

**PARIVARTTAN SISHUGRUHA & SPECIALISED ADOPTION AGENCY,
Hi-TECH MALKANGIRI, MALKANGIRI**

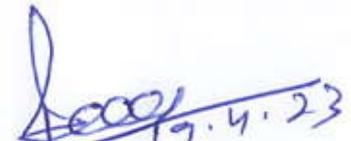
LTR No 914/PAR/ MKG /2023

Date 19.04.2023

**Advertisement for Contractual Engagement at CCI Parivarttan Sishu Gruha
& Specialised Adoption Agency, Malkangiri.**

The CCI Parivarttan Sishugruha, Malkangiri and Parivarttan Specialized Adoption Agency, Malkangiri have registered under the Juvenal Justice (Care & Protection of Children) Act 2015. The management of the above CCIs intent to engage suitable Professional Staff i.e Superintendent, CWO, Counsellor, Educator, Art & Craft cum Music Teacher, PT Instructor -cum- Yoga Trainer, Cook and Helper- cum- Night Watchman for Parivarttan Sishu Gruga Malkangiri and Manager, Child Educator cum Social Worker for SAA on purely contractual basis.

All the interested and eligible candidates are requested to applied for the above posts in prescribed Application Form by Registered Post/ Speed Post/ Courier Post on or before 30.04.2023 to the Secretary Parivarttan, At-Hi-Tech Colony, Po/Dist-Malkangiri, PIN-764048. The authority has reserve the rights to cancel the advertisement in whole or in part without assigning any reason thereof. The details of post vacancies, eligibility criteria, selection procedure, remuneration, and application form and other terms and condition are available in the district website i.e. www.malkangiri.nic.in


Secretary **Secretary**
PARIVARTTAN, SISHUGRUHA

Memo No:

Date:

Copy submitted to District Child Protection Officer, Malkangiri for kind information with request to upload the Advertisement and details of Selection Procedure, Remunerations and application form the District Website <https://malkangiri.nic.in> for the information of the candidates.


Secretary
PARIVARTTAN, SISHUGRUHA
Secretary
PARIVARTTAN

Annexure -VII

DETAILS GUIDLINE AND PROTOCOL FOR ENGAGING NEW STAFF FOR CCI & SAA

The Parivartan Sishugruha Malkangiri, & SAA Parivartan intends to engage dedicated professional staff on a purely Contractual basis for Parivartan Sishugruha (CCI), and SAA PARIVARTAN Malkangiri under Mission Vatsalya .

1.Details of the Vacant Post to be engaged in Parivartan Sishugruha ,Malkangiri & SAA Parivartan , Malkangiri.

Sl.No	Position	No of Post	Condition of Service	Educational Qualification	Monthly Remuneration (Consolidated)	Age Limit
1	Superintendent (Female)	1	Purely Contractual	Post Graduate Degree in Social work/Sociology/Child Development /LLB/Human rights Public Administration /Psychology/psychiatry/Public Health /community resource management from a recognized university. At least 3 year of Experience of working with the Govt/ Non Government Organization in Documentation Implementation Monitoring and supervision Preferably in the field of women	33,100.00	21-45
2	Child Welfare Officer Probation Officer (Male/Female)	1		Graduate Preferably in BA in Social work /Sociology /Social Science ,or LLB from recognized University . Experience of at least 2 year of working with Govt/NGO/Legal matters preferably in the field of women and child rights. Good understanding women and child right & protection issues. Proficiency in Computer.	23,170.00	21-45
3	Counsellor (Female)	1		Graduate in Social work /Sociology /Psychology/ Public Health /counselling		21-45

