

**OFFICE OF THE COLLECTOR-CUM-DISTRICT MAGISTRATE, SUNDARGARH**  
**(District Child Protection Unit)**  
**Odisha State Child Protection Society, W & CD Department,**  
**Govt. of Odisha**

---

**Observation Home & Special Home, Rourkela, Sundargarh**  
**(Child Care Institution)**

Applications are invited from the eligible candidates for different posts in Observation Home & Special Home, Rourkela, Sundargarh by strictly following the process of engagement as laid down in the Mission Vatsalya and the Resolution No.- 10102/WCD-CW-MISC-0023/2020-Dtd-15.09.2020 issued by the Women & Child Development Department, Govt. of Odisha, Bhubaneswar.

The posts are purely temporary, time bound and coterminous with the scheme or depending on the satisfactory performance whichever is earlier. The period of engagement will be initially for one year and may be extended further depending on the performance appraisal report every year.

Eligible interested candidates may submit their applications in both Offline (Hard Copies) as well as Online mode (mandatory) with all required valid documents and testimonials addressed to the Superintendent, Observation Home & Special Home (Boys), at- Pradhanpalli, Quarry Siding near TISCO, Rourkela, Dist- Sundargarh, pin- 769015- via- Speed post/ Registered **post only sharply before 5 PM within 15 days of the publication of this advertisement.**

Separate applications in sealed cover. Application is to be submitted against each post. Superscribing the post applied for on the top of the envelope . The candidates must fill the online form through the link <https://forms.gle/2GsRGohmx1MtNQDY7>. 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.

Application received after stipulated date or time or by hand or any other mode except the given mode shall not be entertained and will be rejected. The authority reserves the rights to cancel the advertisement in response to a single post or all posts without assigning any reason thereof. Selection of deserving candidates will be made on the basis of the guideline specified and fixed by the Women & Child Development Department, Govt of Odisha, Bhubaneswar as per the Resolution No. 10102/WCD-CW-MISC-0023/2020 dtd. 15.09.2020 or as decided by the Selection Committee Constituted for the said purpose. The decision of Selection Committee in this regard shall be treated as final.

Details of vacancies, eligibility criteria, remuneration, application from other terms and candidates are available in the District Web Portal- [www.sundargarh.nic.in](http://www.sundargarh.nic.in) .

## 1. Vacancy Positions

Sl. No.	Name of the Post	No. of Vacancy	Age	Qualification (Mission Vatsalya)	Monthly Remuneration
1.	<b>Superintendent</b>	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.	<b>Probation Officer/ Case Worker/ Child Welfare Officer</b>	1	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
3	<b>Counsellor</b>	1	21 - 45 Years	Graduate degree in social work/ Sociology/Psychology/ Public 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

4	<b>House Father/House Mother</b>	1	21 – 45 Years	Graduate in any discipline. Preference will be given to home science, Psychology, Sociology graduates.	₹ 14,564
5	<b>Cook</b>	1	21 – 45 Years	Under Matric (8 <sup>th</sup> to 10 <sup>th</sup> )	₹ 9,930
6	<b>Helper Cum Night Watchman (Males)</b>	2	21 – 45 Years	Under Matric (8 <sup>th</sup> to 10 <sup>th</sup> )	₹ 7,944
7	<b>House Keeper ( Male1, Female- 1)</b>	2	21 – 45 Years	Under Matric (8 <sup>th</sup> to 10 <sup>th</sup> )	₹ 7,944
8	<b>Educator</b>	1	21 – 45 Years	Graduate in any discipline	₹ 10,000
9	<b>PT instructor cum Yoga Teacher</b>	1	21 – 45 Years	Bachelor or Diploma in Yoga training	₹ 10,000
10	<b>Art &amp; Craft cum Music Teacher</b>	1	21 – 45 Years	Bachelor or Diploma in Fine art & Craft and Music	₹ 10,000

## 2. Age Limit:-

The candidate must not be below 21 (Twenty One) years of age and not above 45 (Forty five) years of age as on 1 st January 2023 and there shall be no upper age relaxation. Date of Birth entered in the high school certificate or equivalent certificate issued by the School/Board/Council will only be accepted by the selection Committee.

## 3. How to Apply

- Go to the official website “[www.sundargarg.nic.in](http://www.sundargarg.nic.in)” then click on “NOTICES> RECRUITMENT”
- Find “Advertisement and Application Form”.
- Open the Notification and check the Eligibility.
- Fill up the Application Form correctly.
- Eligible candidates must submit their applications through Speed Post/ Regd. Post along with all requisite documents on or before 15 days of the publication of advertisement , by 5.00 P.M.

- f) The candidates must fill the online form through the google link, which is <https://forms.gle/2GsRGohmx1MtNQDY7>.

#### **4. CERTIFICATES / DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM: -**

- a) Self-attested Photocopies of HSC (Matric), +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.

#### **5. 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 Odia fluently and must have passed an examination in Odia language equivalent to that of middle school standard.
- d) He/ She must not more than one spouse living.

#### **6. 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.**

### **7. SELECTION PROCEDURE :-**

- a) The selection of the candidates shall be made by the selection committee constituted as per the resolution vide No -10102/WCD-CW-MISC-0023/2020, Dtd-15-09-2020 of Women & Child development Department, Govt. of Odisha.
- b) The recruitment shall be on the basis of career marking as per weight-age assigned below or the selection committee decides as think fit and proper.

#### **Weight-age of Marks:**

<b>SL NO.</b>	<b>QUALIFICATION</b>	<b>WEIGHT AGE</b>
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 related to CCI	10
	<b>Total</b>	<b>100</b>

c) 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 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.

## **CLOSING DATES**

THE LINK FOR ONLINE APPLICATION & SUBMISSION SHALL BE AVAILABLE IN THE GOOGLE FORM LINK ([https://docs.google.com/forms/d/e/1FAIpQLSeBGJ7cxW66COpf2QVxaAcE\\_Q9z5WNtO3H740Sgc\\_BH092CdA/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSeBGJ7cxW66COpf2QVxaAcE_Q9z5WNtO3H740Sgc_BH092CdA/viewform?usp=sf_link)) FROM **19.07.2023 to 02.08.2023** ( 11:59 PM) AND LAST DATE FOR RECEIVING HARD COPY OF THE APPLICATION ALONG WITH ALL DOCUMENTS IS .

sd/-  
Superintendent  
OH & SH, RKL



