

COLLECTORATE: MALKANGIRI
OBSERVATION HOME AND SPECIAL HOME (BOY'S), MALKANGIRI


Letter No: 1082/DCPU/MKG/2024

Date: 04/10/2024

ADVERTISEMENT

Applications are invited from the interested & eligible candidates to fill-up the vacancies at Observation Home (OH) & Special Home (SH), Malkangiri. The process of engagement will be as laid down in the Resolution No. 10102/WCD-CW-MISC-0023/2020 Dt-15.09.2020 issued by the Woman & Child Development Department, Govt. of Odisha, Bhubaneswar. All the posts are purely temporary, time bound and co-terminus with the scheme. The period of engagement will be initially for 11 Month and may be extended further depending on the performance appraisal report of the candidate in every year.

Eligible candidates may submit their applications with all required documents and testimonials addressed to the **Dist. Child Protection Officer, District Child Protection Unit, Mission Shakti Building (Old Collectorate), Malkangiri** latest by 30/10/2024 through Speed Post / Registered Post only. Separate applications in sealed cover is to be submitted against each post superscribing the post applied for on the top of the envelope. Application received after due date or time or by hand or any other mode shall not be entertained and will be rejected. The authority reserves the rights to cancel the advertisement in response to a single post or all posts without assigning any reason. The details of vacancies, eligibility criteria and application form, other terms & conditions are available in District website. www.malkangiri.odisha.gov.in


COLLECTOR & DM, MALKANGIRI
1.10.24

Memo No: 1083 /DCPU/CW/MKG

Date: 04 /10/2024

Copy submitted to the DEGM, Malkangiri for kind information with request to upload the above advertisement in district website for the information of the interested and eligible candidates.

Copy submitted to the Director, I&PR Dept., Govt. of Odisha for kind information with request to give the above advertisement to two widely circulated daily Odiya News Paper (size 08x08 cm) for the information of the interested and eligible candidates


District Child Protection Officer, Malkangiri

PROTOCOL FOR ENGAGING NEW CONTRACTUAL STAFF FOR OH & SH, MALKANGIRI
UNDER MISSION VATSALYA

The vacant of staffs in Observation Home (OH) & Special Home (SH), Malkangiri will be recruited as per the post prescribed in Mission Vatsalya guidelines 2022. The posts are purely temporary, time bound and co-terminus with the scheme or depending on the satisfactory performance whichever is earlier. The period of engagement will be initially for 11 months and may be extended further depending on the performance appraisal report of the candidate in every year.

Regarding vacancy position, required qualification and remuneration for various post of Observation Home & Special Home for Boy's, Malkangiri.

Sl No	Type of Position	No of Position Vacant	Age	Required Qualification	Remuneration per Month (in Rupees)
01	House Father	02 (Male)	21 to 45 Years	Graduate in Psychology/ Sociology/ Home Science	Rs.14,564/-per Month
02	Art & Craft cum Music Teacher	01(Male/Female)		Bachelor Degree in recognized University (First preference will be given to the candidate who have graduate in Art & Craft cum Music)	Rs.10,000/-per month
03	PET Instructor	01(Male)		Bachelor Degree in recognized University(First preference will be given to the candidate who have graduate in PET Instructor)	Rs.10,000/-per month

How to Apply

Eligible candidates may submit their applications with all required documents and testimonials addressed to the District Child Protection Officer, DCPU Malkangiri latest by 20/10/2024 through Speed Post /Registered Post only. Separate applications in sealed cover have to be submitted against each post superscribing the post applied for on the top of the envelope. Application received after stipulated date or time or by hand or any other mode shall not be entertained and will be rejected. The authority reserves the rights to cancel the advertisement response to as single post or all post without assigning any reason thereof. 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, Bhubaneswar and as decided by the Selection Committee constituted for the purpose.

1. The following document have to be attached with the application forms: - (Application form is enclosed below)

- a. Self-attested photocopy of Certificate and mark sheet in respect to qualification of the candidate for Under-Matric (For specific posts). HSC, CHSE, Graduation, Post-Graduation or any other professional degree.
- b. One recent self-attested color photograph (3.5"4.5 size) should be affixed on the application form.
- c. Certificate of experience issued from previous employer or any other institution if any.
- d. Self-declaration regarding non involvement in any criminal activities especially child related offence.

2. The concerned OH & SH will make a list of the applicants received for different position separately and submit it before the Selection Committee comprising the following member.
- | | |
|---|----------|
| 1. Collector & District Magistrate, Malkangiri | Chairman |
| 2. Sub-Collector, Malkangiri-cum-Secretary, OH & SH | Member |
| 3. One Retired Educationist/Administrative Official | Member |
| 4. District Child Protection Officer, Malkangiri | Member |
| 5. Chairperson, CWC Malkangiri | Member |
| 6. One Member, JJB Malkangiri | Member |
3. The quorum of the committee will be two third of the members.
4. 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.
5. Preference will be given to the candidates who have past experiences in working with children in conflict/contact with law (CICL).

