

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, House Father (Science), House Mother (Arts), Educator, Para-Medical Staff, PT Instructor-cum- Yoga Trainer, Helper-cum- Night Watchman. Details may be downloaded from website: www.balgopalsevaniketan.org

Last Date for submission of Application (Both online & Offline) in the office of the Secretary, Bal Gopal Seva Niketan, Bhawanipatna Kalahandi : **05.01.2026 till 05.30 PM**

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 Storekeeper-cum-Accountant, House Father (Science), House Mother (Arts), Educator, Para-Medical Staff, PT Instructor-cum- Yoga Trainer, Helper-cum- Night Watchman of Children Home of Bal Gopal Seva Niketan, At-Kantabanji, PO: Paramanandapur, PS: Bhawanipatna, District- Kalahandi, PIN-766002. All the posts are 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 staffs Storekeeper-cum-Accountant, House Father (Science), House Mother (Arts), Educator, Para-Medical Staff, PT Instructor-cum- Yoga Trainer, Helper-cum- Night Watchman on contractual basis. The posts are 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 Secretary CCI, Bal Gopal Seva Niketan through e-mail (Mail Id- balgopalsevaniketan@gmail.com) on or before dt. 05.01.2026 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. 05.01.2026 by 5.30PM positively**. The candidate applying for different posts should apply separately for each category of post superscribing

"Application for the post of....." 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.01.01.2025**. 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 basis 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.

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

Sl.No.	Name of the Post	Qualification Required	Age Limit	No. of vacant post	Remuneration per month
1	Storekeeper-cum-Accountant	P.G. Preferably in Commerce/ MBA(Finance) with computer proficiency.	Lower Age Limit 21 years Upper Age Limit 45 years as on dt.01-01-2025	<u>1</u> Male/Female	Rs.18,536/-
2	House Father (Science)	Graduate in Science.	Lower Age Limit 21 years Upper Age Limit 45 years as on dt.01-01-2025	<u>1</u> Male One from Science Graduate	Rs.14,564/-

3	House Mother(Arts)	Graduate in Arts.	Lower Age Limit 21 years Upper Age Limit 45 years as on dt.01-01-2025	<u>1</u> Female One from Arts Graduate	Rs.14,564/-
3	Educator	Science or Arts Graduate from a recognized university	Lower Age Limit 21 years Upper Age Limit 45 years as on dt.01-01-2025	<u>1</u> Male/Female	Rs.10,000/-
5	Paramedical Staff	Compounder/ pharmacists having Diploma Ayurvedic/ Homeopathic/Unani from the institutions recognized by the Government of India.	Lower Age Limit 21 years Upper Age Limit 45 years as on dt.01-01-2025	<u>1</u> Male/Female	Rs.11,916/-
6	PT Instructor-cum-Yoga Trainer	BA B.P.Ed from a recognized university	Lower Age Limit 21 years Upper Age Limit 45 years as on dt.01-01-2025	<u>1</u> Male/Female	Rs.10,000/-
7	Helper-cum-Night Watchman	Under Matric (8 th - 10 th)	Lower Age Limit 21 years Upper Age Limit 45 years as on dt.01-01-2025	<u>1</u> Male/Female	Rs.7,944/-

* Salary mentioned is as per Govt. Scheme Under Mission Vatsalya, under the W&CD 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 Store Keeper-Cum-Accountant, House Father (Science), House Mother(Arts), Educator, Paramedical Staff, PT Instructor-cum-Yoga Trainer, Helper-cum- Night Watchman are 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"> 1. Storekeeper-cum-Accountant should have at least 5 years of working experience related to accounts and book keeping. 2. Storekeeper-cum-Accountant must have some technical knowledge to handle different types of materials, machineries etc. 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. 4. Storekeeper-cum-Accountant should possess personal qualities like honesty, integrity, pleasing personality etc. 5. Storekeeper-cum-Accountant should maintain the accounts of the institution. 6. Prepare proposals for GIA from the Department & other agencies. 7. Prepare and send Utilization Certificates to donors. 8. Procure and maintain stock of various items required in the institution. Institutions maintenance and upkeep.
2	House Father (Science)	<ol style="list-style-type: none"> 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. Answerable for academic performance of the child. 9. Provide each child upon his reception with all the necessary supplies like clothing, toiletries. 10. Maintain the registers, relevant to their duties 11. Any other duties as may be assigned by the Person-In-Charge of the Child Care Institution
3	House Mother (Arts)	<ol style="list-style-type: none"> 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. Answerable for academic performance of the child. 9. Provide each child upon his reception with all the necessary supplies like clothing, toiletries. 10. Maintain the registers, relevant to their duties 11. Any other duties as may be assigned by the Person-In-Charge of the Child Care Institution
4	Educator	<ol style="list-style-type: none"> 1. He/ She shall work under the supervision of the Superintendent/Person-in-charge to ensure that all children in the CCI receive educational inputs. 2. Upon receiving a brief from the Probation Officer/Case Worker/ Child Welfare Officer shall provide inputs and interact with the child if necessary for the component on education which will form part of the ICP. 3. The Educator shall work in coordination with the PO/ Case Worker/ CWO to ensure that children in the CCI receive support to begin or continue their education with no disruption. He/ She shall ensure that the children are able to enroll in NIOS and continue/begin their education. Obtain documents from their home to enable them to continue their education. 4. Administer tests to determine at what level of education children are at in order to be able to give them appropriate support. 5. Conduct classes daily, and coordinate with voluntary agencies providing education support services in the CCI to ensure that all children receive educational support such as bridge course, enrolment for open schooling, if necessary, literacy and non-formal education for those children for whom it may not be possible to educate. Supplementary tuitions to children who are in formal education and need additional support.

5	Paramedical Staff	<ol style="list-style-type: none"> 1. Provide first aid and other medical aid like administration or medication as per doctor's advice. 2. Regular medical check-up of the inmates in the home. 3. Coordinate with Health Department in consultation with the Superintendent in order to provide any kind of medical support to the children. 4. To extend primary medical help at the time of emergency. 5. To intimate the Superintendent of the home at the time of any medical emergency among the children for better solution.
6	PT Instructor-cum-Yoga Trainer	<ol style="list-style-type: none"> 1. The PT Instructor-cum- Yoga Trainer shall be available on fixed hours at fixed times daily and shall perform his/her duties under the supervision of Person-in-charge. 2. He/ she must ensure that each child participates in minimum 2 hours of group activities daily. 3. The PT Instructor-cum- Yoga Trainer shall under the supervision of the Superintendent/ Person-in-charge ensure that there is an adequate supply of sports equipment. 4. PT Instructor-cum- Yoga Trainer shall train the children in sports and athletics. 5. PT Instructor-cum- Yoga Trainer shall coordinate and organize volunteers. 6. Competitive matches and tournaments. 7. Impart training on Yoga, meditation, pranayama.
7	Helper-cum-Night Watchman	<ol style="list-style-type: none"> 1. Provide support to the cook in maintaining timelines and quality of meals being cooked for children. 2. Clean the cooking utensils and the kitchen post every round of cooking. 3. In addition to the above duty, perform duty as a Night Watchman.

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
	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 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 (separate applications for specific post)		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
			Female		Married
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	To

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: “ _____ ”

To,

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

From

