

OFFICE OF THE CHILDREN HOME (CCI), JEYPORE,  
At/Po-Parabeda, Dist.Koraput, Pin.764001.  
Email.childrenhomejpr@gmail.com

Letter No. 206/CH/CCI/2021

Date: 01.12.2021

**ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENT IN CHILDREN HOME**

CHILDREN HOME, Jeypore is a Child Care Institution that is registered under the Juvenile Justice (Care and Protection of Children) Act 2015. The management of the CCI is intent to engage suitable professional staff such as **House Father, Paramedical Staff, Storekeeper-Cum-Accountant & cook** on a purely contractual basis. The eligible candidate may submit their completely filled up application along with other documents scan copies in all aspects through the Email ID: hr.childrenhome.jeypore@gmail.com on or before Dated 17.12.2021. The authority reserves the right to cancel the advertisement in whole or in part without assigning any reason thereof. The details such as the number of vacancies, eligibility, selection procedure, remuneration, and application are available on the district website i.e. www.koraput.nic.in.

*[Signature]*  
Sub-Collector-Cum-Chairman  
Children Home, Jeypore

Memo No. 207/2021

Date: 01/12/2021

Copy submitted to the District Child Protection Officer, Koraput for kind information with request to upload the above advertisement and details of the selection procedure, remuneration, and application from in the district website i.e. www.Koraput.nic.in for the information of the candidates.

*[Signature]*  
Sub-Collector-Cum-Chairman  
Children Home, Jeypore

Memo No - 1120/DLPU/KPT/21

Date - 02.12.2021

Copy submitted to the DIO, KIC, Koraput - for kind request to upload the advertisement in Dist website www.Koraput.nic.in for information of interested candidates.

*[Signature]*  
2/12/21  
District Child Protection Officer  
KORAPUT

965  
02.12.21

**DETAILS GUIDELINE AND PROTOCOL FOR ENGAGING NEW STAFF FOR CCIs**

Children Home, Jeypore intends to engage dedicated professional staff on a purely contractual basis for Children Home (CCI), Jeypore under Child Protection Service (CPS) as per the resolution **No.10102-WCD-CW-MISC-0023-2020 Dated..15.09.2020** of the Director, Odisha State Child Protection Society (OSCPS), W&CD Dept. Govt. of Odisha, Bhubaneswar.

**1. Details of the vacant post to be engaged in Children Home, Jeypore, Koraput.**

Sl. No	Position	No. of post	Condition of Service	Educational Qualification	Monthly Remuneration (Consolidated)	Age Limit as on 01.12.2021
1	House Father	01	Purely Contractual	Graduate preference will be for Home-Science, Psychology, Sociology graduates.	11000/-	21 to 45 years
2	Paramedical Staff	01	Purely Contractual	Compounder/ Pharmacists having diploma in Ayurvedic /Homeopathic/Unani from institution recognized by Govt. of India.	9000/-	21 to 45 years
3	Storekeeper-Cum-Accountant	01	Purely Contractual	P.G preferable in Commerce/MBA (Finance)	14000/-	21 to 45 years
4	Cook	01	Purely Contractual	Under Matric (8 <sup>th</sup> - 10 <sup>th</sup> )	7500/-	21 to 45 years

**2. Age Limit**

The required age of candidates as on the first day of the year of publication of recruitment notice shall be with limit to lower age : 21 years and upper age :45 years.

**3. Selection Procedure:-**

The recruitment shall be on the basis 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 merit 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.

**4. The following documents have to be attached with the application form:-**

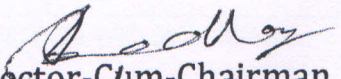
- a. Self-attested photocopy of HSC or equivalent certificate and mark sheet.
- b. Self-attested photocopy of 10+2 or equivalent certificate and mark sheet.
- c. Self-attested photocopy of degree certificate and mark sheet.
- d. Self-attested photocopy of Post-Graduation or any other professional qualification certificate and mark-sheet.
- e. One recent self-attested colour photograph (3.5 X 4.5 size) should be affixed to the application form.
- f. Certificate of experience issued from the previous employer.
- g. Self-declaration regarding non-involvement in any criminal activities especially child-related offenses.

**5. 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 reserves the right to fill up or not fill up the vacancy post as notified in this advertisement.
- The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.
- Any application received after the due date, inappropriate format and incomplete application, fail to attach proper self-attested certificate/documents/photograph, inadequate qualification, and age limit will be summarily rejected.



- The appointment will not confer any right/claim/entitlement for appointment on regular basis in the future. **The staffs 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.**
- Completed application scan copy in the prescribed format along with relevant enclosure should reach through the Email ID: **hr.childrenhome.jeypore@gmail.com** on or before Dated. **17.12.2021.**

  
Sub-Collector-Cum-Chairman  
Children Home, Jeypore

**APPLICATION FORM**

<b>Name of the Child Care Institution (CCI)</b>		<b>Photo</b>
<b>Application for the post of (Separate applications for Specific Posts)</b>		
<b>Applicant's Name (In Block Letters)</b>		

<b>Address for Correspondence</b>	<b>Permanent Address</b>

<b>Mother's Name</b>		<b>Religion</b>		<b>Caste</b>	
<b>Father's Name</b>		<b>Sex</b>		<b>Marital Status</b>	
<b>Date of Birth (as per HSC)</b>		<b>Phone / Mobile Number</b>		<b>E-Mail ID</b>	

**Educational Details - Attach Photocopies of Certificates, Mark sheets & other related documents with self attested.**

Qualification	Exam Passed	Year of passing	Name of the Board/ University/Recognized Institution	Subject / Specialization	Total Mark	Secure Mark	Percentage of Marks
Matriculation							
Higher Secondary(10+2)							
Graduation							
Post Graduation							
Any Other							

<b>Employment Details ( Previous ) - Attach photocopies of Experience Certificates</b>				
Name of Organization	Designation	Key responsibilities handled	Period	
			From	To

<b>Current Employment- Attach proof of Current Employment</b>				
Name of Organization	Designation	Key responsibilities handled	Working Form	Monthly Remuneration

<b>Computer Literacy-</b>	
Package/Application	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
Oriya									
Hindi									
English									
Other Specify									

**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:**

**Date:**

**Signature of Applicant**