

SUBHADRA MAHATAB SEVA SADAN

AT/PO- G.UDAYAGIRI, DIST- KANDHAMAL, ODISHA (762100)

PROJECT/INSTITUTION: Child Care Institution (CCI)

Advertisement uploaded in website: www.smssodisha.org

**ADVERTISEMENT FOR RECRUITMENT OF STAFF AS PER THE MISSION VATSALYA
GUIDELINE WITH REFERENCE TO RESOLUTION NO. 10102/WCD-CW-MISC-0023/2020 DT-
15-09-2020 ISSUED BY THE W & CD DEPARTMENT, GOVT. OF ODISHA**

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

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: smsscci2017@gmail.com or Hard copy of documents to the office of Secretary, Subhadra Mahatab Seva Sadan, At-G.Udayagiri, Po-G.Udayagiri, Dist-Kandhamal, Pin-762100 on or before dated 10/06/2026, 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 01.04.2026. 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 01.05.2026	No. of posts	Qualification / Eligibility	Monthly Remuneration
1	Counselor	21 years to 45 years	2 (Female)	Graduate in Social Work/Sociology/Psychology/ Public Health/ Counselling from a recognized university. OR PG Diploma in Counselling and communication. At least 1 year of working experience with the Govt/NGO preferable in the field of Women & Child Development. Proficiency in Computers.	23,170/-
2	Child Welfare Officer/Probation Officer/Case Worker	21 years to 45 years	3 (Female)	Graduate preferable in B.A in Social Work/ Sociology/ Social Sciences or LLB from recognized university. Experience of at least 2 years of working with Govt./NGO/Legal matters preferable in the field of Women & Child rights. Good understanding of Women & Child right & protection issues. Weightage fro work experience candidate. Proficiency in Computers.	23,170/-

3	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/-
4	Storekeeper cum Accountant	21 years to 45 years	1 (M/F)	P.G preferable in Commerce/ MBA (Finance)	18,536/-
5	Educator	21 years to 45 years	4 (Female)	Graduate/Post Graduate with B.Ed from a recognized university. Preference will be given to candidates having experience in teaching children in schools/child care institutions. Proficiency in computers desirable.	10,000/-
6	Art Craft cum Music Teacher	21 years to 45 years	1 (Female)	Graduate/Diploma in Fine Arts, Craft, Music or Performing Arts from a recognized institution/university. Experience in teaching art, craft, music or cultural activities to children preferred.	10,000/-
7	House Mother	21 years to 45 years	4 (Female)	Graduation in any discipline. Graduation preference will be for Home Science/ Sociology/ Psychology graduates.	14,564/-
8	Cook	21 years to 45 years	2 (Female)	Under Metric having experience in CCI.	9,930/-
9	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/-
10	Housekeeper	21 years to 45 years	2 (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 and send email to smsscci2017@gmail.com.

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 7th 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.)

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	Counselor	<ol style="list-style-type: none"> 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. 2. Counsellor shall also help the CWC/JJB as and when required. 3. She will help the superintendent in preparing CSR. 4. She will produce the child before the CWC. 5. She will prepare plan of action for social integration.

2	Child Welfare Officer/Case Worker	<ol style="list-style-type: none"> 1. To make inquiries regarding the home and school conditions, conduct, character and health of juvenile /child under their supervision. 2. To attend regularly the proceeding of JJB and submit reports. 3. To maintain diary case file and such register as may be prescribed from time to time. 4. To accompany juveniles or children where ever possible from the office of the board to observation home, special home, children's home or fit person as the case may be. 5. To bring before the board/committee, immediately juveniles/children who have not be of good behaviour during the period of supervision. 6. Follow up of juveniles of children after their release from the organisations and extending help and guidance to them. 7. Establishing linkage with voluntary workers and organisations to facilitate rehabilitation and social reintegration of juveniles/children and ensure the necessary follow up. 8. Ensuring that the children in need of food and cloth are met as per standard. 9. Making social investigation of the juvenile/child through personal interview and from the family, social agencies and other sources. 10. Clarifying problems of the juveniles/child and dealing with difficulties in institutional life. 11. Participating in the orientation, monitoring, education, vocational and rehabilitation programmes.
3	Storekeeper cum Accountant	<ol style="list-style-type: none"> 1. Should have at least 2 years of working experience related to accounts and book keeping. 2. Must have some technical knowledge to handle different types of materials, machineries. 3. Should be well versed in the field of store accounting to prepare the store records, such as bin card, store ledger etc. 4. Maintain the Accounts of the institution. 5. Prepare proposals for GIA from the department and other agencies. 6. Prepare and send Utilization Certificates to the donors. 7. Procure and maintain stock of various items required in the institution. 8. Institution maintenance and upkeep.
4	House Mother	<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. Answerable for academic performance of the child.
5	Paramedical Staff (Female)	Provide first-aid and other medical aid like; administration of medication as per doctor's orders etc.
6	Helper cum Night Watchman	<ol style="list-style-type: none"> 1. Provide support to the cook in maintain timelines and quality of meals being cooked for children. 2. Clean the cooking utensils and the kitchen post every round of cooking. 3. Providing security to the children with sound health.
7	Housekeeper	<ol style="list-style-type: none"> 1. Maintain the cleanliness in the premises. 2. Ensure washing and cleaning of utensils, clothes and bed-sheets etc.

		3. Sweeping and cleaning of bathrooms and boundary areas.
8	Educator	<ol style="list-style-type: none"> 1. She shall work under the supervision of the Superintendent/Person-in-charge to ensure that all children in the CCI receive educational inputs: 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. 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. 4. Administer tests to determine at what level of education children are at in order to be able to give them appropriate support. 5. Conduct classes daily, and coordinate with voluntary agencies providing education support services in the CCI to ensure that all children receive educational support.
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"> 1. Divide children in groups based on their age. 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. 3. Conduct sessions in a modular manner with a plan such that: <ol style="list-style-type: none"> a. Children learn different styles of art- different periods and art forms, traditional art forms from around the county. b. They learn history of art and stories of famous artists. c. They get to participate in projects and are acknowledged for their work. d. Provide positive feedback and reinforcement to the children through the sessions. 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. f. Use information available on the internet to help with research and development of modules.
10	Cook	<ol style="list-style-type: none"> 1. Set up workstations with all needed ingredients and cooking equipments. 2. Keep a sanitized and orderly environment in the kitchen. 3. Check the quality of the ingredients. 4. Ensure all food and other items are stored properly. 5. Prepare ingredients to use in cooking (chopping and peeling vegetables, cutting meat etc.) 6. Ensure that the food preparation area and kitchen are cleaned and sanitized at the end of your shift. 7. Occasionally serve food if required.

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
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 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 Selection Committee shall make and recommend at least 5 candidates for each post 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.

Secretary
Subhadra Mahatab Seva Sadan

A circular purple stamp with the text "SUBHADRA MAHATAB SEVA SADAN" around the perimeter. In the center, there is a signature and the word "Secretary" written above it.

BIO-DATA

Affixed self
attested
recent
passport size
photo

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 01.04.2026 :
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 ofAddress

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