

## ADVERTISEMENT

No: *215* /RKB, Date: *25-11-2018*

Application are invited from eligible candidate in the prescribe application form for the following post at Ramakrushna Balashrama Childrens Home, Birnarsinghpur, Boudh District on purely contractual and consolidated remuneration. Application must have the essential qualification along with the adequate experience. The candidate should possess basic computer knowledge. Eligible candidates any submit their applications complete in every respect in the prescribed format (Attached) to the **Additional District Magistrate, Boudh at O/o District Child Protection Unit, 1<sup>st</sup> Floor, Old Collectorate, Boudh, 762014 Latest by 5.00 PM on ~~15.12.2018~~** By speed post or register post only. Separate application in sealed covered has to be submitted for each post quoting the position applied on the top of the envelop. 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 01.09.2018. The authority reserve the right to cancel the advertisement or any post without any reason thereof. Women candidates are encouraged apply.

SI No	Name of the Post	Age As on 01.09.2018	No of Post	Eligibility Criteria	Remuneration
1	Superintendent	Lower Age limit 21 upper age limit 35	1	Master Degree in Social Work, Sociology, Anthropology, Psychology or any other related field of Humanities, or MBA(HR) or any other Masters Degree ,familiarity with computers and 5 years experience in related field.	Negotiable as per ICPS norms
2	Probation Officer/CWO/Case worker	Lower Age limit 21 upper age limit 35	2	Master Degree in Social Work, Sociology, Anthropology, Psychology or any other related field of Humanities, or MBA(HR) or any other Masters Degree ,familiarity with computers and 2 years experience in related field.	Negotiable as per ICPS norms
3	Counselor	Lower Age limit 21 upper age limit 35	1	Post Graduates preferably in sociology/Psychology (Child psychology)/social work or Social Science with computers Skills and 2 years experience in related field.	Negotiable as per ICPS norms
4	Paramedical Staff	Lower Age limit 21 upper age limit 35	1	Compounder/pharmacist/having diploma in Ayurvedic / Homeopathic/ Unani from the institution recognized by Govt. of India and 1 years experience in related field.	Negotiable as per ICPS norms
5	Store keeper cum Accountant	Lower Age limit 21 upper age limit 35	1	PG Preferably in commerce/ MBA (Finance) and 1 years experience in related field.	Negotiable as per ICPS norms
6	House Keeper	Lower Age limit 21 upper age limit 35	1	Under Matric	Negotiable as per ICPS norms

- Negotiable salary will be paid to the selected candidates after only receiving of GIA from the Government.

A. The following document has to be attached with the application form.

1. Self-attested photocopy of secondary, CHSE and Graduation, Post Graduation or any other professional qualification certificate and mark sheet.
2. One Recent Self-attested colour photograph (3.5\*4.5) size should be affixed to the application.
3. Certificate of experience issued from previous employer.
4. Character Certificate from a gazetted officer.

B. General Eligible Criteria

The Candidate must be

- i. be a citizen of India,
- ii. be able to speak, read and write Odia,
- iii. not have more than one spouse living,
- iv. be of good character & conduct,
- v. be of good mental and physical condition.

C. The term of reference (TOR) for all the position have been prescribed as per the JJ Act. 2015 Mentioned below.

Sl No	Name of the Post	TOR
1.	Superintendent	<ol style="list-style-type: none"> <li>1. Providing homely atmosphere of love, affection, care development and welfare of children.</li> <li>2. Planning implementation and coordination all institutional activities programmes and operation.</li> <li>3. Maintaining minimum standard in the Home.</li> <li>4. Monitoring of children as the case may be training and treatment programmes and correctional activities.</li> <li>5. Supervision over children discipline and moral wellbeing.</li> <li>6. Allocation of duties to personnel.</li> <li>7. Attending to personnel welfare and staff discipline preparation of Budget and control over financial matters.</li> <li>8. Supervision over office administration.</li> <li>9. Monthly office inspection.</li> <li>10. Daily inspection and round of institution inspecting and testing food prepared for child.</li> <li>11. Take prompt action to meet emergencies.</li> <li>12. To take appropriate rehabilitation measures.</li> <li>13. To take steps for improvement of children in the academic, cultural, sports, field.</li> </ol>
2.	Probation Officer/CWO/Case worker	<ol style="list-style-type: none"> <li>1. To make inquiry regarding the home and school condition conduct, character and health of juvenile/child under their supervision.</li> <li>2. To attend regularly and proceeding of JJB and submit report.</li> <li>3. To Maintain diary case file and such register as may be prescribed from time to time.</li> <li>4. To visit regularly the residence of Juvenile or child under their supervision and also places of employment or school attended by such Juvenile and to submit regularly fortnightly report as prescribed in form IX.</li> <li>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.</li> <li>6. To bring before the Board/ committee, immediately Juveniles/children who have not be of Good behavior during the period of supervision.</li> <li>7. Follow up of Juveniles of children after their release from the organization and extending help and guidance to them.</li> <li>8. Establishing Linkage with voluntary workers and organization to facilitate rehabilitation and social reintegration of Juveniles/children and ensure the necessary follow up.</li> <li>9. Ensuring that the children in need of food and cloth are met as per standard.</li> <li>10. Ensure the cleanliness of premise and maintenance of physical infrastructure including provision of water and electricity etc</li> </ol>

