

# SUBHADRA MAHATAB SEVA SADAN

AT-KOLATHIA, PO-AIGINIA, BHUBANESWAR, DIST-KHORDHA-751019

**PROJECT/INSTITUTION: Child Care Institution (CCI)**

Advertisement uploaded in

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

Order No. SMSE/97/2025

Date. 24.04.2025

## ADVERTISEMENT FOR RECRUITMENT

The Secretary of Subhadra Mahatab Seva Sadan invites application from the interested eligible candidates for engagement in the vacant posts in the Child Care Institution on purely temporary and contractual in nature and remuneration/honorarium will be paid as per norms Mission Vatsalya under W&CD Department. The selection will be made by the Management of the institution after short listing by the selection committee on the basis of academic carrier & experience of the candidates on a 100 point scale. Application may be downloading from [www.smssodisha.org](http://www.smssodisha.org)

Application duly filled in with self attested specific certificate, mark sheets & other required documents with prescribed form should be submitted through online mode via e-mail id: [smssmohanty@yahoo.com](mailto:smssmohanty@yahoo.com) and Hard copy of documents to the office of Secretary, Subhadra Mahatab Seva Sadan, At-Kolathia, Po-Aiginia, Dist-Khordha, Pin-751019 on or before dated 10/05/2025, 5.00PM. The candidates who are interested to apply more than one post they should make separate application for each post. Applications for more than one post in a single application by the candidate shall be rejected. Application received after due date or time will be rejected. No other mode of application shall be accepted. Applicants must not be below 21 years or above 45 years age as on 01.04.2025. The undersigned is to not responsible for any delay and 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 01.04.2025	No. of posts	Qualification / Eligibility	Monthly Remuneration
1	Officer-in-Charge (Superintendent)	21 years to 45 years	1 (Female)	Post Graduate degree in Social Work/ Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University.  At least 3 years of experience of working with Govt./Non-Govt. organization in documentation, training & capacity building, project formulation/implementation, monitoring and supervision preferably in the field of Women & Child Development/ Social Welfare. Proficiency in Computers.	33,100/-
2	Paramedical Staff	21 years to 45 years	1 (Female)	Compounder/Pharmacist having Diploma in Ayurvedic/Homeopathic/ Unani from the institution recognized by Govt. of India	11,916/-
3	House Mother	21 years to 45 years	1 (Female)	Graduation in any discipline. Graduation preference will be for Home Science/ Sociology/ Psychology graduates.	14,564/-





4	Cook	21 years to 45 years	1 (Female)	Under Metric having experience in CCI.	9,930/-
5	Helper cum Night Watchman	21 years to 45 years	1 (Female)	Under Metric having experience in Child Safety/Security Guard with sound health.	7,944/-
6	Housekeeper	21 years to 45 years	1 (Female)	Under Metric having experience in CCI.	7,944/-

**For Applying Online**

Candidates can download Advertisement details & Bio-Data from organization website:-  
[www.smssodisha.org](http://www.smssodisha.org)

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

1. Self-attested photocopy of Secondary, Higher Secondary, Graduation, Post Graduation or any other professional qualification certificates and mark sheets.
2. Candidate should have 7<sup>th</sup> class in odia language
3. One recent self-attested Colour photograph (3.5 x 4.5 sizes) should be affixed to the application form.
4. Certificate of experience issued from previous employer.
5. Character Certificate from a Gazetted officer or Police Verification certificate.
6. Any ID Proof (Aadhar, Voter ID etc.)

- ❖ 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

**The recruitment shall be on the basis of career marking only as per weight age assigned below.**

SI 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 Selection committee in this regard shall be final. The panel will be valid for 1 year from the date of finalization.



Subhadra Mahtab Seva Sadan

## BIO-DATA

1. Application for the Post :
2. Apply for which CCI :
3. Name of the Applicant :
4. Mother's Name :
5. Father's Name :
6. Present Address (With Pin code) :
7. Permanent Address (With Pin code):
8. Date of Birth :
9. Age as on 01.04.2025 :
10. Religion :
11. Gender :
12. Nationality :
13. category (ST/SC/OBC/Gen) :
14. Mobile Number :
15. E-mail :
16. Language Known Read, Write & Speak :
  - Oriya :
  - English :
  - Hindi :
  - Other :



17. Educational Qualification:

Sl No.	Exam Level	Board/University/ Recognized University	Subject	Year of Passing	Total Mark	Secured Mark	% Mark

18. Computer Literacy:

Package/ Application	Details of Exposure/Proficiency	Experience

19. Present Occupation:

Sl No	Name of the Organization	Designation	From Date	To Date	Key Responsibility handled

20. Details of Experience:

Sl No	Name of the Organization	Designation	From Date	To Date	Key Responsibility handled

**Declaration**

I .....Son/Daughter of .....Address  
 .....hereby declare that, the  
 above information furnished as above is true to the best of my knowledge and belief.

Place:

Date:

Signature of the Applicant