

# Gandhi Sevashram Iswarlal Sishu Bhawan

At. Santia, Po. Jaleswar, Ps. Jaleswar, Dist. Baleswar, Ph. +91 7008664289, +91 9776274101, Web:

[www.gandhisevashramiswaralal.org](http://www.gandhisevashramiswaralal.org)

## ADVERTISEMENT (JOB VACANCY)

Applications are invited from the perspective candidates for the different posts (given below) through the proforma application form which will be made available on the website- [www.gandhisevashramiswaralal.org](http://www.gandhisevashramiswaralal.org) . The online submission of application form shall be available on the above mentioned website from 05/01/2025 10AM to 20/01/2025 05:00PM. The recruitment of different posts of Gandhi Sevashram Iswarlal Sishu Bhawan, Santia, Jaleswar, Balasore will be done as per the Mission Vatsalya guidelines and resolution No. 10102-WCD-CW-MISC-0023-2020 issued by the Department of Women & Child Development, Government of Odisha. After submission of online applications, the candidates are to submit hard copy of the same along with all required documents and testimonials through speed post/ registered post only address to the **Office Of The Secretary Gandhi Sevashram Iswarlal Sishu Bhawan, Santia, Jaleswar, Balasore, Odisha, -756032** within the due date as mentioned in the advertisement. Any applications received after 5pm of the due date shall be rejected. The posts are purely temporary, time bound and co-terminus with the scheme depending on the satisfactory performance. For detailed advertisement please visit to the website mentioned above.

## DETAILED POSTS AND VACANCIES

**(1) Superintendent-01, (2) Counsellor- 01, (3) Probation Officer- 02, (4) House Mother/ House father- 02, (5) Cook- 01, (6) Helper-cum-night watchman- 02, (7) Housekeeper- 01, (8) Educator- 02, (9) Art & Craft –cum-music teacher- 01, (10) PT Instructor-cum-Yoga trainer - 01**

-/Sd  
Secretary

## **(ADVERTISEMENT FOR RECRUITMENT OF STAFF AS PER THE MISSION VATSALYA GUIDELINE WITH REFERENCE TO RESOLUTION NO. 10102/WCD-CW-MISC-0023/2020 DT- 15-09-2020 ISSUED BY THE W & CD DEPARTMENT, GOVT. OF ODISHA)**

All the posts are purely contractual in nature but to be continued with the mentioned consolidated remuneration as per the norms of Mission Vatsalya under the W&CD Department Govt. of Odisha, so long as the scheme CCI/CH is supported by the Govt.

Applicants must have the essential qualification along with adequate experience in the related field. The applicant must have good writing, speaking and reading knowledge in Odia.

Candidates are advised to visit the website of [www.gandhisevashramiswaralal.org](http://www.gandhisevashramiswaralal.org) for the latest information in respect of various categories of posts and the stages of recruitment process.

The posts are purely contractual and co-terminus with the project. The continuance in the post by the candidate depends on the performance. The application complete in all respect along with other documents should be sent to the **Secretary, Office of the Gandhi Sevashram Iswarlal Sishu Bhawan, Santia, Jaleswar, Pin-756032. latest by 5.00 PM on 20.01.2025 by speed post or register post only.** Separate applications in sealed cover is to be submitted against each post **“Super Scribing”** the post applied for on the top of the envelope. No other mode of application will be accepted. Applicants must not be below **21years or above 45years age as on dt.01.01.2025.** The authority reserves the rights to cancel the

advertisement or any post without assigning any reason thereof. Incomplete applications received **both Regd. Post/ Speed post** after due date shall be rejected. The selection of candidates will be made on the basis of the procedure specified in the resolution No. 10102/WCD-CW-MISC0023/2020 DT- 15-09-2020 ISSUED BY THE W & C D DEPARTMENT, GOVT. OF ODISHA or as decided by the Selection Committee constituted for the purpose. The details such as number of vacancies, eligibility, selection procedure, remuneration and application form are available in the website: [www.gandhisevashramiswaralal.org](http://www.gandhisevashramiswaralal.org)

<b>SL. NO</b>	<b>Name of the Post</b>	<b>No. of Vacant Posts</b>
1	Superintendent	1
2	Counsellor	1
3	Probation Officer	2
4	House Mother/ House Father	2
5	Cook	1
6	Helper-cum-night watchman	2
7	Housekeeper	1
8	Educator	2
9	Art & Craft-cum-Music Teacher	1
10	PT Instructor-cum-Yoga Trainer	1

Indicative Qualification of Human Resources for (CCI) under Mission Vatshalya  
**Details of contractual staff to be engaged as follows:**

