



## GOVT. OBSERVATION HOME & SPECIAL HOME, KALAHANDI

No. 370 /DCPU/KLD/67 (1)/2024

Dt. 27/06/2024

### ADVERTISEMENT

Application are invited from the eligible candidates for filling up of different posts in Govt. Observation Home & Special Home (OH & SH), kalahandi following the process of engagement as laid down in the Resolution No. 10102/WCD-CW-MISC-0023/2020 Dt-15.09.2020 issued by the Women & Child Development Department, Govt. of Odisha and as per Mission Vatsalya Scheme of the MWCD, Govt. of India. 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 one year and may be extended further depending on the performance appraisal report every year.

Eligible candidates may submit their applications with all required documents and testimonials addressed to the DCPO-cum-In-charge Superintendent, Office of the Govt. Observation Home & Special Home, Kalahandi, At- Kusha Dungri (Near District Sports Hostel, Back side of Central School) Po/Ps- Bhawanipatna Sadar Dist- Kalahandi Pin-766001 **latest by 05.00 PM on Dt-26.07.2024 through E-Mail [ohshkld@gmail.com](mailto:ohshkld@gmail.com) / Speed Post / Registered Post only.** Separate applications in sealed cover have to be submitted against each post super scribing 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 in response to a single post or all posts 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 Women & Child Development Department, Govt. of Odisha or as decided by the Selection Committee constituted for the purpose. Details of vacancies, eligibility criteria, application form, other terms and conditions are available in the district **website: [kalahandi.odisha.gov.in](http://kalahandi.odisha.gov.in) / [kalahandi.nic.in](http://kalahandi.nic.in)**

By the Order of  
Collector & DM

Sd/-  
DCPO, Kalahandi

**PROTOCOL FOR ENGAGING NEW STAFF IN CCI (OBSERVATION HOME & SPECIAL HOME),  
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**

The vacant staffs in Observation Home & Special Home (OH & SH), kalahandi will be recruited as per the posts prescribed in the Mission Vatsalya Scheme Guidelines and as per the qualifications prescribed in GIA Guidelines 2020. 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 one year and may be extended further depending on the performance appraisal report every year.

- i. The District Inspection Committee shall make quarterly inspection and assess the performance of staff and the vacancy position in OH & SH.
- ii. The staff strength of the institution will be maintained as per the Mission Vatsalya Scheme Guidelines, and as revised from time to time. Any vacancy in the institutions shall be reported to the District Administration and will be filled-up from the panel recommended by the selection committee following due procedure outlined in GIA Guidelines.
- iii. The District Inspection Committee shall conduct an assessment of the current staff position in the OH & SH and intimate the vacancy position to the District Collector.
- iv. The recruitment of new / vacant posts shall be conducted through a transparent procedure including advertisement in at least two widely circulated newspapers by the management. The funds for the advertisement will be spent by the CCI from its own contingency budget. DCPU of the concerned District will facilitate the process.

**How to Apply**

Eligible candidates may submit their applications along with all required documents and testimonials addressed to the DCPO-cum-In-charge Superintendent, Office of the OH & SH, Kalahandi, At- Kusha Dungri (Near District Sports Hostel, Back side of Central School) Po/Ps- Bhawanipatna Sadar Dist- Kalahandi Pin- 766001 latest by 05.00 PM on Dt- 26-07-24 through E-Mail ([ohshkld@gmail.com](mailto:ohshkld@gmail.com)) / Speed Post / Registered Post only. Separate applications in sealed cover have to be submitted against each post super scribing 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 shall be liable for rejection. The authority reserves the rights to cancel the advertisement in response to a single post or all posts 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 Women & Child Development Department, Govt. of Odisha or as decided by the Selection Committee constituted for the purpose.

- v. The following documents have to be attached with the application forms: - **(Application form is enclosed below)**
  - a. Self-attested photocopy of certificate and mark sheet as regards to the qualifications of the candidate i.e. HSC, Graduation, Post Graduation or any other professional degree etc.
  - b. For the post requiring under-metric qualification, needs to submit the self attested photocopy of certificate of the school last studied.
  - c. One recent self-attested colour photograph (3.5 X 4.5 size) must be affixed to the application form.
  - d. Certificate of experience issued from previous employer or any other institution if any.
  - e. Self declaration regarding non involvement in any criminal activities especially child related offences.
- vi. The concerned OH & SH will make a list of the applications received for different positions separately and submit it to the Selection Committee constituted as per the following manner:

