

# Specialized Adoption Agency (SAA)

Sishu Ashram, At/Po/Dist-Jagatsinghpur

No 23/SA/SAA/19 /Dt. 07-03-19 //

## ADVERTISEMENT

Applications are invited from the eligible dedicated professional candidates for engagement in the following positions on contract basis in the Specialized Adoption Agency, Sishu Ashram Children Home, Jagatsinghpur under the Integrated Child Protection Scheme. The posts are purely temporary and the contractual employees can be disengaged at any stage without assigning any reason thereof. Applications complete in every respect should reach by registered/speed post only at the Office of to the District Child Protection Officer, Red Cross Bhawan , Collectorate, Jagatsinghpur- 754103 latest by 5.00 P.M. on dt 23.03.19. Details and Application forms may be downloaded from the district website [www. Jagatsinghpur.nic.in](http://www.Jagatsinghpur.nic.in). Candidates willing to apply for more than one post shall submit separate application in sealed cover quoting the position applied on top of the envelope. Incomplete application or any application received after the due date shall be rejected.

Sl. No.	Staff	Qualification	Responsibilities	Age (as on 01.01.2019)	Remuneration
1.	Manager/ Coordinator (1 nos)	Bachelors/Masters in Sociology, Social work and Psychology with background in non-institutional forms of child care and Adoption	<ul style="list-style-type: none"><li>• Manage HR, Administrative issues of the SAA.</li><li>• Registration of PAPs.</li><li>• Maintaining all records.</li><li>• Manage court procedures.</li></ul>	21-35 with relaxation as admissible	17,500/- per month
2.	Social Worker cum Early Childhood Educator (1 nos)	Bachelors/Masters in Social Work with background in early childhood education	<ul style="list-style-type: none"><li>• Prepare CSR and HSR.</li><li>• Provide counseling support to children and prospective parents.</li><li>• Provide early childhood education to children.</li><li>• Conduct follow-up visit</li></ul>	21-35 with relaxation as admissible	14,000/- per month
3.	Nurse (1 nos)	B.Sc (Nursing) with experience in pediatrics	<ul style="list-style-type: none"><li>• Provide technical inputs on the health and nutrition of the children.</li><li>• Provide care to sick children in the SAA.</li></ul>	21-35 with relaxation as admissible	9,000/- per month
4.	Doctor (Part time) (1 nos)	Pediatrician with minimum 5 years experience	<ul style="list-style-type: none"><li>• Prepare MER of the child.</li><li>• Provide medicine and health care for ill children.</li><li>• Monitor growth of children.</li></ul>	21-35 with relaxation as admissible	7,500/- per month
5.	Ayahs (6 nos)	Experience in managing small children	<ul style="list-style-type: none"><li>• Provide care to children.</li><li>• Ensure that they are provides food and medicines as per the food menu.</li><li>• Ensure sanitation and hygiene of children and the surroundings.</li></ul>	21-35 with relaxation as admissible	6,000/- per month
6.	Chowkidar (1 nos)	Background check to be done of the individual	<ul style="list-style-type: none"><li>• Watch and ward support to the institution.</li><li>• Ensure that entry is restricted and only by prior authorization.</li></ul>	35-45 with relaxation as admissible	6,000/- per month

Selection Committee reserves the right to modify/cancel the process of engagement without assigning any reason or prior notice.

*Birayak Patteral*  
Secretary, Sishu Ashram, Jagatsinghpur  
Sishu Ashram  
Jagatsinghpur

## Protocol for engaging new Staff for Specialised Adoption Agency (SAA):

The SAA may recruit new staff as per the posts prescribed in the ICPS guidelines and as per the qualifications prescribed in Annexure III of Standard of Care of SAA. Since the staff engaged by the SAA are not Government staff, the management of the SAA will be responsible for them in case the GIA is discontinued. The District Inspection Committee should make yearly inspection and assess the quality of staff and the staffing structure in SAA.

