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SHANTI ASHRAM (Child Care Institution)
Haripur, Tihidi, Bhadrak- 756130(Odisha)
E Mail:shantiashramtihidi@gmail.com

Advt .no: 327/Shanti /2021

Date: 21/10/2021 .

Contractual Engagement

The Shanti Ashram (Child Care Institution) in the District of Bhadrak intend to engage suitable professional staffs such as Probation Officer, Counselor, Paramedical Staff(Pharmacist), House Mother, Accountant on contractual basis in the ,Shanti Ashram(CCI) Bhadrak. The Posts are purely contractual and coterminous with the project. The continuance in the post by the candidates depends on the performance.

The complete filled up application form along with other documents should reach at the Office Of the "SHANTI ASHRAM, Haripur, Tihidi, Bhadrak- 756130(Odisha), on or before **15-11-2021 (5.00 PM)** positively only through Online (<https://forms.gle/C3LPpZBSsm52eh319>). No other mode of application will be accepted. The details such as number of vacancies, selection procedure, remuneration, application form etc. are available in the district website i.e.

www.bhadrak.nic.in

No personal queries will be entertained and further communication will be made. All the information's relating to the engagement will be available in the District website.

DETAILS OF CONTRACTUAL ENGAGEMENT

Applications are invited from eligible suitable candidates in the prescribed Online (Google E form) application form, for the following posts. The decision of the selection committee regarding engagement of staffs in Shanti Ashram is final.

Applicants must have essential qualifications, age etc. the candidate should possess basic computer knowledge; good working knowledge in Oriya will be an added advantage.

Eligible candidates may submit their applications complete in all respect to the Office of Shanti Ashram (CCI) Dist.: Bhadrak latest by **15-11-2021 5.00 PM.** only through online. Applications received other than online and after due date will be rejected. .

Details of post wise educational qualifications, age and remuneration applicable for staffs.

Sl. No.	Name of the post	Age limit	Qualification	Monthly Remuneration in rupees
1	Accountant	21-45 Year	M.com ,MBA finance	14,000/-
2	Counsellor	21-45 Year	PG, preferably in Sociology, psychology (Child psychology or Social Science with computer skills.	17,500/-
3	Probation officer	21-45 Year	PG, preferably in Sociology, psychology (Child psychology or Social Science with computer skills.	17,500/-
4	Paramedical staff	21-45 Year	Compounder/pharmacist/having diploma in Ayurveda/homeopathic/Unani from the institution recognized by govt. of India.	9,000/-
5	House mother	21-45 Year	Any Graduate	11,000/-

TOR of the staff's

Sl. No.	Name of Post	Job Responsibility
1	Accountant	01. Accountant-cum-store keeper should have at least 5 years of working experience related to accounts and book keeping. 02. Accountant-cum-Store keeper must have some technical knowledge to handle different types of materials, machineries etc. 03. Accountant-cum-store keepers should be well versed in the field of store accounting to prepare the store records, such as Bin Card store ledger etc. 04. Accountant-cum-Store keeper should possess personal qualities like honestly, integrity, pleasing personality etc. 05. Maintain the accounts of the institution 06. Prepare proposals for GIA from the Department and other agencies. 07. Prepare and send Utilization Certificates to donors. 08. Procure and maintain stock of various items required in the institution. 09. Institutions maintenance and upkeep.
2	Counsellor	10. 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. 11. Counsellor shall also help the CWC/JJB s and when required. 12. He or She will help the superintendent in preparing CSR. 13. He/She will produce the child before the CWC. 14. He/She will prepare plan of action for social integration.
3	Probation Officer	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 from time to time. 4. To visit regularly the residence of juvenile or child under their supervision and also places of employment or 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 been of good behaviour during the period of supervision. 7. Follow up juveniles or children after their release from the

		<ol style="list-style-type: none"> 8. Organization and extending help and guidance to them. 9. Establishing linkage with voluntary workers and organization to facilitate rehabilitation and social reintegration of juveniles/children and ensure the necessary follow up. 10. Ensuring that the children in need of food and cloth are met as per standard. 11. Ensure the cleanliness of the premises and maintenance of physical infrastructure including provisions of weather and electricity etc. 12. Making social investigation of the juvenile child through personal interview and from the family, social agencies and other sources. 13. Clarifying problems of the juveniles/child and dealing with difficulties in institutional life. 14. Participating in the orientation, monitoring education, vocational and rehabilitation programmes. 15. Establishing co-operation and understanding between the juvenile/child and the officer in-charge. 16. Assisting the juvenile/child to develop contacts with family and also providing assistance to family members. 17. 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	Paramedical staff	Provide first aid other medical aid like administration of medication as per doctor's order etc.
5	house mother	<ol style="list-style-type: none"> 1. Handing juvenile or child with love and affection. 2. Taking proper care and welfare of juvenile or child. 3. Maintenance, sanitation and hygiene. 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. Salary answerable for academic performance of the child. <p>Provide first aid other medical aid like administration of medication as per doctors' orders etc.</p>

Details of dedicated professional staffs are to be engaged as follows.

