

# **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](http://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](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: [smsscci2017@gmail.com](mailto:smsscci2017@gmail.com) or Hard copy of documents to the office of Secretary, Subhadra Mahatab Seva Sadan, At/Po- G.Udayagiri, Dist-Kandhamal, Pin-762100 on or before dated 30/06/2026, 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 01.04.2026	No. of posts	Qualification / Eligibility	Monthly Remuneration
1	Counselor	21 years to 45 years	1 (Female)	Graduate in Social Work/Sociology/Psychology/ Public Health/ Counselling from a recognized university. <b>OR</b> 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	Yoga cum PT Teacher	21 years to 45 years	1 (Female)	Bachelor/ Diploma in Yoga Training/ PT.	10,000/-

**For Applying Online**

Candidates can download Advertisement details & Bio-Data from organization website:- [www.smssodisha.org](http://www.smssodisha.org) and send email to [smsscci2017@gmail.com](mailto: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 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.)

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"><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. She will help the superintendent in preparing CSR.</li><li>4. She will produce the child before the CWC.</li><li>5. She will prepare plan of action for social integration.</li></ol>
2	Yoga cum PT Teacher	<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>

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

*Anita Manjari Samal*

Secretary

Subhadra Mahtab Seva Sadan

**Subhadra Mahtab Seva Sadan**  
**At-Kolathia, Po: Aigania**  
**Khurda, Bhubaneswar-751019**

## 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 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