<b>Gandhi Sevashram Iswarlal Sishu Bhawan, Santia, Jaleswar, Baleshwar, Odisha</b>			
<b>Sl. No</b>	<b>Name of the Post</b>	<b>No. of vacant Post</b>	<b>Eligibility / Qualification</b>
1	<b>Superintendent,</b> Rs. 33,100/- P.M.*	1 no. (M)	Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University At least 3 years of experience of working with the Govt./Non-Government Organization in Documentation, training & Capacity Building, Project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child Development/ Social Welfare. Proficiency in Computers.
2	<b>Counselor,</b> Rs. 23,170/- P.M.*	1 no. (M/ F)	Graduate in Social Work / Sociology/ Psychology/ Public Health/ Counseling from a recognized university.  OR  PG Diploma in Counseling and Communication. At least 1 year of working experience with the Govt/NGO preferably in the field of Women & Child Development. Proficiency in Computers.
3	<b>Probation Officer</b> Rs. 23,170/- P.M.*	2 nos. (M)	Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences or LLB from a recognized university. Experience of at least 2 years of working with Govt./ NGO/ Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child right & protection issues. Weightage for work experience candidate Proficiency in Computers
4	<b>House Mother/ Father</b> Rs. 14,564/- P.M.*	2 nos. (M/F)	Graduate in any discipline. Preference will be for Bachelor in Science, Home Science, Psychology, Sociology graduates.
5	<b>Educator</b> Rs. 10,000/- P.M.*	2 nos. (M/F)	Bachelor in Science or Arts from a recognized University.
6	<b>Art &amp; Craft-cum-Music Teacher</b> Rs. 10,000/- P.M.*	1no. (M/F)	Bachelor or Diploma in visual art from a recognized university/ Bachelor or Diploma in Music from a recognized university or equivalent / Bachelor or Diploma in sculpture, ceramics, Paper craft, wood craft etc.
7	<b>PT Instructor-cum-Yoga Trainer</b> Rs. 10,000/- P.M.*	1no. (M/F)	B.P. Ed from a recognized University or equivalent.
8	<b>Cook</b> Rs. 9,930/- P.M. *	1 no. (F)	Under Martic (8 <sup>th</sup> to 10 <sup>th</sup> )
9	<b>Helper-cum-Night Watchman</b> Rs. 7,944/- P.M. *	2 nos. (M/F)	Under Martic (8 <sup>th</sup> to 10 <sup>th</sup> )
10	<b>Housekeeper</b> Rs. 7,944/- P.M. *	1 no. (F)	Under Martic (8 <sup>th</sup> to 10 <sup>th</sup> )

\* Salary mentioned is as per Govt. Scheme under Mission Vatsalya, under the W&CD Department Govt. of Odisha.

**The following documents have to be attached with the application forms:-**

- a. Self-attested photocopy of Under Matric/HSC, Graduation, Post Graduation or any other professional qualification certificate and mark-sheets.
- b. One recent self-attested colour photograph (3.5 X 4.5 size) should be affixed in the application form.
- c. Experience Certificate.
- d. Self declaration regarding non involvement in any criminal activities especially child related offences.

<b>Sl.</b>	<b>Name of the post</b>	<b>TOR</b>
01	Superintendent	<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. Allocation of duties to personnel.</li> <li>7. Attending to personnel welfare and staff discipline. Preparation of Budget and control over financial matters.</li> <li>8. Supervision over office administration.</li> <li>9. Monthly office inspection.</li> <li>10. Daily inspection and round of institution. Inspecting and tasting food prepared for Juvenile / child.</li> <li>11. Take prompt action to meet emergencies.</li> <li>12. To take appropriate rehabilitation measures.</li> <li>13. To take steps for improvement of children in the academic, cultural, Sports field.</li> </ol>
02	Counselor	<ol style="list-style-type: none"> <li>1. The counselor shall provide counseling service to children in conflict 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>
03	Probation Officer	<ol style="list-style-type: none"> <li>1. To make inquiries regarding the home and school conditions, conduct, character and health of juvenile/ child under their Supervision.</li> <li>2. To attend regularly the proceeding of JJB and submit reports.</li> </ol>

