

BALGOPAL SEVA NIKETAN,

AT- KANTABANJI, PO-PARAMANANDAPUR,
PS- BHAWANIPATNA , DIST- KALAHANDI, ODISHA, PIN- 766002
Web : [www. balgopalsevaniketan.org](http://www.balgopalsevaniketan.org)

WANTED: Probation Officer, House Father, Educator, Art and Craft-Cum-Music Teacher, PT instructor-Cum-Yoga Trainer, Cook, Helper-Cum-Night Watchman.

Details may be downloaded from website: www.balgopalsevaniketan.org

Last Date for submission of Application (Both online & Offline) in the office of the Secretary Bal Gopal Seva Niketan, Kalahandi : **06.04.2023**

BAL GOPAL SEVA NIKETAN, AT- KANTABANJI, PO-Paramanandapur, PS-Bhawanipatna, Dist – Kalahandi
Project/Institution: Child Care Institution (CCIs)/ Children’s Home,
PROTOCOL FOR ENGAGING NEW STAFF FOR CCI (BAL GOPAL SEVA NIKETAN, BHAWANIPATNA, KALAHANDI
WITH REFERENCE TO RESOLUTION NO. 10102/WCD-CW-MISC-0023/2020 DT- 15-09-2020 ISSUED BY THE W & CD
DEPARTMENT, GOVT. OF ODISHA)

Applications are invited from eligible candidates in the prescribed application form for the following posts of Children Home of Bal Gopal Seva Niketan , At-Kantabanji, PO: Paramanandapur, PS: Bhawanipatna, District- Kalahandi, PIN-766002 . All the posts are purely contractual in nature but to be continued with the mentioned consolidated remuneration as per the norms of Mission Vatsalya under the W&CD Department Govt. of Odisha ,so long as the scheme CCI/CH is supported by the Govt..

Applicants must have the essential qualification along with adequate experience in the related field. The applicant must have good writing, speaking and reading knowledge in Odia.

The Management of the CCI intend to engage suitable staff such as Probation Officer/Case Worker/Child welfare Officer, House Father, Educator, Art and Craft-Cum-Music Teacher, PT instructor-Cum-Yoga Trainer, Cook, Helper-Cum-Night Watchman on contractual basis. The posts are purely contractual and co-terminus with the project. The continuance in the post by the candidate depends on the performance. The application complete in all respect along with other documents (All documents will be in one PDF format) should be sent to the office of the CCI, Bal Gopal Seva Niketan through e-mail (Mail Id- balgopalsevaniketan@gmail.com) on or before dt. 06.04.2023 by 5.30PM and also a hard copy of the same should be submitted by the applicant via speed post/ registered post to the **Secretary, Bal Gopal Seva Niketan At-Kantabanji, PO- Paramanandapur, PS- Bhawanipatna, Dist- Kalahandi PIN- 766002 on or before dt. 06.04.2023 by 5.30PM positively** . The candidate applying for different posts should apply separately for each category of post superscribing “ **Application for the post of** ” on the top of the envelope. No other mode of application will be accepted. Applicants must not be below 21years or above 45years age as on dt.01.01.2023. The authority reserves the rights to cancel the advertisement or any post without assigning any reason thereof. Incomplete applications received both online and offline (hard copy) after due date shall be rejected . The selection of candidates will be made on the basis of the procedure specified in the resolution No. 10102/WCD-CW-MISC-0023/2020 DT- 15-09-2020 ISSUED BY THE W & CD DEPARTMENT, GOVT. OF ODISHA, Bhubaneswar or as decided by the Selection Committee constituted for the purpose. The details such as number of vacancies, eligibility, selection procedure, remuneration and application form are available in the website i.e. www.balgopalsevaniketan.org.

Indicative Qualification of Human Resources for Bal Gopal Seva Niketan (CCI) under Mission Vatsalya

Sl.No.	Name of the Post	Qualification Required	Experience	Age Limit	No. of vacant post	Remuneration per month
1	Probation Officer/Child Welfare Officer/ Case Worker	Graduate preferably in B.A in Social Work/ Sociology/ Social Science or LLB from a recognized University.	<ol style="list-style-type: none">Experience of at least 02 years of working with Govt/NGO/Legal Matters preferably in the field of Women and Child Right.Good understanding of Women & Child right and Protection issues.Weightage for work experience candidateProficiency in computers.	Lower Age Limit 21 years Upper Age Limit 45 years as on dt.01-01-2023	1 (Male/Female)	Rs.23,170/-
2	House Father	Graduate in any discipline. Each CCI shall have at least one Science Graduate and an Arts Graduate preference		Lower Age Limit 21 years Upper Age Limit 45 years as on dt.01-01-2023	2 (Male) One from Science Graduate and one from Arts Graduate(preference will be Home Science, Psychology, Sociology Graduates)	Rs.14,564/-