SL No	Qualification	Weight age
01	Secondary	10
02	Higher Secondary	15
03	Graduation	25
04	Post-Graduation	30
05	Any other professional course/Training related to child	10
06	Work Experience related to CICL	10
	Total	100

The merit list shall be drawn upon the basis of weighted percentage of marks obtained in all the 06 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.

The selection committee shall make and recommend the name of 05 candidates for each position if found suitable for appointment against the vacant positions. The candidates scoring the highest marks (top five) will be called for certificates verification of prior to issue of appointment order. The panel will be valid for 1 year from the date of finalization. Any joining or exit of employees shall be done with the prior approval of the District Magistrate and Collector. The list of appointees shall be submitted to the Director, OSCPS for due information and record.

JOB TOR FOR THE STAFF WORKING IN CCI (OBSERVATION HOME & SPECIAL HOME)

Duties of the House Father

- (i) Every house father or house mother shall abide by the direction of the person-in-charge.
- (ii) The general duties fictions and responsibilities of a house father shall be as follows:
- (iii) Handle every child in the CCI (Observation Home & Special Home) with love and affection.
- (iv) Take proper care of the child and ensure his welfare:
- (v) Provide each child upon his reception with all necessary supplies like clothing, toiletries and such other items required for daily usage.
- (vi) Replenish the provisions or supplies as per scale and need of the child; Maintain discipline among the children,
- (vii) Ensure that the children maintain personal clean lines and hygiene:
- (viii) Look after maintenance, sanitation and maintain hygienic surroundings;
- (ix) Implement the daily routine of every child in an effective manner and ensure the participation of the children,

- (x) Look after safety and security arrangements in the CCI (Observation Home & Special Home).
- (xi) Escort the children whenever they go out of the CCI (Observation Home & Special Home) for purpose other than the production before the Board, the Committee or the Children's Court;
- (xii) Report to the person-in-charge and to the child welfare Officer about the child assigned to the child welfare officer.
- (xiii) Maintain the registers, relevant to their duties.

Duties and Responsibilities of Art Craft and Music Teacher

The duties of the art, craft and activity teacher is conducting art and craft and other activities for the children in the children home which may be such as:

- Divide children in groups based on their age.
- Ensure that every child in the children home is allocated a group and receives a minimum of 2 sessions of 2 - hour's duration in a week.
- Conduct sessions in a modular manner with a plan such that:
 - Children learn different styles of art- different periods and art forms, traditional art forms from around the county.
 - They learn history of art and stories of famous artists.
 - They get to participate in projects and are acknowledged for their work.
 - Provide positive feedback and reinforcement to the children through the sessions.
 - 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.
 - Use information available on the internet to help with research and development of modules.
- Liaise with the Superintendent/Person-in-charge such that children who are interested are permitted to participate in government organized art competitions.
- 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.
- Liaise with the Superintendent/Person-in-charge to get materials required for art projects donated/sponsored from the community, department, DCPU or corporate.

Duties and Responsibilities of P.ET Instructor

- The sports/ yoga teacher shall be available on fixed hours at fixed times daily and shall perform his duties under the supervision of Person-in-charge.
- She/he must ensure that each child participates in minimum 2 hours of group activities daily.
- The sports teacher shall under the supervision of the Superintendent/Person-in-charge ensure that there is an adequate supply of sports equipment.
- The sports teacher shall train the children in sports and athletics.
- The sports teacher shall coordinate and organize volunteers:
 - Undertake training of children in different sports and athletics.
 - Competitive matches and tournaments.


COLLECTOR & DM, MALKANGIRI

1.10.24

APPLICATION FORM

<u>PERSONAL DETAILS</u>		
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		e-Mail ID			
Date of Birth (DD.MM.YYYY)		Sex (Tick)	Male	Marital Status (Please tick)	Unmarried
			Female		Married
Caste					
Mother's Name		Father's Name			
Nationality					

Educational Details Attach Photocopies of Certificate & Mark sheets.

Qualification	Qualification	Duration		School/ College/ University	Subject/ Specialization	% / Grade / Division	Full time/ Part time/ Distance learning
		From	To				
(Matriculation)							

Higher Secondary Education (+2)							
Graduation							
Post Graduation							
Any Other							

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	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 a reference.

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

Declaration:

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

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

Place:

Date:

Signature of the Applicant