

**BISHNUPRIYA BALASHRAM (Child Care Institution)**

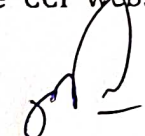
**AT-MATHA, PO-CHHENAPADI, BLOCK-HATADIHL, PS-NANDIPADA, DIST-KEONJHAR**

Letter No. 36/2023

Date- 29/03/2023

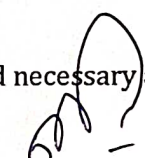
**ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENT IN CHILDREN HOME**

**Bishnupriya Balashram** is running a Child Care Institution (CCI), registered under Juvenile Justice (Care and Protection of Children) Act 2015. The management of the CCI intends to engage suitable Staff such as **Probation Officer/ Case Worker, Store Keeper-cum-Accountant, House Father, Paramedical Staff (Pharmacist), Cook, Helper and House Keeper** on contractual basis under Mission Vatsalya /ICPS scheme in reference to Resolution No: 10102-WCD-CW-MISC-0023-2020, Dt-15.09.2020, W&CD Dept. , Govt of Odisha. The posts are purely contractual and co-terminus with the project. Remuneration against the post will be paid after sanction/release of fund from OSCPS, Govt. of Odisha. The continuance in the post by the candidate depends on the performance. The completely filled application form along with other documents (All documents will be in one PDF format) should be sent to the office of the CCI, Bishnupriya Balashram through E-mail only (Mail Id- [bpbnewrecruitment@gmail.com](mailto:bpbnewrecruitment@gmail.com)) on or before **13.04.2023 by 5:30 pm**. The candidate applying for different posts should apply separately for each category of post. No other mode of application other than e-mail will be accepted. Incomplete application and application received after due date shall be rejected. The details such as number of vacancies, eligibility, selection procedure, remuneration and application form are available in the CCI website i.e. <https://bpb.org.in/>.

  
Secretary,  
Bishnupriya Balashram  
Matha, Keonjhar, (Orissa)

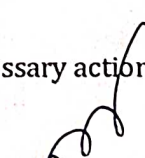
Memo No: 37/2023 Dt 29/03/2023

Copy submitted to the District Child Protection Officer, Keonjhar for kind information and necessary action.

  
Secretary,  
Bishnupriya Balashram  
Matha, Keonjhar, (Orissa)

Memo No: 38/2023 Dt 29/03/2023

Copy submitted to PM (CP), OSCPS, W&CD Dept, Govt of Odisha for information and necessary action.


  
Secretary,  
Bishnupriya Balashram  
Matha, Keonjhar, (Orissa)

## Bishnupriya Balashram (CCI)

### Details of the Vacancy Position:--

SL No	Name of the Post	Qualification Required	Experience	Age Limit	No. of Vacant Post	Remuneration
1	Probation Officer/ Case Worker/ Child Welfare Officer	Master's Degree in Social Work, Sociology, and Anthropology, Psychology or any other related filled of Humanities or MBA (HR) or any other Master Degree And Familiarity With Computer.	Experience of at least 2 years of working with Govt. / NGO (CCI)/ Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child right & protection issues.	Lower Age limit 21- Upper age limit 45	2	23,170/-
2	House Father	Science Graduate			1(Male)	14,564/-
3	Paramedical Staff	Compounder/ Pharmacist having diploma in Ayurvedic/ Homeopathic/ Unani from institution recognized by Govt. of India.			1	11,916/-
4	Store Keeper-cum-Accountant	P.G. preferably in Commerce/MBA(Finance)			1	18,536/-
5	Cook	Under Matric (8 <sup>th</sup> -10 <sup>th</sup> )			2	9,930/-
6	Helper cum Night Watchman	Under Matric (8 <sup>th</sup> -10 <sup>th</sup> )			2	7,944/-
7	House Keeper	Under Matric (8 <sup>th</sup> -10 <sup>th</sup> )			2	7,944/-
				Total	11	

N.B:- Those candidates who have prior experience of working in CCIs will be given preference over inexperienced candidates. The Remuneration against the post will be paid after sanction/ release of fund from OSCPS, Govt. of Odisha.

