

ADVERTISEMENT

No: 07 /RKB, Date: 10.02.2021

Application are invited from eligible candidate in the prescribe application form for the following post at Ramakrushna Balashrama Childrens Home, Birnarsinghpur, Boudh District on purely contractual basic and may be terminated any time without asking any reason thereof consolidated . Applicant must have the essential qualification along with the adequate experience. The candidate should possess basic computer knowledge. Eligible candidates submit their applications completely in every respect in the prescribed format (Attached) to the **Secretary, Ramakrishna Balashram, At/Po-Biranarsinghpur, Dist-Boudh, Pin-762024(Odisha) by 5.00 PM on 28.02.2021** By speed post or register post only. Separate application in sealed covered has to be submitted for each post quoting the position applied on the top of the envelop. No online application or any other mode of submission will be entertained. 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 01.01.2020. The authority reserve the right to cancel the advertisement or any post without any reason thereof. Women candidates are encouraged apply.

Sl No	Name of the Post	Age As on 01.09.2018	No of Post	Eligibility Criteria	Remuneration
1	Probation Officer/CWO/Case worker	Lower Age limit 21 upper age limit 45	2	Master Degree in Social Work, Sociology, Anthropology, Psychology or any other related field of Humanities, or MBA(HR) or any other Masters Degree ,familiarity with computers and 1 years experience in related field.	Negotiable as per ICPS norms
2	Counselor	Lower Age limit 21 upper age limit 45	1	Post Graduates preferably in sociology/Psychology (Child psychology)/social work or Social Science with computers Skills and 1 years experience in related field.	Negotiable as per ICPS norms
3	Paramedical Staff	Lower Age limit 21 upper age limit 45	1	Compounder/pharmacist/having diploma in Ayurvedic / Homeopathic/ Unani from the institution recognized by Govt. of India and 1 years experience in related field.	Negotiable as per ICPS norms
4	Store keeper cum Accountant	Lower Age limit 21 upper age limit 45	1	PG Preferably in commerce/ MBA (Finance) and 1 years experience in related field.	Negotiable as per ICPS norms
5	Cook	Lower Age limit 21 upper age limit 45	1	Under Metric	Negotiable as per ICPS norms

- Negotiable salary will be paid to the selected candidates after only receiving of GIA from the Government.

A. The following document has to be attached with the application form.

1. Self-attested photocopy of secondary, CHSE and Graduation, Post Graduation or any other professional qualification certificate and mark sheet.
2. One Recent Self-attested color photograph (3.5*4.5) size should be affixed to the application.
3. Certificate of experience issued from previous employer.
4. Character Certificate from a gazetted officer.

B. General Eligibility Criteria

The Candidate must be

- i. be a citizen of India,
- ii. candidate must be a permanent resident of odisha state
- iii. be able to speak, read and write Odia,
- iv. not have more than one spouse living

- v. be of good character & conduct,
- vi. be of good mental and physical condition.

