

OFFICE OF THE COLLECTOR-CUM-DISTRICT MAGISTRATE, SUNDARGARH

(District Child Protection Unit)

Odisha State Child Protection Society, W & CD Department,

Govt. of Odisha

Place of Safety, Rourkela

(Child Care Institution)

Applications are Invited from the eligible candidates to be engaged purely on contractual consolidated remuneration on the basis of the following different posts lying vacant in Place of safety, Rourkela.

The Interested candidate shall submit the offline application form, duly filed by the candidate along with self-attested photocopies of the certificates and marksheets of academic background and experiences, and recent passport size photograph(self-attested) to **The Superintendent, Place of safety, Near Special Jail, at Jail Road, Pin-769004** via Speed Post/ Registered Post only sharply before 5 PM within 25 days of the publication of this advertisement.

The candidates must fill the online form through the link <https://forms.gle/MMZF8VDwst7fU7WeA> . The required age of the candidate 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.

The candidates are required to mention the category of the post applied for and it must be legible in CAPITAL LETTERS on the top of their respective applications. **The candidates are required to submit separate application for each post under each category, if the candidate prefers to apply for more than one post.** Each such application must be accompanied with the required documents. Incomplete, faulty applications or application received after due date shall be rejected.

The posts are purely scheme based consolidated contractual and temporary in nature. Period of engagement may be extended for the further period, based upon satisfactory performance. These are not the permanent posts and permanent job cannot be claimed.

The Merit list shall be drawn up on the basis of weightage in the percentage of marks obtained in all categories mentioned in the table above and personal interview. The decision of selection committee in this regard shall be final.

1. Vacancy Positions

Sl. No.	Name of the Post	No. of Vacancy	Age	Qualification (Mission Vatsalya)	Monthly Remuneration
1.	Superintendent	1	21 - 45 Years	Post graduate degree in social work/ Sociology/ Child development/Human right Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community resource Management from a recognized University At least 3 years of experience of working with Govt./Non. Govt. Organization in documentation training and capacity building, Project Formulation/ Implementation, Monitoring and Supervision preferably in the field of Women and Child development/ Social Welfare Proficiency in Computers	₹ 33,100

2.	Counsellor (1 male and 1 female)	2	21 - 45 Years	Graduate degree in social work/ Sociology/Psychology/ Health/ Counselling from a recognized University Or PG diploma in Counselling and communication At least 1 years of experience of working with Govt./ Non. Govt. Organization preferably in the field of Women and Child development Proficiency in Computers	₹ 23,170
3.	Probation Officer/ Case Worker/ Child Welfare Officer	2	21 - 45 Years	Graduate degree preferably in BA in social work/ Sociology/Social Sciences or LLB Health/ Counselling from a recognized University At least 2 years of experience of working with Govt./ NGO/ Legal matters preferably in the field of Women and Child Rights Proficiency in Computers	₹ 23,170
	Paramedical Staff	1	21 - 45 Years	Compounder/ Pharmacist having diploma in Ayurvedic/ Homeopathic/ Unani from institutions recognized by Govt. of India	₹ 11,916
	House Father/House Mother	2	21 - 45 Years	Graduate in any discipline. Preference will be given to home science, Psychology, Sociology graduates.	₹ 14,564
	Cook	2	21 - 45 Years	Under Matric (8 th to 10 th)	₹ 9,930
	Helper Cum Night Watchman (males)	2	21 - 45 Years	Under Matric (8 th to 10 th)	₹ 7,944
	House Keeper (males)	3	21 - 45 Years	Under Matric (8 th to 10 th)	₹ 7,944
	Tutor	1	21 - 45 Years	Graduate in any discipline	₹ 10,000
	PT instructor cum Yoga Teacher	1	21 - 45 Years	Bachelor or Diploma in Yoga training	₹ 10,000
	Art & Craft cum Music Teacher	1	21 - 45 Years	Bachelor or Diploma in Fine art & Craft and Music	₹ 10,000

2. How to Apply

- a) Go to the official website "www.sundargarg.nic.in" then click on "NOTICES> RECRUITMENT"
- b) Find "Advertisement and Application Form".
- c) Open the Notification and check the Eligibility.
- d) Fill up the Application Form correctly.
- e) Eligible candidates may submit their applications through Speed Post/ Regd. Post/ Courier along with all requisite documents on or before 25 days from the date of publication by 5.00 P.M.
- f) The candidates must fill the online form through the google link, which is <https://forms.gle/MMZF8VDwst7fU7WeA>

3. CERTIFICATES / DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM: -

- a) Self-attested Photocopy of HSC, +2, Graduation, Post graduation or any other professional qualification certificate and mark sheet.
- b) One recent self-attested colour photograph should be affixed to the application form.
- c) Certificate of experience issued from previous employer, as applicable for the post.
- d) No Objection Certificate from the employer.
- e) Self-declaration regarding non-involvement in any criminal activities especially child related offences.

4. OTHER ELIGIBILITY CONDITIONS: -

- a) The candidate must be a citizen of India.
- b) He/She must be good character and of sound health and free from any organic defect and physical infirmity.
- c) He/She must be able to speak, read, and write odiya fluently and must have passed an examination in odiya language equivalent to that of middle school standard.
- d) He/She must not more than one spouse living.

5. GROUNDS OF REJECTION OF APPLICATION: -

- a) Applications of candidates will be rejected by the selection committee on any of the following grounds -
- b) Any application received after due date and time will be summarily rejected.
- c) Un-superscribed application.
- d) Non submission of online application.
- e) Inappropriate format,
- f) Non submission of online application & incomplete application form.
- g) Non submission of self-attested photocopy documents / Certificate/along with the application.
- h) Not signing declaration (Full signature) in the application form.
- i) Not coming within the age limit as mentioned in para 2 of advertisement.
- j) Not having requisite qualification as provided under para – 1 of advertisement.
- k) Not submitted No Objection Certificate from the employer.
- l) Submission of wrong information/ false information about qualification/age etc.
- m) Any other ground as per the decision of the selection committee.

N:B – Application/candidature of a candidate shall be rejected at any stage of recruitment process, when discrepancy is detected.

Superintendent,
Place of Safety, Rourkela.

22/5/23

PLACE OF SAFETY, ROURKELA

APPLICATION FORM

PERSONAL DETAILS		
Application for the Concerned Posts (Separate applications for specific posts)		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 (Tick)	Unmarried
		Female		Married
Caste	Nationality:			
Mother's Name	Father's Name			

Educational Details Attach Photocopies of Certificate and marksheets

Qualification	Name of the Qualification Awarded	Duration		School/ College/ University	Subject/ Specialization	percentage / Grade/ Division	Full time/ part time/ Distance learning
		From	To				
Under Metric (only for the post of Cook/Helper/ House Keeper)							
Secondary (Matriculation)							
Higher Secondary Education (+2)							
Graduation							
Post-Graduation							
Any other professional course / Training related to child rights and its protection or MPhil, PhD etc.							

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

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 declared that, I have never been involved in any criminal activities especially in child related offences and no police case has been lodged me in the past. If anything found contrary to above declaration, my candidature will be rejected and I will be liable for disciplinary action.

Place:

Date:

Full Signature of the **Applicant**

Note: Applicants also need to fill up the application online via link: <https://forms.gle/2kpv9Rkak8ZkCqGH9> , separately for each post