

ADVERTISEMENT
RECRUITMENT TO THE POSTS OF THAKKAR BAPA SEVA SADAN
CHILDREN'S HOME
BELPAHAR

Applications are invited from eligible candidate for the following post laying vacant in Thakkar Bapa Seva Sadan CCI Belpahar, Jharsuguda as per the Mission Vatsalya implementation guideline following the process of engagement as laid down in the resolution No.10102/WCD-CW-MISC-0023/2020dt-15.09.2020 issued by the Women and child development Department, Govt of Odisha, and as decided by the selection committee constituted for the purpose. The posts are purely temporary, time bound and coterminous with the scheme or depending on the satisfactory performance whichever is earlier. The period of engagement will be initially for one year and may be extended further depending on the performance appraisal report every year.

Eligible candidates may submit their applications in the prescribe Google form (<https://forms.gle/ZgY1xX7U8wCXDTTQ8>) through Online and hard copy with prescribed application form with all required documents and testimonials to **"The Secretary, Thakkar Bapa Seva Sadan, Children's Home, Garraakhai Belpahar, Jharsuguda, PIN-768217** by registered/speed post within 15 days of date of publication. Separate application in sealed cover is to be submitted against each post super Scribing the post applied for on the top of the envelope. Application received after due date shall be summarily rejected. The Authority reserves the right to cancel the advertisement without citing any reason. Decision of Authority will be the final in this regard. Details vacancy, eligible criteria, application form, other term and condition are available in the organization website: TBSS.CO.IN.

1. VACANCY POSITION –

Sl. No	Name of the Post	No of Post	Age Limit	Eligibility/Qualification	Remuneration p.m
1	Superintendent	1 (preferable Female candidate)	21-45 years	Post Graduate degree in Social Work/Sociology/Child Development/Human Rights Public Administration/Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University At least 3 years of experience of working with the Govt./Non-Government Organization in Documentation, training & Capacity Building, Project or emulation/implementation, monitoring and supervision preferably in the field of Women & Child Development/ Social Welfare. Proficiency in Computers.	33100/-
2	Cook	2	21-45 years	Under Matric (8 th -10 th)	9930/-
3	House Keeper	1	21-45 years	Under matric (8 th -10 th)	7944/-

Salary mentioned is as per Govt. Scheme under Mission Vatsalya, under the W&CD department Govt. of Odisha. Negotiable pay will be paid to the selected candidates until the GIA is received from the Govt.

1. AGE LIMIT:-

The candidate must not be below **21 (Twenty One) years** of age and not above **45 (Forty five) years** of age as on 1st January 2024 and there shall be no upper age relaxation **Date of Birth entered in the high school certificate or equivalent certificate issued by the School/Board/Council will only be accepted by the selection Committee..**

2. HOW TO APPLY –

- a) Candidates must go through the details of this advertisement available in the district website before filing of online application link (<https://forms.gle/ZgY1xX7U8wCXDTTQ8>)
- b) Candidates must apply online and through the website “TBSS.CO.IN. Application received through any other mode would not be accepted and summarily rejected.
- c) Superintendent applicant mandatory for online application, Cook & House Keeper application are received hard copy is acceptable and not mandatory for Online.
- d) Before filing of the information, ensure that accurate information is fed and on confirmation there is no scope for further edit.
- e) The candidates are advised to submit the online application form well in advance without waiting for the closing date to avoid last hour rush.
- f) After submission of online application, the candidates are required to submit the prescribed application form along with all required documents and testimonials as per para- 4 of advertisement through Speed post, Registered post only addressed to The Secretary, Thakkar Bapa Seva Sadan, Children's Home, Garrahai Belapahar, Jharsuguda, PIN- 768217 **latest by 5.00PM on Dt.. 30.10.2024.**
- g) Separate applications in sealed cover is to be submitted against each post **super scribing the post applied for on the top of the envelop.**
- h) Any applications received after the due date shall be rejected. The authority reserves the right to cancel the advertisement in response to a single post or all posts without assigning any reason thereof.
- i) Selection of candidates will be made on the basis of the procedures specified in the Resolution No.10102/WCD-CW-MISC-0023/2020. Dt-15.09.2020 issued by the Woman & Child Development Department, Govt. of Odisha, as decided by the Selection Committee constituted for the purpose.

3. CERTIFICATES / DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM:-

- a. Self attested Photocopy of HSC, +2, Graduation, Post graduation or any other professional qualification certificate and mark sheet.
- b. One recent self-attested color photograph should be affixed to the application form.
- c. Certificate of experience issued from previous employer, as applicable for the post.
- d. No Objection Certificate from the employer.
- e. Self-declaration regarding non involvement in any criminal activities especially child related offences.
- f. Character Certificate

4. OTHER ELIGIBILITY CONDITIONS :-

- a. The candidate must be a citizen of India.
- b. He/ She must be good character and of sound health and free from any organic defect and physical infirmity.
- c. He /She must be able to speak, read, and write odia fluently and must have passed an examination in odia language equivalent to that of middle school standard.
- d. He/ She must not more than one spouse living.

