

**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, KORAPUT.  
(DISTRICT CHILD PROTECTION UNIT)**

**ADVERTISEMENT**

**RECRUITMENT TO THE POSTS OF OBSERVATION HOME & SPECIAL HOME, KORAPUT**

Online applications are invited from the prospective candidates for the different posts through the proforma application form to be made available on the district website ([www.koraput.nic.in](http://www.koraput.nic.in)). The link for online application ( <https://forms.gle/QD9h8RKTjY8eSh2b9> ) and submission shall be available from 01.05.2023 to 15.05.2023 for recruitment to 15 posts of Observation Home & Special Home, Koraput as per the Mission Vatsalya implementation guideline and resolution vide No -10102-WCD-CW-MISC-0023-2020,Dated-15-09-2020 of Women & Child development Department, Govt. of Odisha. The posts are purely temporary, time bound and co-terminus with the scheme or depending on the satisfactory performance. The period of engagement will be initially for 1 year and may be extended further depending on the performance appraisal report of the candidates in every year.

**1. VACANCY POSITION -**

S.L No.	Posts	Total Vacancies	Required Qualification	Remuneration
1	Superintendent	1 (Male)	Post Graduates degree in Social Work / Sociology/ Child Development/ Human Rights, Public Administration/ Psychology / Psychiatry / Law/ Public Health/ Community Resource Management from recognized University. At least 3 years of experience of working with the Govt. / Non- Government Organization in Documentation, training & Capacity Building, Project formulation / implementation, monitoring and supervision preferably in the field of Women & Child Development / Social Welfare. Proficiency in Computers	Rs. 33,100/- Per Month.
2	Counsellor	1 (Male)	Post graduate in psychology/psychiatry social work <b>OR</b> Graduate in Social Work /Sociology/Psychology/ Public Health/ Counselling from a recognized university <b>OR</b> PG Diploma in Counselling and Communication. At least 1 year of working experience with the Govt/NGO preferably in the field of Women &Child Development.	Rs. 23,170/- Per Month.

			Proficiency in Computers. Preference will be given to the candidate possessing special course in rehabilitation and vocational training.	
3	Probation Officer	1 (Male)	Master degree in social work/ sociology/psychology <b>OR</b> Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences or LLB from a recognized university. Experience of at least 2 years of working with Govt./ NGO/ Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child right & protection issues. Weightage for work experience candidate Proficiency in Computers	Rs.23,170/- Per Month.
4	House Father	2 (Male)	Bachelor degree in any discipline.	Rs.14,564/- Per Month.
5	Paramedical Staff	1 (Male)	Pharmacist/having Diploma degree from the institution recognized by the Govt. Of India	Rs.11,916/- Per Month.
6	Store Keeper-cum-Accountant	1 (Male)	P.G preferably in Commerce/ MBA (Finance)	Rs.18,536/- Per Month.
7	Educator	1 (Male)	Bachelor degree in any discipline	Rs.10,000/- Per Month.
8	Art & Craft cum Music Teacher	1 (Male)	Bachelor or Diploma in fine art & craft and music.	Rs.10,000/- Per Month.
9	PT Instructor cum Yoga Trainer	1 (Male)	Bachelor or Diploma in yoga training or PT.	Rs.10,000/- Per Month.
10	Cook	2 (Male)	Under Metric (8 <sup>th</sup> - 10 <sup>th</sup> )	Rs.9,930/- Per Month.
11	Helper cum Night watch man	2 (Male)	Under Metric (8 <sup>th</sup> - 10 <sup>th</sup> )	Rs.7,944/- Per Month.
12	House Keeper	1 (Male)	Under Metric (8 <sup>th</sup> - 10 <sup>th</sup> )	Rs.7,944/- Per Month.

## **2. AGE LIMIT:-**

The candidate must not be below **21(Twenty One) years** of age and not above **45 (Forty five) years** of age as on 1<sup>st</sup> January 2023 and there shall be no upper age relaxation.

Date of Birth entered in the high school certificate or equivalent certificate issued by the School/Board/Council will only be accepted by the selection Committee.

### **3. HOW TO APPLY -**

- a) Candidates must go through the details of this advertisement available in the district website before filing of online application link( <https://forms.gle/QD9h8RKTjY8eSh2b9>)
- b) Candidates must apply online through the district website “[www.koraput.nic.in](http://www.koraput.nic.in)”. application received through any other mode would not be accepted and summarily rejected.
- c) Before filing of the information, ensure that accurate information is fed and on confirmation there is no scope for further edit.
- d) The candidates are advised to submit the online application form well in advance without waiting for the closing date to avoid last hour rush.
- e) After submission of online application, the candidates are required to submit the prescribed application form along with all required documents and testimonials as per para- 4 of advertisement through Speed post, Registered post only addressed to the **District Child Protection Officer, District Child Protection Unit, Saheed Laxman Nayak Bhavan, 1\* floor, Collectorate, Koraput-764020 latest by 5.00PM on Dt.. 25.05.2023.**
- f) Separate applications in sealed cover is to be submitted against each post **super scribing the post applied for on the top of the envelop.**
- g) Any applications received after the due date shall be rejected. The authority reserves the right to cancel the advertisement in response to a single post or all posts without assigning any reason thereof.
- h) Selection of candidates will be made on the basis of the procedures specified in the Resolution No.10102/WCD-CW-MISC-0023/2020. Dt-15.09.2020 issued by the Woman & Child Development Department, Govt. of Odisha, as decided by the Selection Committee constituted for the purpose.

