

ADVERTISEMENT
RECRUITMENT TO THE POSTS OF THAKKAR BAPA SEVA SADAN CHILDREN'S
HOME ,BELPAHAR

Applications are invited from eligible candidate for the following post laying vacant in Thakkar Bapa Seva Sadan CCI Belpahar, Jharsuguda as per the Mission Vatsalya implementation guideline following the process of engagement as laid down in the resolution No.10102/WCD-CW-MISC-0023/2020dt-15.09.2020 issued by the Women and child development Department, Govt of Odisha, and as decided by the selection committee constituted for the purpose. The posts are purely temporary, time bound and coterminous with the scheme or depending on the satisfactory performance whichever is earlier. The period of engagement will be initially for one year and may be extended further depending on the performance appraisal report every year.

Eligible candidates may submit their applications in the prescribe Google form (<https://forms.gle/B1ZGMS4coBbGAsfQ8>) through Online and hard copy with prescribed application form with all required documents and testimonials to **"The Secretary, Thakkar Bapa Seva Sadan, Children's Home ,Garraakhai Belpahar, Jharsuguda, PIN-768217** by registered/speed post latest by 5 pm on dated 21-07-2025. Separate application in sealed cover is to be submitted against each post super Scribing the post applied for on the top of the envelope. Application received after due date shall be summarily rejected. The Authority reserves the right to cancel the advertisement without citing any reason. Decision of Authority will be the final in this regard. Details vacancy, eligible criteria, application form, other term and condition are available in the organization website: TBSS.CO.IN.

1. VACANCY POSITION –

| Sl. No | Name of the Post | No of Post | Age Limit | Eligibility/Qualification | Remuneratio n p.m |
|--------|---------------------------------|------------------|----------------|--|----------------------|
| 1 | Superintendent | 1 (Female/ Male) | 21-45 years | Post Graduate degree in Social Work/Sociology/Child Development/Human Rights Public Administration/Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University At least 3 years of experience of working with the Govt./Non-Government Organization in Documentation, training & Capacity Building, Project or emulation/implementation, monitoring and supervision preferably in the field of Women & Child Development/ Social Welfare. Proficiency in Computers. | 33100/- |
| 2 | Counsellor | 1 (Female/ Male) | | Graduate in social work/Sociology /Psychology /Public Health /Counselling from a recognized university. OR 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. Proficiency in computers. | 23170/- |
| 3 | Store Keeper cum Accountant | 1(Male) | | Master or PG in Finance, commerce, Accounting, MBA with Computer Skill | 18536/- |
| 4 | Paramedical Staff | Female/ Male | | Compounder /pharmacist /Having Diploma in Ayurvedic/ Homeopathi/ unani from the institute recognized by Govt of India | 11916/- |
| 5 | PT Instructor cum Yoga Trainer | 1 (Female/ Male) | | Bachelor or Diploma in yoga training or B.P Ed. | 10000/- |
| 6 | Cook | 1 (Female/ Male) | | Under matric (8 th -10 th) | 9930/- |
| 7 | House Keeper cum Night Watchmen | 1(Female/ Male) | | Under matric (8 th -10 th) | 7944/- |

Salary mentioned is as per Govt. Scheme under Mission Vatsalya, under the W&CD department Govt. of Odisha. Negotiable pay will be paid to the selected candidates until the GIA is received from the Govt.

1. 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 1st June 2025 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.

2. 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/B1ZGMS4coBbGAsfQ8>)
- b) Candidates must apply online and through the district website “TBSS.CO.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 Secretary, Thakkar Bapa Seva Sadan, Children’s Home, Garrakhai Belapahar, Jharsuguda, PIN-768217 latest **by 5.00PM on Dt. 21.07.2025.**
- f) Separate applications in sealed cover are 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.

3. 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 color photograph (3.5 X 4.5 size) should be affixed to the application form.
- c. Certificate of experience issued from previous employer.
- d. No Objection Certificate from the employer.
- e. Self-declaration regarding noninvolvement in any criminal activities especially child related offences.
- f. Character Certificate

4. 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 odia fluently and must have passed an examination in odia language equivalent to that of middle school standard.
- d. He/ She must not more than one spouse living.