  
**Secretary,**  
**Bishnupriya Balashram**  
**Bishnupriya Balashram**

**Government of Odisha**  
**Department of Women & Child Development and Mission Shakti**

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**RESOLUTION**  
**No. 10102 -WCD-CW-MISC-0023-2020**

The 15th September, 2020

**SUBJECT- Guidelines for Grant-in-Aid to Registered Child Care Institutions and use this .**

The State Government after careful consideration is pleased to issue revised guidelines for sanctioning Grant-in-Aid to registered Child Care Institutions (CCIs) as prescribed under Section 41 of the Juvenile Justice (Care and Protection of Children) Act, **2015**. This Resolution supersedes W. & C. D. Department **Resolution No. 4307-WCD-CW-MISC-0227/2014-WCD. Dated the 4<sup>th</sup> March 2015.**

## PROTOCOL FOR ENGAGING NEW STAFF FOR CCIS

The CClS may recruit new staff as per the posts prescribed in the ICPS guidelines and as per the qualifications prescribed bellow. Since the staff engaged by the CCI are not Government staff, the management of the CCI will be responsible for them in case the GIA is discontinued. The District Inspection Committee should make yearly inspection and assess the quality of staff and the staffing structure in CClS.

- i. The staff strength of the institution will be maintained as per the CPS guidelines, and as revised from time to time. Any vacancy in the institutions shall be reported to the District Child Protection Officer and will be filled-up from the panel recommended by the CCI level selection committee following the procedure outlined below.
- ii. The Protection Officer (Institutional Care) shall conduct an assessment of the current staff position in the CCI and intimate the vacancy position to the District Child Protection Officer.
- iii. The recruitment to new / vacant posts shall be conducted through a transparent and **online application** 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 CCI concerned through online.
- 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 sizes) should be affixed to the application form.
  - c. Certificate of experience issued from previous employer.
  - d. Self declaration regarding non involvement in any criminal activities especially child related offences.
- v. The concerned CCI will make a list of the applicants received for different position separately and submit it to the CCI level section committee comprising the following member:
  1. Retired Educationist/ Administrative Official from the locality (Retried not the bellow rank of Class- II)

2. District Child Protection Officer
  3. Chairperson/Member, ewe
  4. Member, JJB
  5. Secretary of the CCI
- vi. The quorum of the committee shall be one third of the members including DCPO.
- vii. The recruitment shall be on the basis of career marking only 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 10 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 marks, the candidate with past experience of working in child rights will be given preference. The decision of the Home Management Committee in this regard shall be final.

- viii. The Selection Committee shall make and recommend the name of 5 candidates for each position 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. The panel will be valid for 1 year from the date of finalization.
- a. Any joining or exit of employees of or above the qualification of Post graduation position shall be done with the prior approval of the concerned District Magistrate and Collector.
  - b. The list of appointees shall be submitted to the District Child Protection Officer and Director, OSCPS for due information and record.
- viii. 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 of service of its staff based on the annual performance appraisal.

- ix. Number and names of positions lying vacant (along with period) should be mentioned in the Utilization Certificate and annual applications for GIA.
- x. 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.
- 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.

### **Required qualification for the various positions (Contractual) in Child Care Institutions (CCIs)**

#### **1. Children's Homes**

<b>Sl. No.</b>	<b>Position</b>	<b>Required Qualification</b>
<b>1</b>	Superintendent	Master's Degree in Social Work, Sociology, Anthropology, Psychology or any other related field of Humanities or MBA (HR) or any other Master's Degree, and familiarity with computers
<b>2</b>	Counsellor	Post Graduates, preferably in Sociology/ Psychology (Child Psychology)/ Social Work or Social Science with computer skills
<b>3</b>	Probation Officer/Case Worker/Child welfare Officer	Master's Degree in Social Work, Sociology, Anthropology, Psychology or any other related field of Humanities or MBA(HR) or any other Master's Degree and familiarity with computer
<b>4</b>	House mother/Father	Graduate in any discipline, Each CCI shall have at least one science Graduate and an Arts. Graduate preference will be for Home Science, Psychology, Sociology graduates.
<b>5</b>	Paramedical Staff /Pharmacist	Compounder/ Pharmacists having diploma in Ayurvedic/ Homeopathic/ Unani from institutions recognized by Govt. of India
<b>6</b>	Store Keeper-Cum Accountant	P.G. preferably in Commerce/ MBA(Finance)

<b>7</b>	Cook	Under Matric(8 <sup>th</sup> -1 0 <sup>th</sup> )
<b>8</b>	Helper	Under Matric (8 <sup>th</sup> -1 0 <sup>th</sup> )
<b>9</b>	House Keeper	Under Matric (8 <sup>th</sup> -1 0 <sup>th</sup> )

\*In case of CCLs in rural areas the eligibility for the House Mother/ House Father position may be relaxed down to 10th class.

Secretary

Bishnupriya Balashram