				from a recognized university OR PG Diploma in counselling and communication. At least 1 year of working experience with the Govt/NGO preferably in the field of Women and Child Development . Proficiency in Computer	23,170.00	
4	Educator (Male/Female)	1		Any graduate preference will be given for having teaching Experience.	10,000.00	21-45
5	Art & Craft cum Music Teacher (Male/Female)	1		Bachelor /Diploma in fine Art.	10,000.00	21-45
6	PT Instructor - Cum- Yoga Trainer (Male/Female)	1		Bachelor /Diploma in Yoga Training /PT	10,000.00	21-45
7	Cook	1		8 th pass	9930.00	21-45
8	Helper- cum- Night Watchman			8 th pass	7944.00	21-45
9	Manager (SAA) (Male/Female)	1		Post Graduate Degree in Social work/Sociology/Child Development /LLB/Human rights Public Administration /Psychology/psychiatry/Public Health /community resource management from a recognized university. At least 3 year of Experience of working with the Govt/ Non Government Organization in Documentation Implementation Monitoring and supervision Preferably in the field of women	23,170.00	21-45
10	Social Worker cum early Child Educator (Female)	1		Graduate in Social work /Sociology /Psychology/ Public Health /counselling from a recognized university 1 year of working experience with the Govt/NGO preferably in the field of Women and Child Development . Proficiency in Computer	18,536.00	21-45

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2. Selection Procedure:-

The recruitment shall be on the of career marking only as per the 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 MPhil,PhD,etc.	10
6	Work experience	10
	Total	100

The merits list shall be drawn up on the basis of the 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.

3. The following Documents have to be attached with the application form: -

- self-attested photocopy of 8th & 9th passed certificate & marks sheet (if available those apply under matric post).
- Self-attested photocopy of HSC or equivalent certificate and mark sheet.
- Self-attested photocopy of 10th ,+2 or equivalent certificate and mark sheet.
- Self-attested photocopy of Degree or equivalent certificate and mark sheet.
- One recent Self-attested colour photograph (3.5*4.5) Size should be affixed to the application form .
- Certificate of Experience issued from the previous employer
- Certificate of Training Related to Child Rights and its protection
- Self Declaration regarding non Involvement in any criminal activities specially child related offence

4. Term and Condition:-

- All the posts are purely temporary Time – bound and Co terminus with the duration of the scheme and performance based.
- The management committee service the rights to fill up or not fill up the vacancy post are notified in this advertisement
- The understanding reserve the rights to cancel any or all the application without assigning any reason thereof
- Any application received after the due date inappropriate format and incomplete application fail to attach proper self attested certificate / document photograph, inadequate qualification and age limit will be summarily rejected.
- The appointment will not confer any right/ claim /Entitlement for appointment on reglar basis in the future the **staff engaged by the CCI Management are not Government Staff**
- No TA/DA will be paid at the time of the document verification
- The decision of the selection committee will be final and binding on all aspects.



- A separate application has to submit for each post mandatorily quoting the position on the top of the application form for the post of**Otherwise it shall be rejected** .
- Hard copy with prescribed application form should be submitted by registered speed post / courier for the Following address to the office of the PARIVARTTAN SISHU GRUHA At- Hi-Tech Colony ,Malkangiri, Pin-764048 MALKANGIRI before dated 30.04.2023.



APPLICATION FORM

Name of the Child Care Institution (CCI)		Photo					
Application for the posts of (Separate application Specific Posts)							
Applicants Name (In Block letter)							
Address of Correspondence		Permanent Address					
Mother's Name		Religion	Caste				
Father Name		Sex	Marital Status				
Date of Birth (as per HSC)		Phone/ Mobile Number	E mail ID				
Educational Details – Attach Photocopies of Certificate, Mark sheets and other related documents with self-attested							
Qualification	Exam Passed	Year of Passing	Name of the Board/University/Recognised Institution	Subject Specialisation	Total Marks	Secure marks	Percentage of marks
Matriculation							
Higher Secondary (10 th , +2)							
Graduation							
Post Graduation							
Any Other							

Employment details (Previous) - Attached Photocopy of experience Certificate				
Name of the Organisation	Designation	Key Responsibility Handled	Period	
			From	To
Current Employment - Attach proof of Current Employment				
Name of the Organisation	Designation	Key Responsibility Handled	Period	
			From	Monthly Remuneration
Computer Literacy -				
Package /Application		Details of Exposure / Proficiency		



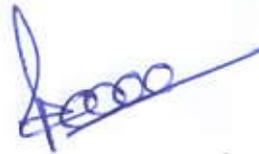
Declaration :

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:

Signature of Applicant

Date:

A handwritten signature in blue ink, consisting of a stylized initial followed by several loops, all underlined.