

**SUBHADRA MAHATAB SEVA SADAN**  
**AT-KOLATHIA, PO-AIGINIA, BHUBANESWAR, DIST-KHORDHA-751019**

**PROJECT/INSTITUTION: CHILDREN'S HOME (CCI)**

**PROJECT LOCATION: G.UDAYAGIRI, KANDHAMAL**

**Advertisement for recruitment of staff**

**Advertisement uploaded in**

**Subhadra Mahatab Seva Sadan website: [www.smssodisha.org](http://www.smssodisha.org)**

**ADVERTISEMENT FOR RECRUITMENT**

Subhadra Mahatab Seva Sadan invites application from the interested eligible candidates for engagement in the vacant posts in the Children's Home at G.Udayagiri, Kandhamal on purely temporary and contractual in nature and remuneration will be paid as per ICPS norms. The applicants must have essential qualification along with adequate experience. The candidate should possess basic computer knowledge. The applicant must have good writing, speaking and reading knowledge in Odia and citizen of Odisha. Eligible candidates are to apply through online on [www.smssodisha.org](http://www.smssodisha.org) or send application with essential documents to the office of Secretary, Subhadra Mahatab Seva Sadan , At-Kolathia, Po-Aiginia, Dist-Khordha, Pin-751019 before dt.21-08-2023, 5.00 PM. Any application received after due date and time will be rejected. Applicants must not be below 21 years or above 45 years age as on 31.12.2022. The authority reserves the right to cancel the advertisement or any post without assigning any reason thereof

Sl. No	Name of the Post	Age as on 31.12.2022	No. of posts with Category	Qualification / Eligibility	Monthly Remuneration
1	Counsellor	Lower age limit 21 and upper age limit 45	1 (Female)	Post Graduate preferably in Social Work, Sociology, Psychology (Child Psychology) or Social Science with computer skills.	23,170/-
2	Storekeeper cum Accountant	Lower age limit 21 and upper age limit 45	1 (Male/ Female)	P.G preferable in Commerce/MBA (Finance)	18,536/-
3	House Mother	Lower age limit 21 and upper age limit 45	1 (Female)	Graduation in any discipline. Graduation preference will be for Home Science, Sociology, Psychology graduate.	14,564/-
4	Paramedical Staff	Lower age limit 21 and upper age limit 45	1 (Female)	Compounder/Pharmacist having Diploma in Ayurvedic/Homeopathic/Unani from the institution recognized by Govt. of India	11,916/-
5	Helper cum Night Watchman	Lower age limit 21 and upper age limit 45	1 (Female)	Under Metric having experience in Child Safety/Security Guard with sound health.	7,944/-

6	Housekeeper	Lower age limit 21 and upper age limit 45	1 (Female)	Under Metric having experience in CCI.	7,944/-
7	PT Instructor cum Yoga Trainer	Lower age limit 21 and upper age limit 45	1 (Female)	Bachelor/ Diploma in Yoga Training/ PT.	10,000/-
8	Educator	Lower age limit 21 and upper age limit 45	1 (Female)	Any Graduate preference will be given for having minimum 1year teaching experience.	10,000/-
9	Art & Craft cum Music Teacher	Lower age limit 21 and upper age limit 45	1 (Female)	Bachelor/ Diploma in Fine Art with minimum 1 year of experience.	10,000/-

**\*Salary Mentioned as per Govt. Scheme. Negotiable salary will be paid to the selected candidates until the GIA received from the Government.**

#### **For Applying Online**

Candidates can apply online by uploading the self-filled bio-data form and the below mentioned documents should be attached with it.

**Step-1 : Download Bio-data Form from the notification details and fill the form.**

**Step:-2 : Attach below mentioned documents with the Bio-data form then upload it.**

#### **The following documents have to be attached with the application form:**

1. Self-attested photocopy of Secondary, CHSE, and Graduation, Post Graduation or any other professional qualification certificates and mark sheets.
2. One recent self-attested Colour photograph (3.5 x 4.5 sizes) should be affixed to the application form.
3. Certificate of experience issued from previous employer.
4. Character Certificate from a gazetted officer or Police Verification certificate.
5. Any ID Proof (Aadhar, Voter ID etc.)

#### **For Applying Offline**

For applying offline application with bio-data and self-attested certificates & Passport size Photographs should reach by Registered/Speed post only as per the following by **21st April, 2023.**

- ✓ Application will be addressed to: **The Secretary of SMSS**
- ✓ Application will be sent to : **At- Kolathia, Po- Aiginia, Dist -Khordha  
Bhubaneswar- 751019**

**N.B: Apply separately for each position/ post in sealed cover &**

**also quote the Children's Home NAME & POSITION on the top of the Envelope.**

**The undersigned reserves the right to cancel the candidature without assigning any reason thereof.**

\* Negotiable Salary will be paid to the selected candidates until the GIA received from the Govt.

