

ADDITIONAL REGISTRAR, CHILDREN'S HOME
BELPAHAR, DIST-JHARSUGUDA, ODISHA
JJ Registration No-JJ-JSG/ 043/ 2019,Mob-9937118695,Email-thakkarbapa647@gmail.com
o-06/2022

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Eligible candidates may submit their applications with all required documents and testimonials addressed to the "The Secretary, Thakkar Bapa Seva Sadan, CCI, Belapahar, Jharsuguda, PIN-768217 latest by 25/06/2022 through Speed Post / Registered Post only. Separate applications 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 stipulated date or time or by hand or any other mode shall not be entertained and will be rejected. The authority reserves the rights to cancel the advertisement in response to a single post or all posts without assigning any reason thereof. Details of vacancies, eligibility criteria, application form, other terms and conditions are available in the organization website: www.tbss.co.in

Secretary
Thakkar Bapa Seva Sadan CCI, Belpahar

**PROTOCOL FOR ENGAGING NEW STAFF FOR CCI (Thakkar Bapa Seva Sadan CCI Belpahar)
WITH REFERENCE TO RESOLUTION NO.10102/WCD-CW-MISC-0023/2020 DT-15.09.2020 ISSUED BY
THE WOMEN & CHILD DEVELOPMENT DEPARTMENT, GOVERNMENT, OF ODISHA.**

The vacant of staffs in Thakkar Bapa Seva Sadan CCI, At-Garrakhai Po-Belpahar Block- Lakhanpur District-Jharsuguda will be recruited as per the post prescribed in the ICPS/Child Protection Service (CPS)/Mission Vastlaya guidelines and as per the qualifications prescribed in GIA guidelines 2020. The posts are purely temporary, time bound and co-terminus 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.

- i. The District Inspection Committee shall make quarterly inspection and assess the Performance quality of staff and the staffing structure in Children's Home.
- ii. The staff strength of the institution will be maintained as per the CPS guidelines, and as revised from time to time. Any vacancy in the institutions shall be reported to the District Child Protection Officer and will be filled-up from the panel recommended by the selection committee following the procedure outlined in GIA guidelines.
- iii. The District Inspection Committee shall conduct an assessment of the current Staff position in the Children's Home and intimate the vacancy position to the District Child Protection officer.

How to Apply

Eligible candidates may submit their applications with all required documents and testimonials addressed to the "The Secretary, Thakkar Bapa Seva Sadan, CCI, Belpahar, Jharsuguda, PIN-768217 latest by 25/06/2021 (through Speed Post / Registered Post only. Separate applications in sealed cover have to be submitted against each post super scribing the post applied for on the top of the envelope. Application received after stipulated date or time or by hand or any other mode shall not be entertained and will be rejected. The authority reserves the rights to cancel the advertisement in response to a single post or all post without assigning any reason thereof. 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, Bhubaneswar and as decided by the Selection Committee constituted for the purpose.

- IV The following documents have to be attached with the application forms: -----
(Application form is enclosed below)
- a. Self-attested photocopy of Certificate and mark sheet in respect to qualification of the candidate for Under-Matric (For specific posts).
HSC, CHSE, Graduation, Post-Graduation or any other professional degree.
 - b. Identity Proof, Aadhar card, Voter Id.
 - c. One recent self-attested colour photograph (3.5 x 4.5 sizes) should be affixed to the application form.
 - d. Character Certificate.
 - e. Police Verification Report.

- c. Certificate of experience issued from previous employer.
- d. Self declaration regarding non involvement in any criminal activities especially child related offences.

V. The concerned CCI will make a list of the applicants received for different Position Separately and submit it to the CCI level Selection Committee comprising the Following member.

1. Retired Educationist/Administrative official from the locality (Retried not the bellow rank of class-II)
2. District Child protection officer.
3. Chairperson/Member CWC.
4. Member ,JJB
5. Secretary of the CCI.

Vi. The quorum of the committee shall be one third of the members including DCPO.

Vii. The recruitment shall be on the basis of career marking only as per weightage Assigned below.

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	10
	Total	100

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 Home management Committee in this regard shall be final.

Viii. The Selection Committee shall make and recommend the name of 5 candidates for each position if found suitable in order of preference to the management of institution 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 will be valid for 1 year from the date of finalization.

- A. Any joining or exit of employees of or above shall be done with the prior approval of the concerned District Magistrate and Collector.
- B. The list of appointees shall be submitted to the District Child Protection Officer and Director, OSCPS for due information and record.

ix. 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.

x. The required age of candidates as on the 1st day of the year of the publication of recruitment notice shall be with limit to lower age 21 years and upper age 45 years.

Required qualification for the various vacant positions (contractual) in child care institution CCIs

Sl. No	Name of the Post	No of Post	Age Limit	Eligibility/Qualification	Remuneration p.m
1	Superintendent	1 (preferable Female candidate)	21-45 years	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	25000/-
2	Cook	1	21-45 years	Under Matric (8 th -10 th)	7500/-
3	House Keeper	1	21-45 years	Under matric (8 th -10 th)	6000/-

JOB TOR FOR THE STAFF WORKING IN CCIs

Superintendent:

1. Providing homely atmosphere of love, affection, care development and welfare of juveniles/children.
2. Planning implementation and co-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 meant emergencies.
14. To take appropriate rehabilitation measures.
15. To take steps for improvement of children in the academic, culture sports field.

Cook:

1. Ensure timely and hygienic meals for the children (4 times a day) as per the prescribed menu of the home.
2. Ensure quality of food by purchasing good quality locally available items.
3. Provide special meals on holiday, festivals and for sick children.
4. To maintain records of the meals/stock of items and use the same during cooking of food with an intimation to the superintendent.
5. To intimate the status of stock of food items to the superintendent for prior purchase of the same.
6. Any other duty assigned by the authority shall be provided as and when required.
- 7.

House Keeper:

1. Maintain cleanliness in the premises.
2. Ensure cleaning and washing of utensils, clothes, bed sheets etc of the home.
3. To maintain hygienic inside the dormitory as well as in the premises.
4. Any other duty assigned by the authority shall be provided as and when required.

N. D. G. K. Zam.

TBSS CCI Secretary
Secretary
Thakkar Bapa Seva Sadan
Garrakhai

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		e-Mail ID			
Date of Birth (DD.MM.YYYY)		Sex(Tick)	Male	Marital Status	Unmarried
Caste			Female		Married
Mother's Name		Father's Name			
Nationality					

Educational Details Attach Photocopies of Certificate & 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 Metric (Only for the post of cook, Helper & House Keeper)							
Secondary(Matriculation)							
Higher Secondary Education(+2)							
Graduation							
Post-Graduation							
Others							

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	Monthly

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)			

Referees two persons to whom you have reported professionally in the recent past whom we immediately approach for a reference.

	Referee-1	Referee-2
Name		
Address		
Organization		
Designation		
Phone/Mobile		
E-Mail ID		
Your Professional Relationship with the Referee.		

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 offences and no police case has been lodged me in the past. If anything found contrary to above declaration, my candidature will be rejected and I will be liable for disciplinary action.

Place:

Date:

Signature of the Applicant