



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. 602/DCPU dt.01.01.2023 from Collector and District Magistrate, Gajapati Dist

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



Ref. No. No.333(SCT)

Dt. 29-11-23

Date :

ADVERTISEMENT

Applications are invited from an eligible, dedicated, professional candidates for an engagement in the following positions on contract basis in the Child Care Institution i.e., Daystar Home for Destitute Kids, At- Jarau, Po- Govindpur, Mohana Block, Gajapati under the Mission Vatsalya 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 Regd. /Speed Post only. To The District Child Protection Officer, O/o The Dist. Child Protection Unit, Gajapati, At- Room no. 303, 2nd Floor, Collectorate, PO-Paralakhemundi, PIN- 761200, Dist.- Gajapati, Odisha latest by 5.00 PM on or before 20/12/2023. Detailed Application form may be downloaded from the district website 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	Qualifications	Age	Remuneration
1	Store keeper -cum- Accountant	PG Preferably in Commerce/MBA (Finance) as per GIA guidelines	Lower age limit 21 upper age limit 45	Rs. 18,536/- per Month
2.	House Father (Arts Graduate)	Graduate/postgraduate in any discipline in Arts.(preference will be given for Home Science, Psychology, or Sociology Graduates.)	Lower age limit 21 upper age limit 45	Rs.14,564/- per Month

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



[Signature]
Managing Trustee
SUSI Charitable Trust
Managing Trustee

APPLICATION FORM

PERSONAL DETAILS		
Application for the post of (separate applications for specific post)		Affix duly self attested recent passport 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	Exam Passed	Year of Passing	Name of the Board/ University/ Recognized Institution	Subject/ Specialization	Total Mark*	Secured Mark*	Percentage of Mark*
Matriculation							
Higher Secondary Education (+2)							
Graduation							
Post Graduation							
Others							

* You may submit Circular/Notification w.r.t. Grade/ CGPA or any other such kind of evaluation describing equivalent to secure mark from total mark as a reference document for computation of percentage for preparation of merit list.

Employment Details (Previous) Attach self – Attested photocopies of Experience Certificate

Sl. No.	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		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									
Other (Please Specify)									

Declaration

I Sri/Smt/Miss _____ 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.

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 punitive action under law.

Date:

Place:

Signature of the applicant

The following documents have to be attached with application forms.

- I. Self attested photocopy of Secondary, Higher Secondary, Graduation, Post Graduation or any other professional qualification certificate and mark sheet.
- II. The candidates having minimum qualification in odia language i.e. up to 8th Standards pass is mandatory for the above post.
- III. One recent self-attested color photograph (3.5x4.5 cm size) should be affixed to the application form.
- IV. Certificate of experience issued from previous employer.
- V. Character Certificate from a Gazeted Officer.

The recruitment shall be on the basis of carrier marking only as per weightage 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 M.Phil, PhD etc.	10
6	Work Experience	10
	Total	100

The merit list shall be prepared 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.