

BALGOPAL SEVA NIKETAN,

AT- KANTABANJI, PO-PARAMANANDAPUR,
PS- BHAWANIPATNA , DIST- KALAHANDI, ODISHA, PIN- 766002
Web : www. balgopalsevaniketan.org

WANTED: Superintendent, Probation Officer/ Child Welfare Officer/ Case Worker, Counselor/Psychologist /Mental Health Expert, House Father, Helper, House Keeper
Details may be downloaded from website: www.balgopalsevaniketan.org
Last Date for submission of Application : **20.03.2020 (5 PM)**
Last Date For Receiving Application in the office of District Child Protection, Kalahandi has been extended to :
25.03.2020(5PM)

Sd/ - Secretary

**BALGOPAL SEVA NIKETAN, AT- KANTABANJI, PO-Paramanandapur, PS-Bhawanipatna, Dist – Kalahandi
Project/Institution: Child Care Institution (CCIs)/ Children’s Home,**

ADVERTISEMENT FOR RECRUITMENT OF STAFF AS PER THE ICPS NORMS AND GUIDELINE

Applications are invited from eligible candidates in the prescribed application form for the following posts at Children Home of Bal Gopal Seva Niketan , At-Kantabanji, PO: Paramanandapur,PS: Bhawanipatna, District-Kalahandi . All the posts are purely contractual in nature but to be continued with the mentioned consolidated remuneration as 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 candidates should possess basic computer knowledge. The applicant must have good writing, speaking and reading knowledge in Odia.

Eligible candidates may submit their applications complete in all respect in the prescribed format (attached) at the office of the District Child Protection Unit, At- Pardesipada(Backside of SP Office) PO-Bhawanipatna, Dist- Kalahandi , PIN-766001 latest by 5PM on **25.03.2020** by speed post or registered post only . Separate application in sealed cover has to be submitted for each post **super scribing the post applied for “.....” on the top of the envelope**. No online application or any other mode of submission will be entertained. Any application received after due date and time will be rejected. Applicants must not be below 21 years or above 35 years age as on 31.03.2020. The authority reserves the right to cancel the advertisement or any post without assigning any reason

Details of contractual staff to be engaged as follows:

Sl.No	Name of the Post/ Remuneration	No. of Posts with Category	Eligibility/Qualification
1	Superintendent Rs. 25,000.00 pm *	1 Male Only	MSW/MA (Sociology)/MA (Psychology) / MA (Anthropology /MBA (HR) or any other related field of humanities with computer proficiency.
2	Probation Officer/ Child Welfare Officer/ Case Worker Rs. 17,500.00 pm*	2 Male/ Female	MSW/MA (Sociology)/MA (Psychology) / MA (Anthropology /MBA (HR) or any other related field of humanities with computer proficiency.
3	Counselor/Psychologist /Mental Health Expert Rs. 17,500.00 pm*	1 Male/ Female	Post Graduate, Preferable in Sociology/Psychology/ Social Worker/ Social Science with computer Proficiency
4	House Father Rs. 11,000/-*	1 Male Only	Arts / Science Graduate
5	Helper Rs.6000/- pm*	1 Male Only	Under Matric
6	House Keeper Rs. 6000/- pm *	1 Male Only	Under Matric
7	Paramedical staff	1	Compounder/Pharmacist having Diploma in

	Rs 9000/- pm*	Male	Ayurvedic /Homeopathic/Unani from the Institution recognised by Govt. of India
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* Salary mentioned is as per Govt. Scheme. Negotiable Salary will be paid to the selected candidates until the GIA is received from the Govt.

qualification certificates and mark sheets.

