

Sishu Ashram, At/Po/Dist-Jagatsinghpur

Child Care Institution

No. 174/SA/CCI/2021 / Dt. 30.04.2021 //

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, Sishu Ashram (Children Home & specialized adoption agency) Jagatsinghpur under the integrated Child Protection Scheme. These positions are coterminous with the project. 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 be applied through online on or before dt. 15.05.2021. Details information regarding advertisement may be downloaded from the notice page of Sishu ashram vide website www.sishuashram.com . Candidates willing to apply for more than one post shall submit separate application with required certificates duly signed by the candidates, through online in the quoting the position applied which is on the top of the application form in the recruitment page. Incomplete application or any application received after the due date shall be rejected.

Children's Home (CH)

Sl.No.	Name of the post	No. of Posts	Qualification	Responsibilities	Age as on 01.01.2021	Remuneration
1.	House Mother/Father	1	Graduation in any discipline. Each CCI shall have at least one science Graduate and one Arts. Graduate. Preference will be for Home Science, Psychology, Sociology graduates.	<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 juvenile/children whenever they go out of the home.8. Salary answerable for academic performance of the child.	Lower age limit: 21 Upper age limit: 45 as on 01.01.2021	Rs. 11.000 per month

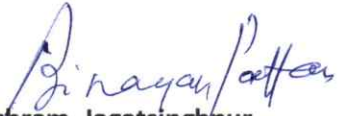
	Paramedical Staff	1	Compounder/Pharmacist/having Diploma in Ayurvedic, Homeopathic/ Unani from the institution recognized by Govt. of India.	1. Provide first aid other medical aid like administration of medication as per doctor's orders etc.	Lower age limit: 21 Upper age limit: 45 as on 01.01.2021	Rs. 9.000 per month
3.	House Keeper	1	Under Metric (8 th to 10 th)	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.	Lower age limit: 21 Upper age limit: 45 as on 01.01.2021	Rs. 6.000 per month

Specialized Adoption Agency (SAA)

Sl.No.	Name of the post	No. Of posts	Qualification	Responsibilities	Age as on 01.01.2021	Remuneration
1.	Manager/Coordinator	1	Masters in sociology, social work, Psychology	1. Manager HR, Administrative issues of the SAA. 2. Registration of PAPs. 3. Maintaining all records. 4. Manage Court Procedures.	Lower age limit: 21 Upper age limit: 45 as on 01.01.2021	Rs. 17.500 per month
2.	Nurse	1	B.Sc. (Nursing) with experience in pediatrics preferable. In case of no application from B.sc nursing, then ANM candidate may be considered.	1. Provide technical inputs on the health and nutrition of the children 2. Provide care to sick children in the SAA.	Lower age limit: 21 Upper age limit: 45 as on 01.01.2021	Rs. 9.000 per month
3.	Doctor	1	Pediatrician with minimum 5 years experience	1. Prepare MER of the children. 2. Provide medicine and health care for ill children. 3. Monitor growth of children	Lower age limit: 21 Upper age limit: 45 as on 01.01.2021	Rs. 7.500 per month
4.	Ayahs	4	Under Metric (8 th to 10 th)	1. Provide care to children. 2. Ensure that they are provides food and medicines as per the food menu. 3. Ensure sanitation and hygiene of children and the surroundings.	Lower age limit: 21 Upper age limit: 45 as on 01.01.2021	Rs. 6.000 per month

	Chowkidar	1	Under Metric (8 th to 10 th)	<ol style="list-style-type: none"> 1. Watch and ward support to the institution. 2. Ensure that entry is restricted and only by prior authorization. 	Lower age limit: 21 Upper age limit: 45 as on 01.01.2021	Rs. 6.000 per month
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Selection Committee reserves the right to modify/cancel the process of engagement without assigning any reason or prior notice.


Secretary, Sishu Ashram, Jagatsinghpur
Binayak Pattanaik
Secretary
Sishu Ashram
Jagatsinghpur

PROTOCOL FOR ENGAGING NEW STAFF FOR CCIS

The CCIs may recruit new staff as per the posts prescribed in the ICPS guide lines and as per the qualifications prescribed bellow. 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 CCIs.

- i. 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 CCI level section committee following the procedure outlined below.
- ii. The Protection Officer (Institutional Care) shall conduct an assessment of the current staff position in the CCI and intimate the vacancy position to the District Child Protection Officer.
- iii. The recruitment to new/vacant posts shall be conducted through a transparent and online application 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 CCI concerned through online.
- iv. The following documents have to be attached with the application forms:-
 - a. Self- attached 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*4.5 size) should be fixed to the application form.
 - c. Certificate of experience issued from previous employer.
 - d. Self declaration regarding noninvolvement 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 section 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 weight age assigned below:

Sl.No.	Qualification	Weight age
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 recommended the name of 5 candidates for each position 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. The panel will be valid for 1 year from the date of finalization.
- a. Any joining or exit of employees of or above the qualification of post graduation position 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 of service of its staff based on the annual performance appraisal.

- x. Number and names of positions lying vacant (along with period) should be mentioned in the Utilization Certificate and annual applications for GIA.
- xi. 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 recommended the management of CCI for taking action as deemed proper.

- xii. The required age of candidates as on the first day of the year of the publication of recruitment notice shall be with limit to lower age: 21 years and upper age: 45 years.


Binayak Pattanaik
Secretary
Sishu Ashram
Jagatsinghpur