

Sri Lokanath Sikhyashram At-Nimidhi Po-Paradeep garh
Dist-Jagatsinghpur
Child Care Institution

No. 615/SLS/CCI/2019 Dt. 17.12.2019 //

ADVERTISEMENT

Applications are invited from the eligible dedicated professional candidates for engagement in the following positions on purely contract basis in the child care institution, Sri LokanathSikhyashram(Children Home), Nimidhi,Paradeepgarh, 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 the District Child Protection Officer, Red Cross Bhawan , Collectorate, Jagatsinghpur- 754103 latest by 5 P.M on dt04.01.2020. Details and Application forms may be downloaded from the district website 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.	Name of the post	Qualification	Responsibilities	Age (as on 01.12.2019)	Remuneration
1.	Paramedical Staff	Compounder/Pharmacist/having diploma in Ayurvedic Homeopathic/Unani from the institution recognized by Govt. of India.	<ul style="list-style-type: none">• Provide first aid other medical aid like administration of medication as per doctors' orders etc.	Lower age limit-21 , upper age limit -35	Rs. 9,000 per month.
2.	House Keeper	Under Metric	<ul style="list-style-type: none">• Maintain cleanliness in the premises.• Ensure washing and cleaning of utensils, clothes, bed sheets etc.• Sweeping and cleaning of bathrooms and boundary areas.	Lower age limit-21 , upper age limit -35	Rs. 6,000 per month.
3.	Cook	Under Metric	<ul style="list-style-type: none">• Ensure timely and hygienic meals for the children (4 times a day) as per the planned menu.• Ensure quality of food by purchasing good quality locally available item.• Provide special meals on holidays, festivals, and for sick children.	Lower age limit-21 , upper age limit -35	Rs. 7,500 per month.

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

Pradeeptakar Ashu
Secretary
Sri Lokanath Sikhyashram
Nimidhi, Paradeep
Secretary
Sri Lokanath Sikhyashram
Nimidhi, Paradeep

Protocol for engaging new Staff for child care institution:

The CCI may recruit new staff as per the posts prescribed in the ICPS guidelines and as per the qualifications prescribed. Since the staff engaged by the CCI are not Government staff, the management of the CCI 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 CCI.

- (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 CCI 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 CCI 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 CCI shall constitute a Selection Committee consisting of at least 2 women members, 2 educationists and 2 social workers. The President/Secretary of the CCI shall be a member-convener. The senior most person by age other than the member-convener 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
	Total	100

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 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.
- (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 CCI will be the authority to issue the engagement order to the staff. The CCI 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 CCI 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 CCIs..

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 CCI for taking action as deemed proper.


 Pradeepa Bhat
 Secretary
 Sri Lokanath Sikshyashram
 Nimidhi, Paradeep

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			
Educational Details- Attach photocopies of Certificates & Mark Sheets							
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