Sl. No.	Name of Post	TOR
1	Superintendent	<ol style="list-style-type: none"> 1. Providing homely atmosphere of love, affection, care development and welfare of children. 2. Planning, implementation and coordinating all institutional activities, programmes and operations. 3. Maintaining minimum standards in the Home. 4. Monitoring of children as the case may be training and treatment programmes and correctional activities. 5. Supervision over children discipline and moral wellbeing. 6. Allocation of duties to personnel. 7. Attending to personnel welfare and staff discipline. Preparation of Budget and control over financial matter. 8. Supervision over office administration. 9. Monthly office inspection. 10. Daily inspection and round of institution. Inspecting and tasting food, prepared for child. 11. Take prompt action to meet emergencies. 12. To take appropriate rehabilitation measures. 13. To take steps for improvement of children in the academic, cultural, sports field.
2	Counselor	<ol style="list-style-type: none"> 1. The counsellor shall provide counselling 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 integration.
3	Child Welfare Officer	<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 form time to time . 4. To visit regularly the residence of juvenile or child under their supervision and also places of employment of school attended by such juveniles and to submit regularly fortnightly reports as prescribed in form IX. 5. To accompany juveniles or children where ever possible from the office of the board to Observation Home, Special Home, Children's Home or fit person as the case may be . 6. To bring before the board / committee, immediately Juveniles / children who have not be of good behaviour during the period of supervision. 7. Follow up of juveniles of children after their release from the organisations and extending help and guidance to them. 8. Establishing linkage with voluntary worker 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 that cleanliness of the premises and maintenance of physical infrastructure including provisions of water and electricity etc.

2. One recent self-attested color photograph (3.5x4.5 size) should be affixed to the application form.

3. Certificate of experience issued from previous employer.

Character Certificate from a gazetted officer.

The terms of reference (TOR) for all positions has been prescribed as per the JJ Act, mentioned below;

		<ol style="list-style-type: none"> 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 cooperation 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.
4	House Father	<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 juvenile 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 or the home. 7. Escorting juvenile/ children whenever they go out of home. 8. Answerable for academic performance of the child.
5	Helper	<ol style="list-style-type: none"> 1. Provide support to the cook in maintaining timelines and quality of meals being cooked for the children. 2. Clean the cooking utensils and the kitchen post every round of cooking.
6	House Keeper	<ol style="list-style-type: none"> 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.
7	Paramedical staff	Provide first aid and other medical aid alike, administration of medication as per doctor's orders etc.

The recruitment shall be on the basis of care marking as per weight age assigned below.

Sl.No.	Qualification	Weightage
1	Secondary	15
2	Higher Secondary	20
3	Graduate	30
4	Post-Graduation	40
5	Any other professional Covers/ Training relating to child Rights and its Protection.	05
	Total	100

The merit list shall be drawn up on the basis of weighted percentage of marks obtained in all the 5 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. Their decision of the Selection Committee in this regard shall be final.

BIO-DATA

1. Application for the Post of :
2. Name of the Applicant :
3. Mother's Name :
4. Father's Name :
5. Permanent Home Address :

6. Address for correspondence :

7. Date of Birth :
8. Age as on 31.03.2020
complete Year :
9. Religion :
10. Gender :
11. Nationality :
12. Category (ST/SC/OBC/Gen) :
13. Whether Differently Abled(P.H) :
14. Mob Number(What's app) :
15. E-mail Address :
16. Language Known Read, Write & Speak :

17. Educational Qualification :

Sl. No	Exam Level	Board/University/ Recognized Institution	Subject	Year of Passing	Total Mark	Secured Mark	% Mark

18. Computer Literacy :

Package/Application	Details of Exposure/Proficiency	Experience

19. Present Occupation :

Sl. No	Name of the Organization	Designation	Form Date	To Date	Key Responsibility handled

20. Details of Experience :

Sl. No	Name of the Organization	Designation	Form Date	To Date	Key Responsibility handled

- Additional sheet may be sued, if required

Declaration

I _____ son/daughter of _____

address _____ hereby declare

that, the above information furnished is true to the best of my knowledge and belief.

Date:

Place:

Signature of the applicant

By Regd. Post/ Speed Post

Application for the Post of :

To,

The District Child Protection Unit
At- Pardesipada(Backside of SP Office)
PO-Bhawanipatna,
Dist- Kalahandi , PIN-766001

From
