



**SUPPORT**

Regd. No. DGH-178/1997-98

# Society for Upliftment of Poor through Peoples Organisation Research & Training (SUPPORT)

SPPT/DGH/CCI/ 178 /18

Date:10.07.2018

## ADVERTISEMENT

Applications are invited from the eligible candidates of Odisha to be engaged on purely contractual & consolidated remuneration basis for different posts lying vacant in SUPPORT, (Childrens' Home), Deogarh as mentioned bellow. Application in prescribed format complete in every respect & documents duly self-attested should reach by speed post by 5.00P.M. on or before 21.07.2018. Candidates willing to apply for more than one post shall submit separate application. Incomplete application or any application received after the due date shall be rejected. Details of the vacancy posting in SUPPORT (Childrens Home), Deogarh are as follows.

Sl. No.	Name of the Post with Remuneration.	No. of Post	Eligibility Qualification.
01	Probation Officer/ Case Worker/Child Welfare Officer. 13,000/- per month.	01	Master Degree in Sociology, Anthropology, Psychology or any other related field of Humanities or MBA(HR) or any Master's Degree and familiarity with computer.
02	Store Keeper cum Accountant 14,000/- per month	01	PG, preferable in commerce or MBA (Finance)
03	House Mother 11,000/-	01	Graduate in any discipline, preferable in Home Science, Sociology or Psychology.
04	House Father 11,000/-	01	Science Graduate (PCM).
05	Helper 6,000/-	01	Under Matric.

The selection procedure will be made strictly on merit, basing on the weight age of marks given to applicants and prepare merit list for each post. Certificate relating to the computer knowledge need to be submitted.

Sl. No.	Qualification	Weight age of marks secured
1	Secondary	15%
2	Higher Secondary	20%
3	Graduations	30%
4	Post Graduation	30%
5	Any other professional Course/Training related to Child Rights and Protections	05%

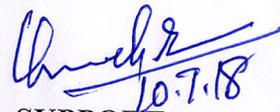
Original certificates will be scrutinized at the office of the ADM, Deogarh before engagement of successful selected candidates, computer knowledge is required for each post. Applicants must not be below 21 years or above 35 years age as on 01.07.2018.

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) Character Certificate from a Gazeted Officer.

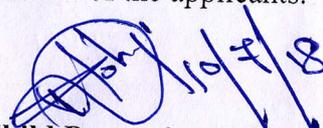
The suitable candidates shall be selected by the Selection Committee as per the process / protocol specified in Para-6.2 of Notification No-4307-WCD-CW-MISC-0227/2014-WCD , Dt-04/03/2015 . SUPPORT , Deogarh reserves the right to modify / cancel the advertisement for engagement of contractual staffs without assigning any reason or prior notice .



**Director, SUPPORT  
DEOGARH**

Memo No--179--/ Date--10.7.2018

Copy submitted to the District Information Officer, NIC, Deogarh with a request to webhost the advertisement details in the Deogarh District Website for the information of the applicants.



**District Child Protection Officer  
District Child Protection Officer  
Deogarh  
District Child Protection Unit  
DEOGARH**

## APPLICATION FORMAT

Affix one  
self- attested  
recent passport  
size colour  
photo

1. Application for the post of-----.
2. Name of the Applicant :
3. Mother's Name :
4. Father's Name :
5. Present Address :
  
6. Permanent Address :
  
  
7. Date of Birth :
8. Gender :
9. Nationality :
10. Phone Number :
11. E mail :

### 12. Educational Qualification

Sl. No.	Exam Passed	Name of the Board/University/ Recognized Institution.	Subject taken	Total Mark	Mark secured	% of Marks

13. Work experience & present occupation:

Sl. No.	Name of the office/ Organisation worked	Position held	Duration	Key responsibilities.