		<ol style="list-style-type: none"> <li>3. To maintain diary case file and such register as may be prescribed from time to time.</li> <li>4. To visit regularly the residence of juvenile or child under their supervision and also places of employment or school attended by such juveniles and to submit regularly fortnightly reports as prescribed in form IX.</li> <li>5. To accompany juveniles or children where ever possible from the office of the board to observation home, special home, children where ever possible from the office of the board to observation home, special home, 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 be of good behavior during the period of supervision.</li> <li>7. Follow up of juveniles of children after their release from the organizations and extending help and guidance to them.</li> <li>8. Establishing linkage with voluntary workers and organizations to facilitate rehabilitation and social reintegration of juveniles/ children and ensure the necessary follow up.</li> <li>9. Ensuring that cleanliness of the premises and maintenance of physical infrastructure including provisions of water and electricity etc.</li> <li>10. Ensure the cleanliness of the premises and maintenance of physical infrastructure including provisions of water and electricity etc.</li> <li>11. Making social investigation of the juvenile/child through personal interview and from the family, social agencies and other sources.</li> <li>12. Clarifying problems of the juveniles/child and dealing with difficulties in institutional life.</li> <li>13. Participating in the orientation, monitoring, education, vocational and rehabilitation programmes.</li> <li>14. Establishing cooperation and understanding between the juvenile/ child and the officer in charge.</li> <li>15. Assisting the juvenile / child to develop contacts with family and also providing assistance to family members.</li> <li>16. Participating in the pre releasing programme and helping the juvenile / child to establish contacts which can provide emotional and social support to juvenile or child after their release.</li> </ol>
04	House Mother/ House Father	<ol style="list-style-type: none"> <li>1. Handle every child in the child care institution with love and affection.</li> <li>2. Take proper care of the child and ensure his welfare.</li> <li>3. Provide each child upon his reception with all the necessary supplies like clothing, toiletries etc.</li> <li>4. Replenish the provisions/supplies as per scale and need of the child.</li> <li>5. Maintain discipline among the children.</li> <li>6. Ensure that the children maintain their personal cleanliness and hygiene.</li> <li>7. Look after maintenance, sanitation, and maintain hygienic surroundings.</li> <li>8. Implement the daily routine of every child in effective manner and ensure the participation of the children.</li> <li>9. Escort the children whenever they go out of the child care</li> </ol>

		<p>institution for purposes other than production before the Board or committee or the Children’s Court.</p> <p>10. Report to the Person-in-Charge and to the Probation Officer about the child assigned to the Probation officer.</p> <p>11. Maintain the registers, relevant to their duties, and</p> <p>12. Any other duty as may be assigned by the Person-in-Charge of the child care institution.</p>
05	Educator	<ol style="list-style-type: none"> <li>1. He/She shall work under the supervision of the Superintendent/Person-In-Charge to ensure that all children in the CCI receive educational inputs:</li> <li>2. Upon receiving a brief from the Probation Officer/Case worker/CWO shall provide inputs and interact with the Child if necessary for the component on education which will form part of the ICP</li> <li>3. The educator shall work in coordination with the CWO/Case worker/Probation Office to ensure that children in the CCI receive support to begin or continue their education with no disruption.</li> <li>4. He/She shall ensure that the children are able to enroll in NIOS and continue/begin their education. Obtain documents from their home to enable them to continue their education.</li> <li>5. Administer tests to determine at what level of education children are at in order to be able to give them appropriate support.</li> <li>6. Conduct classes daily, and coordinate with voluntary agencies providing education support services in the CCI to ensure that all children receive educational support such as : <ol style="list-style-type: none"> <li>a. Bridge course.</li> <li>b. Enrolment for open schooling if necessary.</li> <li>c. Literacy and Non formal education for those children for whom it may not be possible to educate.</li> <li>d. Supplementary tuitions to children who are in formal education and need additional support.</li> </ol> </li> </ol>