- (i) The staff strength of the institution will be maintained as per the ICPS guidelines, 2014 and as revised from time to time. Any vacancy in the institutions shall be reported to the Collector-cum-District Magistrate and will be filled-up from the panel recommended by the District Selection Committee following the procedure outlined below.
- (ii) The District Verification Committee consisting of the ADM, DWO, ADSWO, Tahasildar, District Head quarter and the DCPO of the District shall conduct an assessment of the current staff position in the SAA and intimate the vacancy position to the Collector-cum-District Magistrate.
- (iii) The recruitment to new/ vacant posts shall be conducted through a transparent procedure including advertisement for the post in at least two widely circulated newspapers by the management. The funds for the advertisement will be spent by the SAA from its contingency budget. DCPU of the concerned District will facilitate the process. The applications should be received in the office of the DCPU of the District.
- (iv) The following documents have to be attached with the application forms :—
  - (a) **Self-attested photocopy of Secondary, HSC, Graduation, Post Graduation or any other professional qualification certificate and mark-sheet.**
  - (b) **One recent self-attested colour photograph (3.5 X 4.5 size) should be affixed to the application form.**
  - (c) **Certificate of experience issued from previous employer**
  - (d) **Character Certificate from a Gazetted Officer.**
- (v) The DCPU will make a list of the applications received for different position separately and submit it to the District Selection Committee for review.
- (vi) There SAA shall constitute a Selection Committee consisting of at least 2 women members, 2 educationists and 2 social workers. The President/Secretary of the SAA shall be a member-convenor. The senior most person by age other than the member-convenor shall be the Chairperson of the Committee. 3 members out of 5 including the Chairperson will consist the quorum.
- (vii) The recruitment shall be on the basis of career marking only as per weightage assigned below—

Sl. No	Qualification	Weightage
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 its Protection	05
	<b>Total</b>	<b>100</b>

*Binayak Pahari*  
07.03.19  
**Secretary**  
**Sishu Ashram**  
**Jagatsinghpur**

The merit list shall be drawn up on the basis of weighted percentage of marks obtained in all the 5 categories mentioned in the table above. In case more than one candidate has equal weightage of marks, the candidate with past experience of working with children will be given preference. The decision of the Selection Committee in this regard shall be final.

- (viii) The Selection Committee shall make a panel and recommend the name of 3 candidates in order of preference to the management of the SAA 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.
- (ix) The list of appointees shall be submitted to the Collector-cum-District Magistrate and Director, OSCPS for due information and record.
- (x) The management of SAA will be the authority to issue the engagement order to the staff. The SAA applying for this component of the GIA should also have a Human Resource Policy for its staff which should cover leave norms, job responsibility, working hours, reporting norms, performance appraisal criteria and disciplinary proceedings etc. the SAA shall decide the continuance of service of its staff based on the annual performance appraisal.
- (xi) Number and names of positions lying vacant (along with period) should be mentioned in the Utilization Certificate and annual applications for GIA.
- (xii) The District Inspection Committee (DIC) shall verify the staff details (position, name, qualification, experience, recruitment procedure, performance, etc.) during its visit to the SAA.

In case the District Inspection Committee finds any discrepancies in the recruitment procedure, in performance of any staff, if the activity of any staff is going against the interest of the children, the DIC can recommend the management of SAA for taking action as deemed proper.

*Binayak Patani*  
07.03.19  
**Secretary**  
**Sishu Ashram**  
**Jagatsinghpur**

**APPLICATION FORM**

Application for the Post(Mention Below)						(Please Affix a recent passport size color photograph)	
Applicants Name(In Block Letters)							
Address for Correspondence				Permanent Address			
Phone/Mobile Number				Email Id			
Date of Birth				Sex		Marital Status	
Mothers Name				Fathers name			
<b>Educational Details- Attach photocopies of Certificates &amp; Mark Sheets</b>							
Qualification	Name of Qualification Awarded	Duration		College/ University	% of marks Secured	Subject Studied	Full time/Part time/ Distance Learning
		From	To				
Matriculation							
Intermediate							
Graduation							
Post-Graduation							
Other							

Employment Details(Previous)- Attach photocopies of Experience Certificate									
Name of the Organization	Designation	Key Responsibility handled	Period						
			From	To					
Current Employment- Attach Proof of Current Employment									
Name of the Organization	Designation	Responsibility handled	Working From	Monthly Remuneration					
Computer Literacy									
Package/Application			Details of Exposure/Proficiency						
Language Proficiency									
Language	Ability to speak			Ability to Read			Ability to write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									

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 Applicant