14. Computer skill :

15. Other if any :

**DECLARATION**

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

Place:

Date:

Signature of applicant

- |     |     |     |
|-----|-----|-----|
| (1) | (2) | (3) |
|-----|-----|-----|
- Sufficient number of toilets, at least one toilet for 7 children
  - Weekly washing and change of bedsheets. Regular washing of other bedding and clothing.
  - Daily washing of children's clothes
  - Sufficient number of well-maintained toilets and latrines, separately for boys and girls. Clean and fly proof kitchen and separate area for washing utensils.
  - Utmost cleanliness in the buildings and in the campus, with all drains kept clean at all times.

## 6. Engagement of Staff in Child Care Institutions

### 6.1. Existing Staff :

- (i) The staff already engaged by the management of the CCIs. prior to issue of these guidelines should have qualification as prescribed in Annexure-V of these guidelines.
- (ii) The number of staff per institution will be as per the revised Integrated Child Protection Scheme (ICPS) guidelines.
- (iii) In case the nature, qualification and number of staff present in the CCIs does not match the staffing structure prescribed in the ICPS Scheme 2014, the CCI will have to engage new staff following the steps outlined in 6.2 of the guidelines.
- (iv) The existing staff of the institution, who has the prescribed qualification, shall be paid remuneration from the GIA at the rates approved under the ICPS Scheme 2014.
- (v) Provided that the staff of the institutions shall be disengaged on attaining 60 years of age as children in need of care and protection require constant care and individual attention.
- (vi) The staff of the CCIs. who are working in the prescribed positions but do not possess minimum qualification shall be given three chances to acquire the required qualification. During this period they shall receive the same remuneration paid to them by the institution before issue of these guidelines (from the institutions own funds).
- (vii) The existing staff who might be asked to continue should submit an undertaking to the Organization for fulfilling the requisite qualification within the prescribed period.
- (viii) The existing staff who fail to acquire the required qualification in 3 years or have no chance of getting the required qualification in the consecutive 3 years or have expressed their inability shall not be a part of the staffing structure and their remuneration will not be covered from the GIA under the ICPS Scheme 2014

### 6.2. 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 in Annexure-V. Since the staff engaged by the CCI are not Government staff, the management of the CCI will be responsible for them incase 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 ICPS guidelines, 2014 and as revised from time to time. Any vacancy in the institutions shall be reported to the Collector-cum-District Magistrate and will be filled-up from the panel recommended by the District Selection Committee following the procedure outlined below.
- (ii) The District Verification Committee consisting of the ADM, DWO, ADSWO, Tehsildar, District Headquarters and the DCPO of the District shall conduct an assessment of the current staff position in the CCI and intimate the vacancy position to the Collector-cum-District Magistrate / Director, OSCPS /W. & C.D. Department/ CCI.
- (iii) The recruitment to new/ vacant posts shall be conducted through a transparent 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 ADM of the District.
- (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) Character Certificate from a Gazeted Officer.
- (v) The DCPU will make a list of the applications received for different position separately and submit it to the District Selection Committee for review.
- (vi) There CCI shall constitute a Selection Committee consisting of at least 2 women members, 2 educationists and 2 social workers. The President/Secretary of the CCI shall be a member-convener. The senior most person by age other than the member-convener shall be the Chairperson of the Committee. 3 members out of 5 including the Chairperson will consist the quorum.
- (vii) The recruitment shall be on the basis of career marking only as per weightage assigned below—

Sl. No.	Qualification	Weightage
1	Secondary	15
2	Higher Secondary	20
3	Graduation	30
4	Post-Graduation	30
5	Any other Professional Course/Training related to Child Rights and its Protection	05
<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 5 categories mentioned in the table above. In case more than one candidate has equal weightage of 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.

- (viii) The Selection Committee shall make a panel and recommend the name of 3 candidates 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.
- (ix) The list of appointees shall be submitted to the Collector-*cum*-District Magistrate and Director, OSCPS for due information and record.
- (x) 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 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.
- (xi) Number and names of positions lying vacant (along with period) should be mentioned in the Utilization Certificate and annual applications for GIA.
- (xii) 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.