



# DAYSTAR HOME

## FOR DESTITUTE KIDS

Chhitabado, Jarau, Mohana (Block) Gajapati, Dist. Odisha, India

( A unit of Susi Charitable Trust)

Recognised by the Govt. of Odisha

under JJ act vide letter no. 27/GJP/2015 dt. 20/03/2015 & no. 1125/DCPU dt. 13.8.2018 from Collector and District Magistrate, Gajapati Dist

E-mail : daystarhomejarau@gmail.com, Web : www.susicharitabletrust.org.in



Ref. No. 153 (SCT)

Date : 14.02.2019

### ADVERTISEMENT

Applications are invited from the eligible dedicated professional candidates for engagement in the following positions on contract basis in the Child Care Institution, Daystar Home for Destitute Kids, At- Jarau, Po-Govindpur, Mohana Block, Gajapati under the Integrated Child Protection Scheme. The posts are purely temporary and the contractual employees can be disengaged at any stage without assigning any reason thereof. Applications complete in every respect should reach by speed/Regd. post only at the Office of the Additional District Magistrate, Collectorate, Gajapati, Paralakhemundi, 761200 latest by 5.00 PM on or before 02/03/2019. Details & Application form may be downloaded from the district website [www.gajapati.nic.in](http://www.gajapati.nic.in). candidates willing to apply for more than one post shall submit separate application in sealed cover quoting the position applied on top of the envelop. Incomplete application or any application received after the due date shall be rejected.

Details of Staff to be engaged are as follows:

Sl. No.	Name of the Post	Qualification	TOR	Age	Remuneration
1.	Superintendent (1 nos)	Masters 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.	<ol style="list-style-type: none"> <li>1. Providing homely atmosphere of love, affection, care development and welfare of juveniles/Children.</li> <li>2. Planning implementation and coordinating all institutional activities, programmes and operations.</li> <li>3. Maintaining minimum standards in the Home.</li> <li>4. Monitoring of juveniles/Children as the case may be training and treatment programmes and correctional activities.</li> <li>5. Supervision over Juveniles/Children discipline and moral wellbeing.</li> <li>6. Allocations of duties to personnel.</li> <li>7. Attending to personnel welfare and staff discipline.</li> <li>8. Preparation of budget and control over financial matter.</li> <li>9. Supervision over office administration.</li> <li>10. Monthly office inspection.</li> <li>11. Daily inspection and round up institution.</li> <li>12. Inspecting and testing food prepare for Juvenile/Child.</li> <li>13. Take prompt action to meet emergencies.</li> <li>14. To take appropriate rehabilitation measures.</li> <li>15. To take steps for improvement of children in the academic, cultural sports field.</li> </ol>	Lower age limit 21 upper age limit 35	Rs. 25,000/- per month

2.	Counselor (1 nos)	Post Graduates, preferably in Sociology/Psychology (child psychology)/Social Work or Social Science with Computer Skills	<ol style="list-style-type: none"> <li>1. The counselor shall provide counseling service to children in complicit with law/children in need of care and protection as well as their parents and families.</li> <li>2. Counselor shall also help the CWC/JJB as and when required.</li> <li>3. He/She will help the Superintendent in preparing CSR.</li> <li>4. He/She will produce the child before the CWC.</li> <li>5. He/She will prepare plan of action for social integration.</li> </ol>	Lower age limit 21 upper age lime 35	Rs. 17,500/- per month
3.	Probation Officer/Ca se Worker/C hild Welfare Officer (1 nos)	Masters 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.	<ol style="list-style-type: none"> <li>1. To make inquiries regarding the Home and school conditions, conduct, character and help of Juvenile/Child under their supervision.</li> <li>2. To attend regularly the proceeding of JJB &amp; submit reports.</li> <li>3. To maintain dairy case file and such registers as may be prescribed from time to time.</li> <li>4. To visit regularly the resident of juvenile/Child under their supervision and also places of employment or school attended by such juveniles and to submit regularly. Fortnightly reports of prescribed in form- IX</li> <li>5. To accompany juveniles or children where ever possible from the office of the board to observations Homes, Special Homes, Children's Home or Fit Person as the case may be.</li> <li>6. To bring before the board/Committee, Immediately Juveniles/Children who have not been of good behavior during the period of supervision.</li> <li>7. Follow up juveniles or Children after they are release from the organizations and extending help and guidance to them.</li> </ol>	Lower age limit 21 upper age lime 35	Rs. 13,000/- per month
4.	House Father (1 nos)	Graduate in Science.	<ol style="list-style-type: none"> <li>1. Handling Juvenile or child with love and affection.</li> <li>2. Taking proper care and welfare of juvenile or child.</li> <li>3. Maintaining discipline among the juveniles.</li> </ol>	Lower age limit 21 upper age lime 35	Rs. 11,000/- per month
5.	Para Medical staff (1 nos)	Compounder/pharmaci st/having diploma in Ayurvedic/ Homeopathic/ Unani from the institution recognized by Govt. Of India.	<ol style="list-style-type: none"> <li>1. Provide first aid and other medical aid like administration of medication as per doctors order etc.</li> </ol>	Lower age limit 21 upper age lime 35	Rs. 9,000/- per month
6.	Store Keeper- cum-	PG preferable in Commerce/MBA (Finance)	<ol style="list-style-type: none"> <li>1. Accountant cum Store Keeper should have at least five Years working experience related to accounts and</li> </ol>	Lower age limit 21 upper age	Rs. 14,000/- per