  
**District Child Protection Officer  
Kalahandi**

- |  |            |
|--|------------|
| 1. Additional District Magistrate (Admin.), Kalahandi    | - Chairman |
| 2. Sub-Collector, Bhawanipatna-cum-Secretary OH & SH     | - Member   |
| 3. DCPO, Kalahandi                                       | - Member   |
| 4. Chairperson, CWC, Kalahandi                           | -Member    |
| 5. Bhawani Pattnaik, Member, JJB, Kalahandi              | -Member    |
| 6. Dr. Ajaya Kumar Mishra, (Rtd. Professor) Educationist | -Member    |

vii. The quorum of the committee shall be one third of the members.

viii. The recruitment shall be on the basis of career marking as per weight-age assigned below and or the selection committee decides as think fit and proper.

ix. Preference will be given to the candidates who have past experiences in working with children in conflict / contact with law (CICL).

x. There will be a personal interview for all the shortlisted candidates and the marks obtained from personal interview shall be added to the weight-age mark and final selection will be made.

**Weight-age of Marks**

SI. No	Qualification	Weight-age
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 M Phil, PhD etc	10
6.	Work Experience related to CICL	10
<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 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.

xi. The Selection Committee shall make and recommend the name of 5 candidates for each position if found suitable in order of preference to the Governing Body of the institution for appointment against vacant positions. The candidates scoring highest marks will be called for a verification of certificates prior to issue of appointment order. The panel will be valid for one year from the date of final publication of result.

a. Any joining or exit of employees shall be done with the prior approval of the concerned District Magistrate and Collector.

b. The list of appointees shall be submitted to the Director, OSCPS and District Child Protection Officer for due information and record.

xii. The Governing Body of OH & SH is the management and shall have the authority to issue engagement order to the staff.

xiii. The District Inspection Committee (DIC) shall verify the staff details (position, name, qualification, experience, recruitment procedure, performance, etc.) during its visit to the OH & SH. In case the District Inspection Committee finds any discrepancies in the recruitment procedure, performance of any staff and or the activity of any staff is going against the interest of the children, the DIC can recommend the management of OH & SH for taking action as deemed proper.

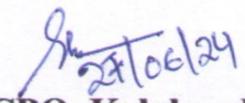
xi. The required age of candidates as on the first day of the year of the publication of recruitment notice shall be with limit to lower age: 21 years and upper age: 45 years.

  
**District Child Protection Officer**  
**Kalahandi**

➤ **Required qualification and remuneration for various vacant positions (Purely Temporary) in Observation Home & Special Home, Kalahandi.**

Sl. No.	Type of Position	No of vacant Position	Required Qualification	Remuneration per Month (in Rupees)
1	Superintendent	1 (Male)	-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 yrs. of experience of working with the Govt./Non-Govt. organization in documentation, training & capacity building, Project formulation/ implementation, monitoring and supervision preferably in the field of women & child development/ social welfare. -Proficiency in Computers.	33,100
2	Counselor	1 (Male/ Female)	Post Graduate in Psychology/Psychiatry/Social Work(Preference will be given to the candidate possessing special course in rehabilitation and vocational training	23,170
3	Paramedical Staff	1 (Male)	Pharmacist having Diploma degree from the institution recognized by Govt. of India.	11,916
4	Educator	1 (Male)	Bachelor in Science or Arts from a recognized University.	10,000
5	Art & Craft cum Music Teacher	1 (Male)	Bachelor or Diploma in visual Art from a recognized university / Bachelor or Diploma in Music from a recognized university or equivalent / Bachelor or Diploma in sculpture, ceramics, Paper craft, wood craft etc.	10,000
6	PT Instructor cum Yoga Trainer	1 (Male)	B.P. Ed from a recognized University or equivalent.	10,000
7	Cook	1 (Male)	Under Matric (8 <sup>th</sup> -10 <sup>th</sup> )	9,930
8	Helper cum Night Watchman	1 (Male)	Under Matric (8 <sup>th</sup> -10 <sup>th</sup> )	7,944

**Submitted for Approval**

  
24/06/24  
**DCPO, Kalahandi**  
**District Child Protection Officer**  
**Kalahandi**

**Approved**

  
**Collector, Kalahandi**  
**Collector & Dist. Magistrate**  
**Kalahandi**

# 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				
Under Metric (Only for the post of Cook, Helper-cum-Night Watchman)							
Secondary (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**