C. The term of reference (TOR) for all the position have been prescribed as per the JJ Act. 2015
Mentioned below.

Sl No	Name of the Post	TOR
1.	Probation Officer/CWO/Case worker	<ol style="list-style-type: none"> 1. To make inquiry regarding the home and school condition conduct, character and health of juvenile/child under their supervision. 2. To attend regularly and proceeding of JJB and submit report. 3. To Maintain diary case file and such register as may be prescribed from time to time. 4. To visit regularly the residence of Juvenile or child under their supervision and also places of employment or school attended by such Juvenile and to submit regularly fortnightly report as prescribed in form IX. 5. 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. 6. To bring before the Board/ committee, immediately Juveniles/children who have not be of Good behavior during the period of supervision. 7. Follow up of Juveniles of children after their release from the organization and extending help and guidance to them. 8. Establishing Linkage with voluntary workers and organization to facilitate rehabilitation and social reintegration of Juveniles/children and ensure the necessary follow up. 9. Ensuring that the children in need of food and cloth are met as per standard. 10. Ensure the cleanliness of premise and maintenance of physical infrastructure including provision of water and electricity etc. 11. Making social ingestion of the Juvenile/child through personal interview and form the family social agencies and other sources. 12. Clarifying problem of the Juvenile/child and dealing with difficulties in institutional life. 13. Participating in the orientation, monitoring, education vocational and rehabilitation programs. 14. Establishing cooperation and understanding between the Juvenile child and the officer in charge. 15. Assisting the Juvenile/child to develop contacts with family and also providing assistance to family members. 16. Participating in the pre releasing programmes and helping the juvenile/child to establish Contacts which can provide emotional and social support to juvenile or child after their release.
2.	Counselor	<ol style="list-style-type: none"> 1. The counselor shall provide counseling service to children in conflict with law/children in need of care and protection as well as their parents and families. 2. Counselor shall also help the CWC/JJB as and when required. 3. He/she will help the superintendent in preparing CSR. 4. He/she will produce the child before the CWC. 5. He/she will prepare plan of action for social integration.
3.	Paramedical Staff	<ol style="list-style-type: none"> 1. Provide First Aid and other medical aid like administration of medication as per doctors order etc.
4.	Store Keeper cum Accountant	<ol style="list-style-type: none"> 1. Accountant cum store keeper should have at least 1years of working experience related to accounts and book keeping. 2. Accountant cum store keeper must have some technical knowledge to handle different types of material, machineries etc. 3. Accountant cum store keeper should be well versed in the field of store accounting to prepare the store record, such as store ledger etc. 4. Accountant cum store keeper should possess personal qualities like honesty, integrity, pleasing personality etc

		<p>5. Maintain the account of the Institution.</p> <p>6. Prepare proposal for GIA from the department and other agencies.</p> <p>7. Prepare and send utilization certificate to donors.</p> <p>8. Procure and maintain stock of various items required in the institution.</p> <p>9. Institutions maintenance and upkeep.</p>
5.	Cook	<p>1. Ensure timely and hygienic meals for the children (4 times a day) as per the planned menu.</p> <p>2. Ensure quality of food by purchasing good quality locally available items.</p> <p>3. Provide specials meals on holidays, festivals, and for sick children.</p>


D. The recruitment shall be on basis of career marking and personal interview.

i.

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 & Personal Interview	10
	Total	100

ii. The merit list shall be drawn up on the basis of weight age percentage of marks obtained in all the 5 categories mentioned in the table above. In case more than one candidate has equal weight age marks, the candidate with past experience of working with children will be given preference. The decision of the selection committee in this regard shall be final.

iii. The Shortlisted candidate will be called for personal interview.


 10.02.2021
 Secretary,
 Ramakrishna Balashrama
 Biranarsinghpur, Boudh

APPLICATION FORM

1. Application for the Post :
2. Name of the Applicant :
3. Mothers Name :
4. Fathers Name :
5. Present Address :

Affix a Self
Attested
Recent
passport size
photograph

6. Permanent Address :

7. Date of Birth :
(as recorded in school exam)

8. Age as on 01.09.2018 :

9. Religion :

10. Gender :

11. Nationality :

12. Category(SC/ST/OBC/GEN/PH) :

13. Marital status :

14. Contact No :

15. E-Mail :

16. Educational Qualification:-

Sl No	Qualification	Name of the Board	Subject	Year of passing	Total Mark	Mark Secured	% of Marks
1							
2							
3							
4							
5							
6							

17. Present job details

Sl No	Name of the Organization/Office	Designation	Date of joining	Key Responsibility Handled

18. Details of Experience:

Sl No	Name of the Organization/Office	Designation	From date	To Date	Key Responsibility Handled

List of enclosures

Declaration

I, Sri/Smt/Miss.....Son/Daughter of

.....I..... Address.....do hereby declare that all

the information furnished above by me are true ,complete and correct to the best of my knowledge and belief in the event of any of the aforesaid information found flush or in correct at any stage here after, my candidature /selection/engagement is liable to cancelled without any notice to me.

Place:

Date:

Signature of the Applicant