		<p>11. Making social ingestion of the Juvenile/child through personal interview and form the family social agencies and other sources.</p> <p>12. Clarifying problem of the Juvenile/child and dealing with difficulties in institutional life.</p> <p>13. Participating in the orientation, monitoring, education vocational and rehabilitation programs.</p> <p>14. Establishing cooperation and understanding between the Juvenile child and the officer in charge.</p> <p>15. Assisting the Juvenile/child to develop contacts with family and also providing assistance to family members.</p> <p>16. Participating in the pre releasing programmes and helping the juvenile/child to establish Contacts which can provide emotional and social support to juvenile or child after their release.</p>
3.	Counselor	<p>1. The counselor shall provide counseling service to children in conflict with law/children in need of care and protection as well as their parents and families.</p> <p>2. Counselor shall also help the CWC/JJB as and when required.</p> <p>3. He/she will help the superintendent in preparing CSR.</p> <p>4. He/she will produce the child before the CWC.</p> <p>5. He/she will prepare plan of action for social integration.</p>
4.	Paramedical Staff	<p>1. Provide First Aid and other medical aid like administration of medication as per doctors order etc.</p>
5.	Store Keeper cum Accountant	<p>1. Accountant cum store keeper should have at least 1years of working experience related to accounts and book keeping.</p> <p>2. Accountant cum store keeper must have some technical knowledge to handle different types of material, machineries etc.</p> <p>3. Accountant cum store keeper should be well versed in the field of store accounting to prepare the store record, such as store ledger etc.</p> <p>4. Accountant cum store keeper should possess personal qualities like honesty, integrity, pleasing, personality etc.</p> <p>5. Maintain the account of the Institution.</p> <p>6. Prepare proposal for GIA from the department and other agencies.</p> <p>7. Prepare and send utilization certificate to donors.</p> <p>8. Procure and maintain stock of various items required in the institution.</p> <p>9. Institutions maintenance and upkeep.</p>
6.	House keeper	<p>1. Maintain Cleanness in the Premises.</p> <p>2. Ensure washing and cleaning of utensils, clothes, bed sheet etc.</p> <p>3. Sweeping and cleaning of bathroom and boundary areas.</p>

D. The recruitment shall be on basis of career marking and personal interview.

i.

Sl No	Qualification	Weightage
1	Secondary	15
2	Higher Secondary	20
3	Graduation	30
4	Post-Graduation	30
5	Any other professional course/Training related to child rights and its protection	5
	Total	100

ii. The merit list shall be drawn up on the basis of weightage percentage of marks obtained in all the 5 categories mentioned in the table above. In case more than one candidate has equal weight age marks, the candidate with past experience of working with children will be given preference. The decision of the selection committee in this regard shall be final.

iii. The Shortlisted candidate will be called for personal interview.

*Raghu nath Mishra*  
 01-25-11-2018  
 Secretary, Ramakrushna Balashrama  
 Biranarsinghpur, Boudh  
 Ramakrushna Balashram (Koradi)

**BIO-DATA**

1. Application for the Post :
2. Name of the Applicant :
3. Mothers Name :
4. Fathers Name :
5. Present Address :
  
6. Permanent Address :
  
  
7. Date of Birth :
8. Age as on 01.09.2018 :
9. Religion :
10. Gender :
11. Nationality :
12. Category(SC/ST/OBC/GEN/PH) :
13. Contact No :
14. E-Mail :

Affix a Self  
Attested  
Recent  
passport size  
photograph

15. Educational Qualification:-

Sl No	Qualification	Name of the Board	Subject	Year of passing	Total Mark	Mark Secured	% of Marks
1							
2							
3							
4							
5							
6							

15. Present occupation

Sl No	Name of the Organization	Designation	From date	To Date	Key Responsibility Handled

17. Details of Experience:

Sl. No	Name of the Organization	Designation	From date	To Date	Key Responsibility Handled

Declaration:-

I..... Son/Daughter of .....

Address..... hereby declare that the above information furnished as above is true to the best of my knowledge and belief.

Place:

Date:

Signature of the Applicant