

COLLECTORATE, JAJPUR

(District Council for Child Welfare)

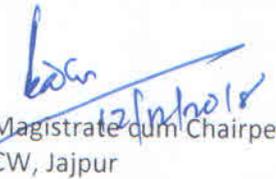
Letter No: DCPU/ 1072/18 Date: 13/12/2018

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Application are invited from the eligible candidates of Odisha to be engaged on purely contractual and consolidated remuneration basis for different posts lying vacant in Utkal Balashram, Jajpur and one Nurse for SAA as mentioned below. Application in prescribed format complete in every respect & documents duly self-attested should reach by Regd. Post/ Speed Post only at the **Office of the DCPO, District Child Protection Unit, Collectorate New Building, Room No-29, At/Po/Dist-Jajpur-755001 latest by 5.00PM on or before 31.12.2018.** prescribed application form and other details may be downloaded from the District Website : www.Jajpur.nic.in. Candidates willing to apply for more than one post shall submit separate application. Incomplete application or any application received after the due date shall be rejected. Details of vacancy posting in Utkal Balashram, Jajpur is as follows.

Sl. No	Name of the Post	Monthly remuneration	No. of Post	Eligibility qualification
1	Superintendent	Rs.25,000/-	01	Master Degree in Sociology, Anthropology, Psychology or any other related field of Humanities or MBA(HR) or any Master's Degree and Familiarity with Computers.
2	Counsellor	Rs.17,500/-	01	Post Graduate Preferably in Sociology / Psychology (Child Psychology)/Social Work or Social Science with computer skills.
3	House Father (Male)	Rs.11,000/-	01	Science Graduate
4	Helper	Rs.6000/-	01	Under Matric
5	House Keeper	Rs.6000/-	01	Under Matric
6	Nurse for SAA	Rs .9000	01	BSc Nursing with experience in pediatrics

Applicants must not be below 21 years or above 35 years age as on 01.12.2018. All the posts are contractual in nature but to be continued as long as the scheme supported by the central and state government is in force. Also the authority reserves the right to terminate the contractual appointment at any time without assigning any reason thereof. Free single accommodation may be provided to the recruited candidate subject to availability.


Collector & District Magistrate cum Chairperson,
DCCW, Jajpur

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Application from eligible candidates are invited for the post of (1) One Superintendent, (2) One Counselor, (3) One House father , (4) One Helper , (5) One House Keeper at the Utkal Balashram, Jajpur as indicated below :

(6) one Nurse for SAA

Sl. No	Name of the post	No. of Post
1	Superintendent	1 (One)
2	Counselor	1 (One)
3	House Father (Male)	1 (One)
4	Helper	1 (One)
5	House Keeper	1 (One)
6	Nurse for SAA	1(One)

These are scheme based contractual post. Engagements can continue on renewal of the contract annually and as long as the scheme continues by Govt. of India and the State Govt. These are not permanent posts and permanent job cannot be claimed.

Post wise educational qualification, age limit, duties and responsibility and monthly remuneration are available at Annexure – "A".

The application form as at annexure – "B" for each post duly filled in should reach the undersigned on or before 31.12.2018.

After receipt of all applications tabulations sheets will be upload by 15.01.2019 in the District Website for inspection by the applicants and filling objection, If any within 7 days i.e. 22.01.2019. Thereafter all applications along with documents enclosed by the applicants will be sent to the Collector, Jajpur for scrutiny by the District Selection Committee and preparation of merit list for each post. The selection will be made strictly on merit , basing on the weightage of marks given to applications in the successive examinations. The District Selection Committee will scrutinize the applications and prepare merit list for each post. No written examination and viva voice test will be made. The recruitment shall be on the basis of career marking only as per the weightage assigned below for the post of S. No-1, SI.No-2(Post Graduation level), SI No-3 & SI No.6(Graduation level) .

Sl. No	Qualification	Weightage of marks secured
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 Protection	05 %

Original certificates will be scrutinized at the Office of the ADM, Jajpur before engagement of successful selected candidates. Computer knowledge is required for the post of Superintendent & Counsellor only.

The envelop containing candidates should be super scribed with " Application for
.....Post in Utkal Balashram, Jajpur.


Collector & District Magistrate cum Chairperson,
DCCW, Jajpur

APPLICATION FOR THE POST OF

1. Name (in Block Letters) :

2. Name of Father/ Husband :

3. Date of Birth

Age as on 01.04.2018yrs

4. (a)Permanent Address

(b) Correspondence (Present) Address

5. Educational Qualification :

Name of the examination	Years of passing	Division	Total Marks	Marks secured	Percentage	Subject taken
H.S.C						
+ 2 (Higher Secondary)						
Graduation						
Post Graduation						
Any Other						

N.B- Self attested certificates marks sheets must be enclosed .

(in case of the post of Helper & House Keeper the certificate in support of School Leaving Certificate/Mark Sheet of Matriculation for failed candidates etc shall be submitted)

6. Previous Experience (if any)

(Original certificates will verify during verification among the short listed candidates)

7. Telephone No/Mobile No:

8. Email ID :

9. Certificate in support of Computer knowledge (If any)-DCA/PGDCA/Other for the Post of Superintendent and Counsellor .

Date:

Signature of the Applicant

One Self
attested
Photo

Recruitment procedure for the various position (Contractual) in Child Care Institutions (CCIs)

The terms of reference for all the positions has been prescribed as per the Odisha JJ Rules.2007

Sl. No	Name of the Post	Qualification	Age as on date of application	TOR	Remuneration
1	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 Juvenile/ 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 case 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. Daily 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. 16. The post of the Superintendent will be of residential in nature 	Rs.25,000/-
2.	Counselor	Post Graduate, 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 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. 2. Counselor shall also help the CWC/JJB as and when required 3. He/ She will produce the child before the CWC. 4. He/ she will prepare plan of action for social integration. 	Rs.17,500/- per month
3	House Father (Male)	Preferably Science Graduate or Graduate in Psychology/ Sociology or Home Science	Lower age limit 21 upper age limit 35	<ol style="list-style-type: none"> 1. Handling juvenile or child with love and affection 2. Taking proper care and welfare of juvenile or child 3. Maintaining discipline among the juveniles or children 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 juveniles / children whenever they go out of the home 8. Study / Answerably for academic performance of the child. 	Rs.11,000/- per month
4	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
5	House Keeper	Under Matric	Lower age limit 21 upper age limit 35	<ol style="list-style-type: none"> 1. Maintain cleanliness in the premises 2. Ensure washing and cleaning of utensils, clothes, bed sheets etc. 3. Sweeping and cleaning of bathrooms and boundary areas. 	Rs.6000/-