06	Art & Craft-cum-Music Teacher	<p>They shall perform their duties under the supervision of Person-in-Charge.</p> <p>Art &amp; Craft. The duties of the art, craft &amp; activity teacher is conducting art &amp; craft &amp; other activities for the children in the CCI which may be such as:</p> <ol style="list-style-type: none"> <li>1. <b>D</b>ivide children in groups based on their age.</li> <li>2. <b>E</b>nsure that every child in the CCI is allocated a group and receives a minimum of 2 sessions of 2 hours duration in a week.</li> <li>3. <b>C</b>onducts sessions in a modular manner with a plan such that: <ol style="list-style-type: none"> <li>a. Children learn different styles of art-different periods and art forms, traditional art forms from around the country.</li> <li>b. They learn history of art and stories of famous artists.</li> <li>c. They get to participate in projects and are acknowledged for their work.</li> <li>d. Provide positive feedback and reinforcement to the children through the sessions.</li> <li>e. Design sessions in such a manner that children find a way to express themselves and also have conversations about themselves through the projects/paintings/craft items they prepare.</li> <li>f. Use information available on the internet to help with research and development of modules.</li> </ol> </li> <li>4. <b>L</b>iaise with the Superintendent/Person-in-Charge such that children who are interested are permitted to participate in government organization art competitions.</li> <li>5. <b>U</b>nder supervision and direction of the Superintendent/Person-in-Charge work with volunteers to undertake art and craft projects with the children-e.g. Painting of murals, decorating walls of the institution.</li> <li>6. <b>L</b>iaise with the Superintendent/Person-in-Charge to get materials required for art projects donated/Sponsored from the community, department, DCPU or corporate</li> </ol> <p>Also facilitate development of music talent among the inmates.</p>
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07	PT Instructor-cum-Yoga Trainer	<ol style="list-style-type: none"> <li>1. The PT Instructor-cum-Yoga trainer shall be available on fixed hours at fixed times daily and shall perform his duties under the supervision of Person-in-Charge.</li> <li>2. She/He must ensure that each child participates in minimum 2 hours of group activities daily.</li> <li>3. The PT Instructor-cum-Yoga trainer shall under the supervision of the Superintendent/Person-in-Charge ensure that there is an adequate supply of sports equipment.</li> <li>4. PT Instructor-cum-Yoga trainer shall train the children in sports and athletics.</li> <li>5. PT Instructor-cum-Yoga trainer shall coordinate and organize volunteers: <ol style="list-style-type: none"> <li>a. Undertake training of children in different sports and athletics.</li> <li>b. Competitive matches and tournaments.</li> <li>c. Impart training on yoga, meditation, pranayam.</li> </ol> </li> </ol>
08	Cook	<ol style="list-style-type: none"> <li>1. Ensure timely and hygienic meals for the children (4 times a day) as per the planned menu.</li> <li>2. Ensure quality of food by purchasing good quality locally available items.</li> <li>3. Provide specials meals on holiday's festivals and for sick children.</li> </ol>
09	Helper-cum-Night Watchman	<ol style="list-style-type: none"> <li>1. Provide support to the cook in maintaining timeliness and quality of meals being cooked for children.</li> <li>2. Clean the cooking utensils and the kitchen post every round of cooking.</li> <li>3. In addition to the above duty, Perform duty of a Night Watchman.</li> </ol>
10	Housekeeper	<ol style="list-style-type: none"> <li>1. The Housekeeper must do and ensure the cleanliness of the dormitories, halls, bathrooms and the surroundings.</li> <li>2. Ensure timely cleaning of the office rooms and other items and stationaries of the office.</li> </ol> <p>He/ She shall look after the cleanliness of the clothes of the inmates specially the younger kids.</p>

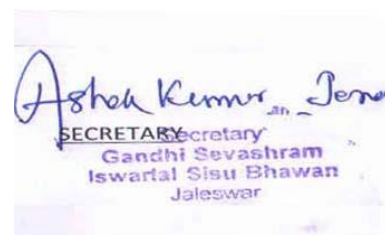


The recruitment shall be on the basis of career marking as per weight age assigned below.

Sl.No	Qualification	Weightage
1	Secondary	10
2	Higher Secondary	15
3	Graduation	25
4	Post Graduation	30
5	Any other professional Course /Training related to child Rights and its Protection or M.Phil, PhD etc.	10
6	Work experience	10
<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 6 **categories** mentioned in the table above. In case more than one candidate has equal weightage of marks, the candidates with past experience of working with children will be given preference. The decision of the Selection Committee in this regard shall be final.

The Selection Committee shall make and recommend at least 5 candidates for each post 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.



Ashok Kumar Jena  
SECRETARY  
Gandhi Sevashram  
Iswarlal Sisu Bhawan  
Jaleswar

Gandhi Sevashram Iswarlal Sisu Bhawan

**BIO-DATA**

1. Application for the Post :
2. Name of the Applicant :
3. Mother's Name :
4. Father's Name :
5. Present Address :
6. Permanent Address :
7. Date of Birth :
8. Age as on 01.01.2025 :
9. Religion :
10. Gender :
11. Nationality :
12. Category (ST/SC/OBC/Gen) :
13. Phone Number :
14. E-mail :
15. Language Known Read, Write & Speak:
  - Odia :
  - English :
  - Hindi :
  - Other :

Affixed self  
attested  
recent  
passport  
size photo

16. Educational Qualification :

Sl. No	Degree	Board/ University/ Recognized Institution	Subject	Year of Passing	Total Mark	Mark Secured	% Mark	Full time/ Part time/ Distance learning
1								
2								
3								
4								
5								
6								
7								

17. Details of Experience: (Attach self – Attested photocopies of Experience Certificate)

Sl. No	Name of the organization	Designation	From Date	To date	Key Responsibility handled

**Declaration**

I, Ms./Mrs./Shri \_\_\_\_\_ Son / Daughter \_\_\_\_\_

address \_\_\_\_\_

\_\_\_\_\_ hereby declare that, the above information furnished as above is true to the best of my knowledge and belief.

Place :

Date :

Signature of the Applicant

**Full address**

**Regd. Post/ Speed Post**

**Application for the Post:**

**To,**

**The Secretary, Gandhi Sevashram  
Iswarlal Sishu Bhawan, At: Santia  
Po: Jaleswar, Ps: Jaleswar, Dist:  
Balasore, Odisha, Pin -756032**

**From**

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