

OFFICE OF THE COLLECTOR & D.M.MAYURBHANJ.

THE SUB-COLLECTOR, BARIPADA

Letter no. 3727

Dt- 04.06.19


ADVERTISEMENT

As per the letter no.241/DCPU dt.21-07-2017 of the Collector and DM, Mayurbhanj, the following professional women staffs shall be engaged in "Gopabandhu Balashram" , a child care institute, Baripada.

Details of the post to be filled up.

SL.No.	Name of the post	Name of the post to be filled up	Monthly remuneration	Place of appointment.
01	Superintendent(W)	01	25,000/-	G.Balashram
02	Counsellor(W)	01	17,500/-	-do-
03	Paramedical Staff(W)	01	9000/-	-do-
04	Helper(W)	01	6000/-	-do-

The above mention post and other terms & conditions may be changed/ modified by the authority. The details of the eligibility criteria of the applicants and terms & conditions of the engagement, application format, are available in the official Website of this District i.e. [www/ mayurbhanj.nic.in](http://www/mayurbhanj.nic.in).


Secretary Cum Sub-Collector
Gopabandhu Balashram.
SUB-COLLECTOR
BARIPADA

**DETAILS GUIDELINE FOR ENGAGEMENT OF STAFF IN 'GOPABANDHU
BALASHRAM', MAYURBHANJ.**

Application are invited from eligible candidates in prescribed application form (Enclosed herewith) for the post of Superintendent, Counsellor, paramedical Staff, Helper purely on contractual basis. The period of engagement may extend from time to time depending upon the performance/review. Applicants must have the essential qualification along with adequate experience.

Eligible candidate may submit their application complete in all respect through register/speed post to the office of the A.D.M. (establishment) Mayurbhanj, Pin - 757001. The application received beyond the stipulated date will not be taken into consideration. The individual can send their application in sealed cover by quoting the details of the post applied on the tap of the envelope. The salary of the candidates is subject to the approval of the Odisha Child protections Society, BBSR which may take six months to one year.

2. General Ability:-

In order to be eligible for engagement to the above mentioned posts a candidate must satisfy the following condition also. She.

- (a) The candidate must be a woman.
- (b) Shall have Good moral character.
- (c) Must not have more than one spouse living.
- (d) Shall be of Good Health, Good Physique active habits and far from any organic defect or bodily deformity.
- (e) Must be able to read ,write and speak. Odia and have.
 - (i) Passed a language test in Odia equivalent to middle school standard in case of English medium students.

3. Selection procedure:-

- (a) The selection of the candidates shall be made by selection committee on the basis of career & marking.
- (b) The career marking will be made on the basis of the mark secured in the HSC Examination (Matriculation), Higher Secondary (+2) and Graduation Examination conducted by recognized Board/council or the Universities and any other professional course/Training related to child Rights and its protection.
- (c) The merit list (1:5) shall be drawn up for the above mentioned posts on the basis of the weight age percentage of marks. The Candidate secured highest mark may be selected and the engagement order will be issued as per the terms and conditions prescribed by the OSCPS.
- (d) In case more than one candidate has equal weight age of marks the candidate with past experience of working with children will be given preference. Further in case

- (d) In case more than one candidate has equal weight age of marks the candidate with past experience of working with children will be given preference. Further in case of Non availability of past experience the decision of the authority in this regard shall be final.

4. Document to be attached with the application from:-

- (a) Self attested photocopy of HSC or equivalent certificate and mark sheet.
- (b) Self attested photocopy of +2 or equivalent certificate and mark sheet.
- (c) Self attested Photocopy of Degree certificate and mark sheet.
- (d) One recent self attested colour Photograph (3.5*4.5) size should be fixed at the space provided.
- (e) Certificate of experience issued from the previous/current employer.
- (f) Character certificate from a gazetted officer.


DETAILS OF THE POST TO THE FILLED UP

1.

SL. NO	Name of the post	Qualification	Age as on date of application	TOR	Remuneration
01.	Superintendent	Master's Degree in Social work. Sociology. Anthropology. Psychology or any other related field of Humanities. Or MBA (HR) or any other Master's Degree. And familiarity with Computers	Lower age limit 21 upper age limit 35.	<ol style="list-style-type: none"> 1. Providing homely atmosphere of love affection care development and welfare of Juveniles / children. 2. Planning implementation and coordinating all institutional activities, programmes and operations. 3. Maintaining minimum standards in the Home. 4. Monitoring of juveniles/ children as the care may be training and treatment programmes and correctional activities. 5. Supervision over juveniles/children discipline and moral wellbeing. 6. Allocation of duties to personnel. 7. Attending to personnel welfare and staff discipline. 8. Preparation of Budget and control over financial matters. 9. Supervision over office administration. 10. Monthly office inspection. 11. Dally inspection and round of institution. 12. Inspecting and tasting food prepared for juvenile / child. 13. Take prompt action to meet emergencies. 14. To take appropriate rehabilitation measures. 15. To take steps for improvement of children in the academic cultural Sports field. 	Rs.25000/- month.
02.	Counsellor	Post Preferably in Sociology/Psychology (Child Psychology)/ Social Work or Social Science with computer skills.	Lower age limit 21 upper age limit 35.	<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. Counsellor 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.. 	Rs.17,500/- per months.
03.	Paramedical	Compounder / pharmacist	Lower age limit	Provide first aid and other medical aid like administration of	Rs. 9000/- per

	Staff.	/ having Diploma in Ayurvedic / Homeopathic / Unani from the institution recognized by Govt. of India.	21 upper age limit 35.	medication as per doctors orders etc.	month.
04.	Helper	Under Matric.	Lower age limit 21 upper age limit 35	<ol style="list-style-type: none"> 1. Provide support to the cook in maintaining timeliness and quality of meals being cooked for children. 2. Clean the cooking utensils and the kitchen post every round of cooking. 	Rs.6000/ per month.

APPLICATION FORM

	Private and confidential	Affix a Pass photo Size photograph					
Application for the Post of							
Applicant Name (In Block Letter)							
Address for correspondences		Permanent Address					
Phone/Mobile No.		E-Mail ID:					
Date of Birth		Sex					
Date of Birth As on 1 st Jan-2019		Marital Status					
Mothers Name		Fathers Name					
Education Details- Attached photo copy of Certificate and Mark sheet							
Qualification	Name of Qualification Awarded	Duration		College/ University	Subject/ Specialization	% Grade/ division	Full Time/ Part Time/Distant Learning
		From	To				
10 th							
+2							
Graduation							
Others							

Employment Details (Previous)- Attached Photocopies of Experience Certificate

Name of the Organization	Designation	Key Responsibility Handled	Period	
			From	To

Declaration

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

Place:-

Date:-

Signature of the Candidate