is purely contractual in nature but to be continued with the mentioned consolidated remuneration as per the norms of Mission Vatsalya under the W&CD Department Govt. of Odisha ,so long as the scheme CCI/CH is supported by the Govt..

Applicants must have the essential qualification along with adequate experience in the related field. The applicant must have good writing, speaking and reading knowledge in Odia.

The Management of the CCI intend to engage suitable staff “**Store Keeper-cum-Accountant**” on contractual basis. The post is purely contractual and co-terminus with the project. The continuance in the post by the candidate depends on the performance. The application complete in all respect along with other documents (All documents will be in one PDF format ) should be sent to the office of the CCI, Bal Gopal Seva Niketan through e-mail (Mail Id- [balgopalsevaniketan@gmail.com](mailto:balgopalsevaniketan@gmail.com) ) on or before dt. 15.03.2024 by 5.30PM and also a hard copy of the same should be submitted by the applicant via speed post/ registered post to the **Secretary, Bal Gopal Seva Niketan At- Kantabanji, PO- Paramanandapur, PS- Bhawanipatna, Dist- Kalahandi PIN- 766002 on or before dt 15.03.2024 by 5.30PM positively** . The candidates applying for the post should apply for the post superscribing “ **Application for the post of Store Keeper cum Accountant.**” on the top of the envelope. No other mode of application will be accepted. Applicants must not be below 21years or above 45years of age as on dt.01.01.2024. The authority reserves the rights to cancel the advertisement or any post without assigning any reason thereof. Incomplete applications received both online and offline (hard copy) after due date shall be rejected . The selection of candidates will be made on the basic of the procedure specified in the resolution No. 10102/WCD-CW-MISC-0023/2020 DT- 15-09-2020 ISSUED BY THE W & CD DEPARTMENT, GOVT. OF ODISHA, Bhubaneswar or as decided by the Selection Committee constituted for the purpose. The details such as number of vacancies, eligibility, selection procedure, remuneration and application form are available in the website i.e. [www.balgopalsevaniketan.org](http://www.balgopalsevaniketan.org).

## Indicative Qualification of Human Resources for Bal Gopal Seva Niketan (CCI) under Mission Vatsalya

Sl.No.	Name of the Post	Qualification Required	No. of vacant post	Remuneration per month
1	Storekeeper-cum- Accountant	P.G. Preferably in Commerce/ MBA(Finance) with computer proficiency.	1 Male/Female	Rs.18,536/-

\* Remuneration mentioned is as per Govt. Scheme Under Mission Vatsalya, under the W&CD and Mission Shakti department Govt. of Odisha. Negotiable pay will be paid to the selected candidates until the GIA is received from the Govt.

1. The following documents have to be attached with application forms. (Application form is enclosed below)

- Self attested photocopies of certificates and mark sheets in respect to qualification of the candidate for Storekeeper-cum-Accountant, Secondary, Higher Secondary, Graduation, Post Graduation or any other professional degree).
- One recent self-attested color photographs (3.5x4.5 size) should be affixed to the application form
- Certificate of experience issued from previous employer or any other institution if any
- Self-declaration regarding noninvolvement in any criminal activities especially child related offence

Sl. No.	Name of Post	TOR
1	Storekeeper-Cum-Accountant	<ol style="list-style-type: none"> <li>1. Storekeeper-cum-Accountant should have at least 5 years of working experience related to accounts and book keeping.</li> <li>2. Storekeeper-cum-Accountant must have some technical knowledge to handle different types of materials, machineries etc.</li> <li>3. Storekeeper-cum-Accountant should be well versed in the field of store accounting to prepare the store records, such as bin card, store ledger etc.</li> <li>4. Storekeeper-cum-Accountant should possess personal qualities like honesty, integrity, pleasing personality etc.</li> <li>5. Storekeeper-cum-Accountant should maintain the accounts of the institution.</li> <li>6. Prepare proposals for GIA from the Department &amp; other agencies.</li> <li>7. Prepare and send Utilization Certificates to donors.</li> <li>8. Procure and maintain stock of various items required in the institution. Institutions maintenance and upkeep.</li> </ol>

The recruitment shall be on the basis of carrier marking as per weight age 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
	<b>Total</b>	<b>100</b>

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 weightage of marks, the candidates with past experience of working with children will be given preference. The decision of the Selection Committee in this regard shall be final.

# APPLICATION FORM

PERSONAL DETAILS			
Application for the post of	<b>Store Keeper Cum Accountant</b>	Affix Recent self-attested Color Photograph	
Applicant's Name (In Block Letters)			

Address for Correspondence			Permanent Address			
Phone Number			Email ID			
Date of Birth (DD.MM.YYYY)			Sex	Male	Marital Status (Please Tick)	Unmarried
	DD	MM		YY		Female
Age as on 01.01.2024						
Caste						
Mother's Name			Father's Name			
Nationality						

## Educational Details - Attach Photocopies of Certificates & Mark Sheets

Qualification	Name of the qualification Awarded	Duration		School/College/ University	Subject/ Specialization	%/ Grade / Division	Full time/ Part time/ Distance learning
		From	To				
Secondary (Matriculation)							
Higher Secondary Education (+2)							
Graduation							
Post Graduation							
Others							

**Employment Details (Previous ) Attach self – Attested photocopies of Experience Certificate**

Name of the Organization	Designation	Key responsibilities Handled	Period	
			From Dt.	To Dt.

**Current Employment- Attach proof of current Employment**

Name of the Organization	Designation	Responsibilities Handled	Working From (Date)	Monthly Remuneration

**Computer Literacy**

Package/Applications	Details of Exposure Proficiency

**Language Proficiency**

Language	Ability to Converse	Ability to read	Ability to write
English			
Hindi			
Odia			
Other (Specify)			

Referees two persons to whom you have reported professionally in the recent past whom we immediately approach for reference.

	Referee 1	Referee 2
Name		
Address		
Organization		
Designation		
Phone/Mobile		
e-mail ID		
Your professional Relationship with the Referee		

**Declaration**

I \_\_\_\_\_ son/daughter of \_\_\_\_\_  
address \_\_\_\_\_ do hereby declare  
that the foregoing information is genuine and correct to the best of my knowledge and belief and  
nothing has been concealed or distorted in it.

Further, I declare that, I have never been involved in any criminal activities especially in child  
related offences and no police case has been lodged against me in the past. If anything found  
contrary to above declaration, my candidature will be rejected and I will be liable for disciplinary  
action.

Date:

Place:

Signature of the applicant

**By Regd. Post/ Speed Post**

Application for the Post of: "STORE KEEPER -CUM- ACCOUNTANT"

To

The Secretary  
Bal Gopal Seva Niketan  
At- Kantabanji  
PO-Paramanandapur  
Ps- Bhawanipatna,  
Dist- Kalahandi , Odisha,  
PIN-766002

From

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