	Accountant (1 nos)		<p>book keeping.</p> <p>2. Accountant cum Store Keeper must have some technical knowledge to handle different types of materials and machineries etc.</p> <p>3. Accountant cum Store Keeper should be well versed in the field or store accounting to prepare the store records, such as bin card, store ledger etc.</p> <p>4. Accountant cum Store Keeper should possess personal qualities like : honesty, integrity, pleasing, personality etc.</p> <p>5. Maintain the accounts of the institution.</p> <p>6. A prepare proposals for GIA from the department and other agencies.</p> <p>7. Prepare and send Utilisation Certificate to donors.</p> <p>8. Procure and maintain stock of various items required in the institution.</p> <p>9. Institutions maintenance and upkeep.</p>	lime 35	month
7	Cook (1 nos)	Under Matric	<p>1. Ensure timely and hygienic meals for the children (4 times a day) as per the planned menu.</p> <p>2. Ensure quality of food by purchasing good quality locally availability items</p> <p>3. Provide specials meals on holidays, festivals and for sick children.</p>	Lower age limit 21 upper age lime 35	Rs. 7500/- per month
8	House Keeper (1 nos)	Under Matric	<p>1. Maintain cleanliness in the premises.</p> <p>2. Ensure washing and cleaning of utensils, cloths, bed sheets etc.</p> <p>3. Sweeping and cleaning of bathrooms and boundary areas.</p>	Lower age limit 21 upper age lime 35	Rs. 6,000/- per month

Selection Committee reserves the right to modify/cancel the process of engagement without assigning any reason or prior notice.



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Managing Trustee  
SUSI Charitable Truste  
**Managing Trustee**

**Susi Charitable Trust**  
Cherithvilla  
N5-460, Nayapalli  
I.R.C. Village  
Bhubaneswar, Orissa

## **Protocol for engaging new Staff for Child Care Institution (CCI).**

The CCI may recruit new staff as per the posts prescribed in the ICPS guidelines and as per the qualifications prescribed in Annexure –V of Revised Guidelines for Grant-in-Aid to registered Child Care Institutions and use thereof. 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 CCI.

- (i) The staff strength of the institution will be maintained as per the ICPS guidelines, 2014 and as revised from time to time. Any vacancy in the institutions shall be reported to the Collector-cum-District Magistrate and will be filled-up from the panel recommended by the District Selection Committee following the procedure outlined below.
- (ii) The District Verification Committee consisting of the ADM, DWO, ADSWO, Tehsildar, District Headquarters and the DCPO of the District shall conduct an assessment of the current staff position in the CCI and intimate the vacancy position to the Collector-cum-District Magistrate / Director, OSCPS /W. & C.D. Department.
- (iii) The recruitment to new/ vacant posts shall be conducted through a transparent 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 ADM of the District.
- (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 size) should be affixed to the application form.**
  - (c) **Certificate of experience issued from previous employer.**
  - (d) **Character Certificate from a Gazetted Officer.**
- (v) The DCPU will make a list of the applications received for different position separately and submit it to the District Selection Committee for review.
- (vi) There CCI shall constitute a Selection Committee consisting of at least 2 women members, 2 educationists and 2 social workers. The President/Secretary of the CCI shall be a member-convener. The senior most person by age other than the member-convener shall be the Chairperson of the Committee. 3 members out of 5 including the Chairperson will consist the quorum.
- (vii) The recruitment shall be on the basis of career marking only as per weightage assigned below—

Sl. No.	Qualification	Weightage
1	Secondary	15
2	Higher Secondary	20
3	Graduation	30
4	Post-Graduation	30
5	Any other Professional Course/Training related to Child Rights and its Protection	05
<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 5 categories mentioned in the table above. In case more than one candidate has equal weightage of marks, the candidate with past experience of working with children will be given preference. The decision of the Selection Committee in this regard shall be final.

- (viii) The Selection Committee shall make a panel and recommend the name of 3 candidates in order of preference to the management of the CCI 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.
- (ix) The list of appointees shall be submitted to the Collector-*cum*-District Magistrate and Director, OSCPS for due information and record.
- (x) The management of CCI will be the authority to issue the engagement order to the staff. The CCI applying for this component of the GIA should also have a Human Resource 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.
- (xi) Number and names of positions lying vacant (along with period) should be mentioned in the Utilization Certificate and annual applications for GIA.
- (xii) The District Inspection Committee (DIC) shall verify the staff details (position, name, qualification, experience, recruitment procedure, performance, etc.) during its visit to the CCI.

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.



Employment Details ( Previous)- Attach Photocopies of Experiences Certificate									
Name of organization	Designation	Key Responsibilities handled	Period						
			From	To					
Current employment – Attach Proof of Current employment									
Name of Organization	Designation	Responsibilities handled	Working from	Monthly remuneration					
Computer Literacy									
Package/ Application	Details of Exposure/ Proficiency								
Language Proficiency									
Language	Ability to Speak			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									

**Declaration:**

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

Place:

Date:

Signature of Applicant