**The terms of reference (TOR) for all the positions have been prescribed as per the JJ Act, mentioned below;**

Sl. No	Name of the post	TOR
1	Counsellor	<ol style="list-style-type: none"> <li>1. The Counsellor shall provide counselling service to children in conflict with law/children in need of care and protection as well as their parents and families.</li> <li>2. Counsellor shall also help the CWC/JJB as and when required.</li> <li>3. He/She will help the superintendent in preparing CSR.</li> <li>4. He/She will produce the child before the CWC.</li> <li>5. He/She will prepare plan of action for social integration.</li> </ol>
2	Storekeeper cum Accountant (Male/Female)	<ol style="list-style-type: none"> <li>6. Should have at least 3 years of working experience related to accounts and book keeping.</li> <li>7. Must have some technical knowledge to handle different types of materials, machineries.</li> <li>8. Should be well versed in the field of store accounting to prepare the store records, such as bin card, store ledger etc.</li> <li>9. Maintain the Accounts of the institution.</li> <li>10. Prepare proposals for GIA from the department and other agencies.</li> <li>11. Prepare and send Utilization Certificates to the donors.</li> <li>12. Procure and maintain stock of various items required in the institution.</li> <li>13. Institution maintenance and upkeep.</li> </ol>
3	House Mother	<ol style="list-style-type: none"> <li>1. Handling juvenile or child with love and affection.</li> <li>2. Taking proper care and welfare of juvenile or child.</li> <li>3. Maintaining discipline among the juveniles or children.</li> <li>4. Maintenance, Sanitation and hygiene.</li> <li>5. Implementing daily routine in an effective manner and ensuring children's involvement.</li> <li>6. Looking after the security and safety arrangements of the home.</li> <li>7. Escorting juvenile/children whenever they go out of the home.</li> <li>8. Answerable for academic performance of the child.</li> </ol>
4	Paramedical Staff (Female)	Provide first-aid and other medical aid like; administration of medication as per doctor's orders etc.
5	Helper cum Night Watchman (Female)	<ol style="list-style-type: none"> <li>1. Provide support to the cook in maintain timelines and quality of meals being cooked for children.</li> <li>2. Clean the cooking utensils and the kitchen post every round of cooking.</li> <li>3. Providing security to the children with sound health.</li> </ol>
6	Housekeeper (Female)	<ol style="list-style-type: none"> <li>1. Maintain the cleanliness in the premises.</li> <li>2. Ensure washing and cleaning of utensils, clothes and bed-sheets etc.</li> <li>3. Sweeping and cleaning of bathrooms and boundary areas.</li> </ol>

7	PT Instructor cum Yoga Trainer	<ol style="list-style-type: none"> <li>1. The sports/ yoga teacher shall be available on fixed hours at fixed times daily and shall perform his duties under the supervision of Person-in- charge.</li> <li>2. She/he must ensure that each child participates in minimum 2 hours of group activities daily.</li> <li>3. The sports teacher shall under the supervision of the Superintendent/Person-in-charge ensure that there is an adequate supply of sports equipment.</li> <li>4. The sports teacher shall train the children in sports and athletics.</li> </ol>
8	Educator	<ol style="list-style-type: none"> <li>1. He shall work under the supervision of the Superintendent/Person-in-charge to ensure that all children in the CCI receive educational inputs:</li> <li>2. Upon receiving a brief from the Probation Officer/case worker/CWO shall provide inputs and interact with the child if necessary for the component on education which will form part of the ICP.</li> <li>3. The educator shall work in coordination with the CWO/case worker/Probation Officer to ensure that children in the CCI receive support to begin or continue their education with no disruption. He shall ensure that the children are able to enroll in NIOS and continue/begin their education. Obtain documents from their home to enable them to continue their education.</li> <li>4. Administer tests to determine at what level of education children are at in order to be able to give them appropriate support.</li> <li>5. Conduct classes daily, and coordinate with voluntary agencies providing education support services in the CCI to ensure that all children receive educational support such as:</li> </ol>
9	Art & Craft cum Music Teacher	<p>The duties of the art, craft and activity teacher is conducting art and craft and other activities for the children in the CCI which may be such as:</p> <ol style="list-style-type: none"> <li>1. Divide children in groups based on their age.</li> <li>2. Ensure that every child in the CCI is allocated a group and receives a minimum of 2 sessions of 2 - hours duration in a week.</li> <li>3. Conduct sessions in a modular manner with a plan such that: <ol style="list-style-type: none"> <li>a. Children learn different styles of art- different periods and art forms, traditional art forms from around the county.</li> <li>b. They learn history of art and stories of famous artists.</li> <li>c. They get to participate in projects and are acknowledged for their work.</li> <li>d. Provide positive feedback and reinforcement to the children through the sessions.</li> <li>e. Design sessions in such a manner that children find a way to express themselves and also have conversations about themselves through the projects/paintings/craft items they prepare.</li> <li>f. Use information available on the internet to help with research and development of modules.</li> </ol> </li> </ol>

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	10
6	Work Experience	10
<b>Total</b>		<b>100</b>

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 weightage marks, the candidate with past experience of working in child rights will be given preference. The decision of the Management committee in this regard shall be final.

The selection committee shall make and recommend 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 highest marks will be called for a verification of the certificates prior to issue of appointment order. The panel will be valid for 1 year from the date of finalization.

#### Terms and Conditions of the Staffs of Subhadra Mahatab Seva Sadan

- These above posts are purely contractual and coterminous with the project.
- The staffs after engagement are not entitled to claim for regularization of the job by the government.
- The staffs are also not eligible to put forth their demand before District Administration regarding hike of remuneration or for the regularisation.
- The staffs who are to be engaged are the staffs of SAA.
- Continuous unauthorized absence of duties for seven days is liable for termination of the job.
- The offer letter for joining of selected candidates will be issued by the Secretary of Subhadra Mahatab Seva Sadan.
- The staffs of SMSS must have child friendly and caring attitude for the best interest of the child.
- The candidates after engagement will sign an agreement regarding conditions of job.
- The continuance in the positions by the candidates depends on the project and performance of the candidates.

Kindly fill up the biodata form then attach all required certificates and documents with it. After scanning all the documents upload it.

Secretary  
Subhadra Mahtab Seva Sadan