



Neelachala Adibasi Sevashram.

Tekguda, Po- Potrel, Block- Korukonda, Dist.-Malkangiri
(Regd. No. of Trust : 41111100965/2011)

Advt. No. 06 /NAS/MKG/2020

Date: 07/12/2020

ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENT IN CHILDREN HOME

Neelachala Adivasi Sevashram trust is running a Child Care Institution (CCI) which is registered under Juvenile Justice (Care & Protection of Children) Act, 2015. The management of the CCI is intend to engage suitable professional staffs such as Superintendent, Counselor, Probation Officer/ Child Welfare Officer, Store Keeper cum Accountant, House Father, Paramedical Staff (Pharmacist), Cook, Helper, and House Keeper on contractual basis. The Posts are purely contractual and coterminous with the project. The continuance in the post by the candidates depends on the performance. The completely filled up application form along with other documents should reach at the Office of the CCI on or before 30.12.2020 (5.00 PM) positively only through speed post /registered post. No other mode of application will be accepted. The details such as number of vacancies, eligibility, selection procedure, remuneration(negotiable) and application form are available in the district website i.e. <https://malkangiri.nic.in>

Deben drapadriani
Secretary

Neelachala Adibasi Sevashram

Dt. 07/12/2020

Memo No. 06 /NAS/MKG/2020

Copy submitted to the District Child Protection Officer, Malkangiri for kind information with request to upload the advertisement and details of selection procedure, remuneration and application form in the district website i.e. <https://malkangiri.nic.in> for the information of the candidates

Deben drapadriani
Secretary

Neelachala Adibasi Sevashram

Dt. /12/2020

Memo No. /NAS/MKG/2020

Copy submitted to the Advertisement Manager, daily Odia newspaper the Samaj & the Pramaya for kind information with request to publish the above advertisement with size 8cm x 6cm for the information of interested and eligible candidates.

Deben drapadriani
Secretary

Neelachala Adibasi Sevashram

Memo No. 1XIII-133/DCPU/MKG/2020

Dt. 09.12.2020

Copy submitted to the DID, NIC Malkangiri with request to upload the above advertisement in dist. web site www.malkangiri.nic.in for the information of interested candidates.

Deben drapadriani
09/12/2020

District Child Protection Officer
D.C.P.U, Malkangiri

PROTOCOL FOR ENGAGING NEW STAFF FOR CCIS

The CCIs may recruit new staff as per the posts prescribed in the ICPS guidelines 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-attested 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 X 4.5 size) should be affixed to the application form.
 - c. Certificate of experience issued from previous employer.
 - d. Self declaration regarding non involvement 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:



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

- xi. 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.

Required qualification for the various positions (Contractual) in Child Care Institutions (CCIs)

1. Children's Homes

Sl. No.	Position	Required Qualification
1	Superintendent	Master's Degree in Social Work, Sociology, Anthropology, Psychology or any other related field of Humanities or MBA (HR) or any other Master's Degree, and familiarity with computers

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2	Counselor	Post Graduates, preferably in Sociology/ Psychology (Child Psychology)/ Social Work or Social Science with computer skills
3	Probation Officer/Case worker/Child Welfare Officer	Master's Degree in Social Work, Sociology, Anthropology, Psychology or any other related field of Humanities or MBA(HR) or any other Master's Degree and familiarity with computer
4	House Mother*/ House Father* (equal numbers)	Graduate in any discipline, Each CCI shall have at least one science Graduate and an Arts. Graduate preference will be for Home Science, Psychology, Sociology graduates.
5	Paramedical staff	Compounder/ Pharmacists having diploma in Ayurvedic/ Homeopathic/ Unani from institutions recognized by Govt. of India
6	Store Keeper-cum- Accountant	P.G. preferably in Commerce/ MBA(Finance)
7	Cook	Under Matric (8 th -10 th)
8	Helper	Under Matric (8 th -10 th)
9	House Keeper	Under Matric (8 th -10 th)

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APPLICATION FORM

Application for the post of (Separate applications for specific posts)							
Applicant's Name (In Block Letters)							
Address for Correspondences			Permanent Address				
Mobile Number				E-mail ID			
Date of Birth				Sex		Marital Status	
Mother's Name				Father's Name			
Educational Details - Attach Photocopies of certificates & Mark Sheets							
Qualification	Name of Qualification Awarded	Duration		College/ University	Subject/ Specialization	%/ Grade/ Division	Full Time/ Part Time/ Distant Learning
		From	To				
Matriculation							
+2							
Graduation							
OTHER							

Employment Details (Previous) - Attach Photocopies of Experiences Certificate				
Name of Organization	Designation	Key Responsibilities Handled	Period	
			From	To
Current Employment –Attach Proof of Current Employee				
Name of Organization	Designation	Key Responsibilities Handled	Work From	
Computer Literacy				
Package/Application		Details of Exposure/ Proficiency		
Language Proficiency:				

Declaration:

I hereby declare that the foregoing information is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted.

Date:

Place:

Signature of Applicant