5. GROUND OF REJECTION OF APPLICATION:-

Applications of candidates will be rejected by the selection committee on any of the following grounds -

- a) Any application received after due date and time will be summarily rejected.
- b) Un-superscripted application.
- c) Non submission of online application.
- d) Inappropriate format,
- e) Non submission of online application & incomplete application form.
- f) Non submission of self-attested photocopy documents / Certificate/along with the application.
- g) Not signing declaration (Full signature) in the application form.
- h) Not coming within the age limit as mentioned in para 2 of advertisement.
- i) Not having requisite qualification as provided under para – 1 of advertisement.
- j) Not submitted No Objection Certificate from the employer.
- k) Submission of wrong information/ false information about qualification/age etc.
- l) Any other ground as per the decision of the selection committee.

N:B – Application/candidature of a candidate shall be rejected at any stage of recruitment process, when discrepancy is detected.

6. SELECTION PROCEDURE :-

- a) The selection of the candidates shall be made by the selection committee constituted as per the resolution vide No -10102-WCD-CW-MISC-0023-2020, Dated-15-09-2020 of Women & Child development Department, Govt. of Odisha.
- b) The recruitment shall be on the basis of career marking as per weight-age assigned below or the selection committee decides as think fit and proper.

Weight-age of Marks: -

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 related to women and children's	10
	Total	100

- c) 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 Selection Committee in this regard shall be final.
- d) The Selection Committee shall make and recommend the name of 5 candidates for each position in order of preference to the Governing Body/management of the institution for

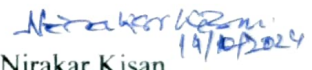
- e) Appointment against vacant positions. The candidates scoring the highest marks will be called for a verification of certificate prior to issue of appointment order. The panel list will be valid for 1 year from the date finalization.
- f) The management of CCI will be the authority to issue the engagement 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 and service of its staff on the annual performance appraisal.

8. Other Terms and Conditions:-

- All the posts are purely temporary, time bound and co-terminus with the duration of the scheme and performance based.
- No objection certificate from the employer is preferred if already in the service elsewhere.
- The undersigned reserves the right to cancel any or all the application without assigning any reason thereof.
- The panel list of candidate will be valid for one year from the date of finalization.
- The appointment will not confer any right/claim/entitlement for appointment on regular basis in future.
- The decision of Management committee will be final and binding on all aspects.

CLOSING DATES

The application and submission shall be available in the organization website (www.tbss.co.in) from 15.10.2024 to 30.10.2024(11.59 PM) and last date for receiving hand copy of the application along with all documents is 30.10.2024.


Nirakar Kisan
Secretary
Thakkar Bapa Seva Sadan (TBSS)
Garra kahai ,Belpahar

JOB TOR FOR THE STAFF WORKING IN CCIs

Superintendent:

- (1) The primary responsibility of the Person-in-charge is of maintaining the Child Care Institution and of providing care and protection to the Children.
- (2) The Person-in-charge shall stay within the premises to be readily available as and when required by the children or the staff and in case where an accommodation is not available in the premises, he shall stay at a place in close proximity to the Child Care Institution till such time such accommodation is made available within the premises of the Child Care Institution.
- (3) The general duties and functions of the Person-in-charge shall include, to:-
 - (i) ensure compliance with the provisions of the Act and the rules and orders made there under;
 - (ii) Ensure compliance with the orders of the Board or the Committee or the Children's Court;
 - (iii) Provide homely and enabling atmosphere of love, affection, care and concern for children;
 - (iv) Strive for the development and welfare of the children;
 - (v) Supervise and monitor discipline and well-being of the children and the staff;
 - (vi) Plan, implement and coordinate all activities, programmes and operations, including training and treatment programmes or correctional activities as the case may be;
 - (vii) Segregate a child suffering from contagious or infectious diseases on the advice of the medical Officer of the institution;
 - (viii) Segregate a child wherever required;
 - (ix) Ensure observance and follow-up of daily routine activities;
 - (x) Organize local and national festivals in the home;
 - (xi) Organize trips or excursions or picnics for children;
 - (xii) send a list of children in Form 40 in the Child Care Institution to the Board or the Committee, as the case may be, every week and bring to the notice of the Board or the Committee, if no date is given for the production of any child before the Board or the Committee;
 - (xiii) Allocate duties to personnel;
 - (xiv) Maintain standards of care in the Child Care Institution;
 - (xv) Ensure proper storage and inspection of food stuffs as well as food served;
 - (xvi) Maintain the buildings and premises of the Child Care Institution;
 - (xvii) Maintain proper hygiene in the home;
 - (xviii) Provide accident and fire preventive measures, disaster management within the premises and also keep first aid kit;
 - (xix) Make stand-by arrangements for water storage, power back-up, inverters, generators;
 - (xx) Ensure careful handling of equipment;
 - (xxi) Employ appropriate security measures;
 - (xxii) Conduct periodical inspections, including daily inspection and rounds of the Child Care Institutions;
 - (xxiii) Take prompt action to meet emergencies;
 - (xxiv) Ensure prompt, firm and considerate handling of all disciplinary matters;
 - (xxv) Ensure proper and timely maintenance of the case files;
 - (xxvi) Maintain all records and registers required under the Act and these rules;
 - (xxvii) Prepare the budget and maintain control over financial matters;
 - (xxviii) Organize the meetings of the Management Committee set up under rule 39 of these rules and Provide necessary support;
 - (xxix) Ensure monthly verification of all records and registers by the Management Committee set up under rule 39 of the rules;
 - (xxx) Liaise, co-ordinate and co-operate with the State Child Protection Society and the District Child Protection Unit as and when required;
 - (xxxi) Co-ordinate with the legal cum Probation Officer in the District Child Protection Unit or the District or State Legal Services Authority to ensure that every child is legally represented and provided free legal aid and other necessary support.