### **4. CERTIFICATES / DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM:-**

- a. Self attested Photocopy of HSC, +2, Graduation, Post graduation or any other professional qualification certificate and mark sheet.
- b. One recent self-attested colour photograph should be affixed to the application form.
- c. Certificate of experience issued from previous employer, as applicable for the post.
- d. No Objection Certificate from the employer.
- e. Self-declaration regarding non involvement in any criminal activities especially child related offences.

### **5. OTHER ELIGIBILITY CONDITIONS :-**

- a. The candidate must be a citizen of India.
- b. He/She must be good character and of sound health and free from any organic defect and physical infirmity.
- c. He/She must be able to speak, read, and write odiya fluently and must have passed an examination in odiya language equivalent to that of middle school standard.
- d. He/She must not more than one spouse living.

**6. GROUND OF REJECTION OF APPLICATION:-**

Applications of candidates will be rejected by the selection committee on any of the following grounds -

- a) Any application received after due date and time will be summarily rejected.
- b) Un-superscribed application.
- c) Non submission of online application.
- d) Inappropriate format,
- e) Non submission of online application & incomplete application form.
- f) Non submission of self-attested photocopy documents / Certificate/along with the application.
- g) Not signing declaration (Full signature) in the application form.
- h) Not coming within the age limit as mentioned in para 2 of advertisement.
- i) Not having requisite qualification as provided under para - 1 of advertisement.
- j) Not submitted No Objection Certificate from the employer.
- k) Submission of wrong information/ false information about qualification/age etc.
- l) Any other ground as per the decision of the selection committee.

**N:B - Application/candidature of a candidate shall be rejected at any stage of recruitment process, when discrepancy is detected.**

**7. SELECTION PROCEDURE :-**

- a) The selection of the candidates shall be made by the selection committee constituted as per the resolution vide No -10102-WCD-CW-MISC-0023-2020,Dated-15-09-2020 of Women & Child development Department, Govt. of Odisha.
- b) The recruitment shall be on the basis of career marking as per weight-age assigned below or the selection committee decides as think fit and proper.

**Weight-age of Marks: -**

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 related to CICL	10
	Total	100

- c) 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 marks, the candidate with past experience of working in child rights will be given preference. The decision of the Selection Committee in this regard shall be final.
- d) The Selection Committee shall make and recommend the name of 5 candidates for each position in order of preference to the Governing Body/management of the institution for

appointment against vacant positions. The candidates scoring the highest marks will be called for a verification of certificates prior to issue of appointment order. The panel list will be valid for 1 year from the date of finalization.

- e) The Governing body of the OH & SH will be the authority to issue the engagement order to the staff.

**8. OTHER TERMS AND CONDITIONS:-**

- All the posts are purely temporary, time bound and co-terminus with the duration of the scheme and performance based.
- No objection certificate from the employer is preferred if already in the service elsewhere'.
- The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.
- The panel list of the candidates will be valid for one year from the date of finalization.
- The appointment will not confer any right/ claim/entitlement for appointment on regular basis in future.
- The decision of the Governing body will be final and binding on all aspects.

**CLOSING DATES**

**THE LINK FOR ONLINE APPLICATION AND SUBMISSION SHALL BE AVAILABLE IN THE DISTRICT WEBSITE ([www.koraput.nic.in](http://www.koraput.nic.in)) FROM 01.05.2023 to 15.05.2023 (11.59 PM) AND LAST DATE FOR RECEIVING HARD COPY OF THE APPLICATION ALONG WITH ALL DOCUMENTS IS 25.05.2023.**

  
COLLECTOR, KORAPUT

### APPLICATION FORM

<b>Post Applied for</b>					<b>Affix self-attested passport</b>	
<b>Name of the Candidate ( In Block Letters)</b>						
<b>Address for Correspondence</b>			<b>Permanent Address</b>			
At- P/o- Via- P.S- Block- District- PIN Code:-			At- P/o- Via- P.S- Block- District- PIN Code :-			
Phone / Mob. No.			E-Mail ID			
Date of Birth (Age)			Sex (Tick)	Male	Marital Status	Married
				Female		
Mother's Name			Father's Name			
Nationality						
<b>Educational Details-Attach Photocopies of Certificates &amp; Mark Sheets.</b>						
Name of the Examination Passed	Name of the Board/ University/School/ College	Maximum Marks	Marks Secured	% (percentage) Grade/Division /CGPA	Year of Passing	
Under Matric (Only for the post of Cook, Helper & House Keeper)						
HSC						
+2						
Graduation						
Post-Graduation						
Any other						

Any other					
<b>Previous Experience Details (Attach self attested photocopy of experience certificate)</b>					
Name of the Organisation	Designation	Key Responsibilities Handled	Year of Experience	Period	
				From	To
<b>Current Employment details (Attach proof )</b>					
Name of the Organisation	Designation	Key Responsibilities Handled	From	To	

**DECLARATION**

I 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, it is declared that, I have never been involved in any criminal activities especially in child related offence. If anything found contrary to above declaration, my candidature will be rejected and I will be liable for disciplinary action.

Place: -

Date: -

*Full Signature of the Applicant*