5. GROUNDS 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-superscripted 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.

6. 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 women and children's | 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 certificate prior to issue of appointment order. The panel list will be valid for 1 year from the date finalization.
 - e) The management of CCI will be the authority to issue the engagement order to the staff. The CCIs applying for this component of the GIA should also have a Human Resource Management Policy for its staff which should cover leave norms, job responsibility working hours, reporting norms. Performance appraisal criteria and disciplinary proceedings etc. the CCI shall decide the continuance and service of its staff on the annual performance appraisal.
- 8. Other Terms and Conditions: -**
- a) All the posts are purely temporary, time bound and co-terminus with the duration of the scheme and performance based.
 - b) No objection certificate from the employer is preferred if already in the service elsewhere.
 - c) The undersigned reserves the right to cancel any or all the application without assigning any reason thereof.
 - d) The panel list of candidates will be valid for one year from the date of finalization.
 - e) The appointment will not confer any right/claim/entitlement for appointment on regular basis in future.
 - f) The decision of Management committee will be final and binding on all aspects.

CLOSING DATES

The application and submission shall be available in the organization website (www.tbss.co.in) from 10.07.2025 to 21.07.2025 (5 PM) and last date for receiving hand copy of the application along with all documents is 21.07.2025.

Nirakar Kisan
Nirakar Kisan 10/07/2025
Secretary

Thakkar Bapa Seva Sadan (TBSS)
Garrahaai, Belpahar

APPLICATION FORM
PERSONAL DETAILS

| | | |
|--|--|---|
| Application for the post of (separate applications for specific post) | | Affix Recent self-attested Color Photograph |
| Applicant's Name (In Block Letters) | | |

| Address for Correspondence | | Permanent Address | | | |
|--------------------------------------|--|----------------------|--------|---------------------------------|-----------|
| | | | | | |
| Phone Number | | Email ID | | | |
| Date of Birth (DD.MM.YYYY) | | Sex | Male | Marital Status (Please Tick) | Unmarried |
| | | | Female | | Married |
| Caste | | | | | |
| Mother's Name | | Father's Name | | | |
| Nationality | | | | | |

Educational Details - Attach Photocopies of Certificates & Mark Sheets:

| Qualification | Name of the qualification Awarded | Duration | | School/College/University | Subject/Specialization | %/Grade / Division | Full time/Part time/Distance learning |
|--|-----------------------------------|----------|----|---------------------------|------------------------|--------------------|---------------------------------------|
| | | From | To | | | | |
| Under Matric (only for the post of Helper and Cook) | | | | | | | |
| Secondary (Matriculation) | | | | | | | |
| Higher Secondary Education (+2) | | | | | | | |
| Graduation | | | | | | | |
| Post Graduation | | | | | | | |
| Any other Professional Course | | | | | | | |
| Training related to child rights and its protection M.phi l/PhD | | | | | | | |

Employment Details (Previous) attach self – Attested photocopies of Experience Certificate

| Name of the Organization | Designation | Key responsibilities Handled | Period | |
|--------------------------|-------------|------------------------------|--------|----|
| | | | From | To |
| | | | | |
| | | | | |
| | | | | |

Current Employment- Attach proof of current Employment

| Name of the Organization | Designation | Responsibilities Handled | Working From (Date) | Monthly Remuneration |
|--------------------------|-------------|--------------------------|---------------------|----------------------|
| | | | | |

Computer Literacy

| Package/Applications | Details of Exposure Proficiency |
|----------------------|---------------------------------|
| | |
| | |

Language Proficiency

| Language | Ability to Converse | Ability to read | Ability to write |
|-----------------|---------------------|-----------------|------------------|
| English | | | |
| Hindi | | | |
| Odia | | | |
| Other (Specify) | | | |

Declaration:

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

Further, I declare that, I have never been involved in any criminal activities especially in child related offences and no police case has been lodged against me in the past. If anything found contrary to above declaration, my candidature will be rejected and I will be liable for disciplinary action.

Date:

Place:

Signature of the application