(xxxii) Ensure the production of the child before the Board or the Committee or the Children's Court on the date of such production and to ensure that the dates for the said purpose are recorded.

(4) The Person-in-charge shall inspect the Child Care Institution as often as possible but not less than twice a day. He shall make a record of the timings of his inspection and also note his observations in a separate book maintained for the purpose, especially with regard to:

- (i) Maintenance of hygiene and sanitation,
- (ii) Maintenance of order,
- (iii) Quality and quantity of food,
- (iv) Hygienic maintenance of food articles and other supplies,
- (v) Hygiene in the medical centre and provisions for medical care,
- (vi) Behavior of the children and staff,
- (vii) Security arrangements, and
- (viii) Maintenance of files registers and books.





(5) Anything irregular that comes to the notice of the Person-in-charge shall be enquired into and Resolved and the date, time and nature of the action taken shall be noted in the book.

(6) Where a problem of urgent nature has not been resolved within two working days, the Board or the Committee or the District Child Protection Unit shall be informed.

COOK:

- 1) Ensure timely and hygienic meals for the children (4 times a day) as per the planned menu.
- 2) Ensure quality of food by purchasing good quality locally available items.
- 3) Provide special meals on holidays, festivals and for sick children.
- 4) To maintain records of the meals/stock of items and use the same during cooking of food with an intimation of the superintendent.
- 5) Any other duty assigned by the authority shall be provided as and when required.

House Keeper:

-  Maintain Cleanliness in the premises
-  Ensure cleaning and washing of utensil, clothes, bed sheets etc of the CCI.
-  To maintain hygienic inside the dormitory as well as in the premises
-  Any other duty assigned by the authority shall be provided as and when required.

APPLICATION FORM

**PERSONAL
DETAILS**

Application for the post of (separate applications for specific post)		Affix Recent self-attested Color Photograph
Applicant's Name(In Block Letters)		

Address for Correspondence		Permanent Address			
Phone Number		Email ID			
Date of Birth (DD.MM.YYYY)		Sex	Male	Marital Status (Please Tick	Unmarried
			Female		Married
Caste					
Mother's Name		Father's Name			
Nationality					

Educational Details - Attach Photocopies of Certificates & Mark Sheets

Qualification	Name of the qualificati on Awarded	Duration		School/Colleg e/ University	Subject/ Specializati on	%/ Grade / Divisio n	Full time/ Part time/ Distance learning
		From	To				
Under Metric (only for the post of Helper and Cook)							
Secondary (Matriculatio n)							
Higher Secondary Education (+2)							
Graduation							
Post Graduatio n							
Others							

Employment Details (Previous) attach self – Attested photocopies of Experience Certificate

Name of the Organization	Designation	Key responsibilities Handled	Period	
			From	To

Current Employment- Attach proof of current Employment

Name of the Organization	Designation	Responsibilities Handled	Working From(Date)	Monthly Remuneration

Computer Literacy

Package/Applications	Details of Exposure Proficiency

Language Proficiency

Language	Ability to Converse	Ability to read	Ability to write
English			
Hindi			
Odia			
Other (Specify)			

Referees two persons to whom you have reported professionally in the recent past whom we immediately approach forreference.

	Referee 1	Referee 2
Name		
Address		
Organization		
Designation		
Phone/Mobile		
e-mail ID		
Your professional Relationship with the Referee		

Declaration

I _____ son/daughter of _____
_____ address _____
_____ do hereby declare that the foregoing information is
genuine and correct to the best of my knowledge and belief and nothing has been concealed
or distorted in it.

Further, I declare that, I have never been involved in any criminal activities especially in child related offences and no police case has been lodged against me in the past. If anything found contrary to above declaration, my candidature will be rejected and I will be liable for disciplinary action.

Date:

Place:

Signature of the applicant

To,
The Secretary
Thakkar Bapa Seva Sadan
Children's Home ,At- Garrahai PO/Ps- Belpahar
Dist- Jharsuguda, Odisha,PIN-768217

From