3	Educator	Science or Arts Graduate from a recognized University		Lower Age Limit 21 years Upper Age Limit 45 years as on dt.01-01-2023	1 (Male/Female)	Rs.10,000/-
4	Cook	Under (8 th -10 th) Matric		Lower Age Limit 21 years Upper Age Limit 45 years as on dt.01-01-2023	1 (Male/Female)	Rs.9930/-
5	Helper-Cum-Night Watchman	Under (8 th -10 th) Matric		Lower Age Limit 21 years Upper Age Limit 45 years as on dt.01-01-2023	1 Male/Female	Rs.7944/-
6	Art and Craft-Cum- Music Teacher	HSC or equivalent and Bachelor in Fine Art from a recognized university / Bachelor in Music or equivalent		Lower Age Limit 21 years Upper Age Limit 45 years as on dt.01-01-2023	1 (Male/Female)	Rs. 10,000/-
7	PT instructor -Cum- Yoga Trainer	BA B.P.Ed from a recognized University		Lower Age Limit 21 years Upper Age Limit 45 years as on dt.01-01-2023	1 (Male/Female)	Rs. 10,000/-

* 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. The following documents have to be attached with application forms. (Application form is enclosed below)

- Self attested photocopies of certificates and mark sheets in respect to qualification of the candidate(Class-8th,9th, 10th for the post of Helper-Cum-Night Watchman & Cook and for Probation Officer , House Father, Educator, Art and Craft-Cum-Music Teacher, PT instructor-Cum-Yoga Trainer staff -Secondary, Higher Secondary, Graduation, Post Graduation or any other professional degree).
- One recent self-attested color photographs (3.5x4.5 size) should be affixed to the application form
- Certificate of experience issued from previous employer or any other institution if any
- Self declaration regarding non involvement in any criminal activities especially child related offence

Sl. No.	Name of Post	TOR
1	Probation Officer	<ol style="list-style-type: none"> To make inquiries regarding the home and school conditions, conduct, character of health of child under their supervision. To attend regularly the proceeding of JJB/CWC and submit reports. To maintain diary case file and such register as may be prescribed from time to time. To visit regularly the residence of juvenile or child under their supervision and also places of employment or school attended by such juveniles and to submit regularly fortnightly reports as prescribed in Form IX. 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. To bring before the board committee, immediately juveniles/children who have been of good behavior during the period of supervision. Follow up juveniles or children after their release from the organizations and extending help and guidance to them. Establishing linkage with voluntary works and organizations to facilitate rehabilitation and social reintegration of juveniles/children and ensure the necessary follow up.

		<ol style="list-style-type: none"> 9. Ensuring that the children in need of food and cloth are met as per standard. 10. Ensure the cleanliness or the premises and maintenance of physical infrastructure including provisions of water and electricity etc. 11. Making social investigation of the juvenile/child through personal interview and from the family, social agencies and other sources. 12. Participating in the orientation, monitoring education, vocational and rehabilitation programmes. 13. Establishing co-operation and understanding between the juvenile/child and the Officer in-charge. 14. Establishing co-operation and understanding between the juvenile/child and the Officer in-charge. 15. Assisting the juvenile/child to develop contents with family and also providing assistance to family members. 16. Participating in the pre-releasing programme and helping the juvenile/child to establish contact which can provide emotional and social support to juvenile or child after their release.
2	House Father	<ol style="list-style-type: none"> 1. Handling juvenile or child with love and affection. 2. Taking proper care and welfare of juvenile or child. 3. Maintaining discipline among the juveniles or children. 4. Maintenance, Sanitation and hygiene. 5. Implementing daily routine in an effective manner and ensuring children's involvement. 6. Looking after the security and safety arrangements of the home. 7. Escorting juvenile/children whenever they go out of the home. 8. Answerable for academic performance of the child. 9. Provide each child upon his reception with all the necessary supplies like clothing, toiletries. 10. Maintain the registers, relevant to their duties 11. Any other duties as may be assigned by the Person-In-Charge of the Child Care Institution
3	Educator	<ol style="list-style-type: none"> 1. He shall work under the supervision of the Superintendent/Person-in-charge to ensure that all children in the CCI receive educational inputs: 2. Upon receiving a brief from the Probation Officer/case worker/CWO shall provide inputs and interact with the child if necessary for the component on education which will form part of the ICP. 3. The educator shall work in coordination with the CWO/case worker/Probation Officer to ensure that children in the CCI receive support to begin or continue their education with no disruption. He shall ensure that the children are able to enroll in NIOS and continue/begin their education. Obtain documents from their home to enable them to continue their education. 4. Administer tests to determine at what level of education children are at in order to be able to give them appropriate support. 5. Conduct classes daily, and coordinate with voluntary agencies providing education support services in the CCI to ensure that all children receive educational support such as: <ol style="list-style-type: none"> a. Bridge course. b. Enrolment for open schooling if necessary. c. Literacy and Non formal education for those children for whom it may not be possible to educate. d. Supplementary tuitions to children who are in formal education and need additional support.
4	Cook	<ol style="list-style-type: none"> 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.
5	Helper-Cum-Night Watchman	<ol style="list-style-type: none"> 1. Provide support to the cook in maintaining timelines and quality of meals being cooked for children. 2. Clean the cooking utensils and the kitchen post every round of cooking. 3. In addition to the above duty , Perform duty of a Night Watchman

