

# BALGOPAL SEVA NIKETAN,

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

WANTED: Counsellor, Helper & Paramedical Staff.

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 : **09.07.2022 (5.30 PM)**

Sd/ - Secretary

**BALGOPAL 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 following posts 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 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 such as Counsellor, Paramedical Staff & Helper 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 CCI Bal Gopal Seva Niketan through e-mail (Mail Id- [balgopalsevaniketan@gmail.com](mailto:balgopalsevaniketan@gmail.com) ) on or before dt. 09.07.2022 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. 09.07.2022 by 5.30 PM positively .** The candidate applying for different posts should apply separately for each category of **post superscribing “the post applied for .....” on the top of the envelope**. No other mode of application will be accepted. Applicants must not be below 21years or above 45years Age as on 01-01-2022. The authority reserves the rights to cancel the advertisement or any post without assigning any reason thereof. Incomplete applications and 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).

#### Details of contractual staff to be engaged as follows:

| Sl.No. | Name of the Post                 | Qualification Required  | Age Limit   | No. of vacant post  | Remuneration per month |
|--------|----------------------------------|---|---|---------------------|------------------------|
| 1      | Counsellor                       | Post Graduates, preferably in Sociology/ Psychology (Child Psychology) Social work or social Science with computer skills.        | Lower Age Limit 21 years Upper Age Limit 45 years as on dt.01.01.2022 | 1<br>(Male/Female)  | 17,500*                |
| 2      | Paramedical Staff/<br>Pharmacist | Compounder/Pharmacists having diploma in Ayurvedic/Homeopathic/Unani from the institutions recognized by the Government of India. |   | 1<br>(Male /Female) | 9000*                  |
| 3      | Helper                           | Under Matric (Class 8 <sup>th</sup> - 10 <sup>th</sup> )  |   | 1<br>(Male only )   | 6000*                  |

\* Salary mentioned is as per Govt. Scheme. 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 (Class-8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> for the post of Helper for under matric and for Counsellor and Paramedical staff -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 non involvement in any criminal activities especially child related offence

| Sl. No. | Name of Post      | TOR  |
|---------|-------------------|--|
| 1       | Counsellor        | <ol style="list-style-type: none"> <li>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.</li> <li>Counselor shall also help the CWC/JJB as and when required.</li> <li>He/She will help the superintendent in preparing ICP and CSR.</li> <li>He/She will produce the child before the CWC.</li> <li>He/She will prepare plan of action for social integration.</li> <li>He/She shall maintain the records of counseling both in hard and soft copy &amp; report the progress of the children regularly to the superintendent of the home.</li> <li>Any other duties assigned by the authority from time to time shall be complied by the counselor without any hesitation.</li> </ol> |
| 2       | Paramedical staff | <ol style="list-style-type: none"> <li>Provide first aid and other medical aid like, administration or medication as per doctor's advice .</li> <li>Regular medical Check-up of the inmates in the home.</li> <li>Coordinate with Health Dept. in consultation with the superintendent in order to provide any kind of medical support to the children.</li> <li>To extend primary medical help at the time of emergency.</li> <li>To intimate the superintendent of the home at the time of any medical emergency among the children for better solution.</li> </ol>  |
| 3       | Helper            | <ol style="list-style-type: none"> <li>Provide support to the cook in maintaining timelines and quality of meals being cooked for children.</li> <li>Clean the cooking utensils and the kitchen post every round of cooking.</li> <li>Any other duty assigned by the authority shall be provided as and when required.</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        |
|        | 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<br>(In Block Letters)                                |  |   |

| Address for Correspondence        |  | Permanent Address    |        |                                     |           |
|-----------------------------------|--|----------------------|--------|-------------------------------------|-----------|
|                                   |  |                      |        |                                     |           |
| <b>Phone Number</b>               |  | <b>Email ID</b>      |        |                                     |           |
| <b>Date of Birth (DD.MM.YYYY)</b> |  | <b>Sex</b>           | Male   | <b>Marital Status (Please Tick)</b> | Unmarried |
|                                   |  |                      | Female |                                     | Married   |
| <b>Caste</b>                      |  |                      |        |                                     |           |
| <b>Mother's Name</b>              |  | <b>Father's Name</b> |        |                                     |           |
| <b>Nationality</b>                |  |                      |        |                                     |           |

**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 |                           |                        |                    |                                       |
| Under Metric (only for the post of Helper) |                                   |          |    |                           |                        |                    |                                       |
| 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 | 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 correct, 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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_