Sl no	Name & address of the Child Care Institution	Name Posts	Number of vacant positions	Age Limit in years
01	Shanti Ashram, Tihidi, Bhadrak	Probation Officer	1	21- 45
02		Counselor	1	21- 45
03		Accountant	1	21- 45
04		House Mother	2	21- 45
05		Paramedical Staff	1	21- 45

Note: Only female candidates can apply for the post of Counselor & House Mother

Process of selection:

The process selection will be made as per the instruction of Resolution no 10102-WCD-CW-MISC-0023-2020 Dated 15th September 2020 of W&CD Department, Govt. of Odisha. The recruitment to the staffs of Shanti Ashram will be on the basis of carrier marking only as per the weight age assigned below. The decision of the recruitment committee constituted in the let regarding engagement of contractual staff of Shanti - Ashram is final without assigning any reason thereof.

Sl no	Qualification	Weight age
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 M.Phil., PhD, etc.	10
6	Work experience	10
Total		100

The merit list shall be drawn up on the basis of weighted percentage marks obtained in all six categories mentioned in the above table. In case of more than one candidate has equal marks, the candidates with past experience of working in the child rights will be given preference. The decision of the ~~Recruitment~~ Management Committee in this regard shall be final.

The selection committee shall make and recommend the name of 5 candidates for each position in order of preference to the management of the institution for appointment against vacant positions. The candidates scoring highest marks will be called for a verification of certificates prior to issue of appointment order. The panel will be valid for 1 year from the date of finalization.

Terms and Conditions of the Contractual Staffs of Shanti Ashram.

- These above posts are purely contractual and co terminus with the project.
- The staffs after engagement are not entitled to claim for regularization of job by the government.
- The staffs are also not eligible to put forth their demand before District Administration regarding hike of remuneration or for regularization.
- The Staffs who are to be engaged are the staffs of CCI.
- Continuous unauthorized absence of duties for seven days is liable for termination of job.
- The offer letter for joining of selected candidates will be issued by the *Shanti Ashram*
- The staffs of Shanti Ashram must have child friendly and caring attitude for the best interest of the child.
- The age of the candidate must be within 21 to 45 years of age as on 1st January 2021.
- The candidates after engagement will sign an agreement regarding conditions of job.
- The continuance in the positions by the candidates depends on the projects or performance of the candidates.

2-General abilities for the above posts.

- i. Shall be citizen of Odisha
- ii. Shall have good moral character.
- iii. Shall be of good health, good physique, active habits and far from any organic defects or bodily deformity(not applicable for person with disability)
- iv. Must be able to speak , write, read Oriya(a) Passed language test in Oriya equivalent to middle school standard of (b) HSC or equivalent or above or (C)Passed as language subject in the final examination of Class VIII or above or (d) Passed a test in Oriya in M.E School by the education Department of the State Government.
- v. Shall possess the requisite qualification as shown above.

3: Documents to be attached with the online application form:

- a) Self attested photocopy of Secondary, HSC, and Graduation, Post-graduation or any other professional qualification certificate and mark sheet.
- b) One recent self attested color photograph (3.5/4.5 size) should be affixed to the application form.
- c) Certificate of experience issued from previous employer.
- d) Self declaration regarding non involvement in any criminal activities especially child related offences.

Mew
Secretary
SHANTI ASHRAM
Varanasi, Varanasi, Varanasi

Shanti Ashram

Application Form

Name of the post applied for (Separate applications for specific posts)		Passport Photo	
Applicant's Name (In Block Letters)			
Address for Correspondences		Permanent Address	
Mobile Number		E-mail ID:-	
Date of birth		Sex	Marital Status
Mother's Name		Father's Name	
ID proof	Voter ID or Aadhar Card(*Please attach any one of the above mentioned ID proof)		

Educational Details – Attach photocopies of certificates & Mark Sheets

Qualification	Name of Qualification Awarded	Duration		College/University	Subject/ Specialization	% / Grad / Division	Full time/ part Time/ Distant Learning
		From	To				
Matriculation							
+2							
Graduation							
Post-Graduation							
M.phil/P.hD							

Employment Details (previous)- Attach photocopies of Experiences Certificate

Name of Organization	Designation	Key Responsibilities Handled	Period	
			From	To

Current Employment- Attach proof of current Employment Details

Name of organization	Designation	Key Responsibilities Handled	Work From
Computer Literacy			
Package/Application		Details of Exposure/Proficiency	
Language Proficiency:			

Declaration

I hereby declare that that the above mentioned information is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted

Date:

Place:

Full Signature of Applicant