6	Art and craft-Cum-Music Teacher	<p>They shall perform their duties under the supervision of Person-in-charge.</p> <p>Art and craft</p> <p>The duties of the art, craft and activity teacher is conducting art and craft and other activities for the children in the CCI which may be such as:</p> <ol style="list-style-type: none"> 1. Divide children in groups based on their age. 2. Ensure that every child in the CCI is allocated a group and receives a minimum of 2 sessions of 2 - hours duration in a week. 3. Conduct sessions in a modular manner with a plan such that: <ol style="list-style-type: none"> a. Children learn different styles of art- different periods and art forms, traditional art forms from around the county. b. They learn history of art and stories of famous artists. c. They get to participate in projects and are acknowledged for their work. d. Provide positive feedback and reinforcement to the children through the sessions. e. Design sessions in such a manner that children find a way to express themselves and also have conversations about themselves through the projects/paintings/craft items they prepare. f. Use information available on the internet to help with research and development of modules. 4. Liaise with the Superintendent/Person-in-charge such that children who are interested are permitted to participate in government organized art competitions. 5. Under supervision and direction of the Superintendent/Person-in-charge work with volunteers to undertake art and craft projects with the children-e.g. Painting of murals, decorating walls of the institution. 6. Liaise with the Superintendent/Person-in-charge to get materials required for art projects donated/sponsored from the community, department, DCPU or corporate. 7. Also facilitate development of music talent among the inmates.
7	PT Instructor cum Yoga Trainer	<ol style="list-style-type: none"> 1. The PT Instructor cum Yoga trainer shall be available on fixed hours at fixed times daily and shall perform his duties under the supervision of Person-in-charge. 2. She/he must ensure that each child participates in minimum 2 hours of group activities daily. 3. The PT Instructor cum Yoga trainer shall under the supervision of the Superintendent/Person-in-charge ensure that there is an adequate supply of sports equipment. 4. PT Instructor cum Yoga trainer shall train the children in sports and athletics. 5. PT Instructor cum Yoga trainer shall coordinate and organize volunteers: <ol style="list-style-type: none"> a. Undertake training of children in different sports and athletics. b. Competitive matches and tournaments. c. Impart training on yoga, meditation, pranayam

The recruitment shall be on the basis of carrier marking 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 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 weightage of marks, the candidates with past experience of working with children will be given preference. The decision of the Selection Committee in this regard shall be final.

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 qualification Awarded	Duration		School/College/ University	Subject/ Specialization	%/ Grade / Division	Full time/ Part time/ Distance learning
		From	To				
Under Metric (only for the post of Helper and Cook)							
Secondary (Matriculation)							
Higher Secondary Education (+2)							
Graduation							
Post Graduation							
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 for reference.

	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

By Regd. Post/ Speed Post

Application for the Post of : “ _____ ”

To,

The Secretary
Bal Gopal Seva Niketan
At- Kantabanji
PO-Paramanandapur
Ps- Bhawanipatna,
Dist- Kalahandi , Odisha,
PIN-766002

From

