



OFFICE OF THE RUKMINI LATH BALNIKETAN, CHHANCHANPALI, SAMBALPUR

No.68/CCI

Di.23/07/2019

Applications are invited from eligible candidates in prescribed application form for engagement of different contractual posts for the Child Care Institution namely Rukmini Lath Bal Niketan, Chhanchanpali (registered under JJ(C & PC) Act). The Engagement is purely contractual basis and the selection of candidate shall be made on the basis of mark. It is to inform that the Candidates who are engaged for said posts are not Government Staffs, the management of the CCI will be responsible for them in case the GIA is discontinued. The details of the eligibility of the posts & application format are available in the Sambalpur district official Website www.sambalpur.nic.in. Interested Candidates may apply in the prescribed format to **the District Child Protection Officer, 2nd Floor Collectorate, Sambalpur** by mentioning the post registered post /Speed post only to be received during the office hours on or before 02.08.2019 by 5 P.M. The envelope containing the application should be super scribed in bold letters "Application for the post of(the name of the post for which you are applying) in Rukmini Lath Bal Niketan" on the top of the envelope to distinguish it from common dark. Incomplete application and application received after due date shall be rejected. The undersigned reserves the right to cancel any or all the application received/ under process without assigning any reason thereof. The undersigned will not be responsible for any postal delay.

Nalin Pradhan
Chairman,
Rukmini Lath Bal Niketan, Chhanchanpali,
Sambalpur.
At-Chhanchanpali, Bargaon
Sambalpur

Memo No. 69/CCI

/ dt 23/07/2019

Copy forwarded to DCPO, Sambalpur for Favour of kind information and necessary action.

Nalin Pradhan
Chairman,
Rukmini lath Bal Niketan Chhanchanpali,
Rukmini Lath Bal Niketan
At-Chhanchanpali, Bargaon
Sambalpur

Memo No.70/CCI

/ dt 23/07/2019

Copy forwarded to the DIO,NIC, Sambalpur for information and necessary action. He/She is requested to hoist the detailed advertisement in the Official website of Sambalpur district.

Nalin Pradhan
Chairman,
Rukmini lath Bal Niketan Chhanchanpali,
Rukmini Lath Bal Niketan
At-Chhanchanpali, Bargaon
Sambalpur

Memo No. 71/CCI

/dt 23/07/2019

Copy to the Advertisement Manager, Dharitri Sambalpur with a request to publish this advertisement in his daily edition.

Nalin Pradhan
Chairman,
Rukmini lath Bal Niketan Chhanchanpali,
Rukmini Lath Bal Niketan
At-Chhanchanpali, Bargaon
Sambalpur

Memo No. 72/CCI

/dt 23/07/2019

Copy forwarded to the Collector, Sambalpur for Favour of kind information and necessary action.

Nalin Pradhan

Chairman,
Rukmini lath Bala Niketan, Chhachanpali,
Rukmini lath Bala Niketan
At-Chhachanpali, P.O. Bargaon
Sambalpur

Memo No.73/CCI

/dt 23/07/2019

Copy forwarded to the Director, OSCPS, W& CD & Missionshakti, BBSR for Favour of kind information and necessary action.

Nalin Pradhan

Chairman,
Rukmini lath Bala Niketan, Chhachanpali,
Rukmini lath Bala Niketan
At-Chhachanpali, P.O. Bargaon
Sambalpur

Details of post wise educational qualification ,age and remuneration applicable for staffs.

Sl	Name of the Post	Remuneration	No. of Post	Eligibility Qualification	Age as on date 01/01/2019
1	Superintendent	Rs 25,000/-	1	[Preferable Master Degree in Social Work, Sociology, Anthropology, Psychology or any other related field of Humanities or MBA(HR)] or any other Master Degree, and Familiarity with Computer	The candidates must not be less then 21 year and more than 35
2	Counsellor	Rs 17,500/-	1	Post graduate preferably in Sociology/Psychology (Child Psychology)/Social Work or Social Science with computer skills .	
3	Probation Officer/Case Worker	Rs 17,500/-	1	Master Degree in Social Work, Sociology, Anthropology, Psychology or any other related field of Humanities or MBA(HR) or any other Master Degree, and Familiarity with Computer	
4	Store Keeper Cum Accountant	Rs 14,000/-	1	P.G Preferably in Commerce/MBA(Finance)	

NB: Preferable women candidate for the post of Superintendent & Counsellor .


Chairman

Rukmini Lath Bal Niketan

TOR of the staffs

Sl. No.	Name of the post Designation	Job Responsibilities
1.	Superintendent	<ol style="list-style-type: none"> 1. Provide homely atmosphere of love, affection, care development and welfare of juveniles/children. 2. Planning implementation and coordinating all institutional activities, programmes and operations. 3. Maintaining minimum standards in the Home. 4. Monitoring of juveniles/ children as the case may be training and treatment programmes and moral activities. 5. Supervision over juveniles/children discipline and moral wellbeing 6. Allocation of duties to personnel. 7. Attending personnel welfare and staff discipline. 8. Preparation of budget and control over financial matters. 9. Supervision over administration. 10. Monthly office inspection. 11. Daily inspection and round of institution. 12. Inspecting and testing food prepared for juveniles/children. 13. Take prompt action to meet emergencies. 14. To take appropriate rehabilitation measures. 15. To take steps for improvement of children in the academic sports field.
2.	Counselor	<ol style="list-style-type: none"> 1. The counselor shall provide counseling service to children conflict with law/ Child in need of care and protection. 2. Counselor shall also help the CWC/JJB as and when required. 3. He/ She will help superintendent in preparing CSR. 4. He/she will produce the child before the CWC. 5. He/ She will prepare plan of action for social integration.
3.	Probation Officer/Case Worker/Child Welfare officer	<ol style="list-style-type: none"> 1. To make inquiries regarding the home and school conditions, conduct, character, and health of juvenile/child under their supervision. 2. To attend regularly the proceeding of JJB and submit report. 3. To maintain diary case file and such register as may be prescribed from time to time. 4. To visit regularly the residence of the juveniles and 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. 5. To accompany juveniles or 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. 6. To bring before the board/ committee immediately juveniles/children who have not been of good behavior during the period of supervision. 7. Follow up of juveniles or children after their release from the organizations and extending help and guidance to them. 8. Establishing linkages with voluntary workers and organization to facilitate rehabilitation and social reintegration of juveniles/children and ensure the necessary follow up and cloth are met as per standard. 9. Ensuring that the children in need of food and cloth are met as per standard.



		<p>10. Ensure the cleanliness of the premises and maintenance of physical infrastructure including provisions of water and electricity etc.</p> <p>11. Making social investigation of juvenile/ child through personal interview and from the family, social agencies and other sources.</p> <p>12. Clarifying problems of the juveniles/child and dealing with difficult in institutional life.</p> <p>13. Participating in the orientation, monitoring, education, vocational and rehabilitation programmes.</p> <p>14. Establishing cooperation and understanding between the juvenile/ child and other the officer in charge.</p> <p>15. Assisting the juvenile/ child to develop contacts with family and also providing assistance to family members.</p> <p>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.</p>
4.	St .ore Keeper cum Accountant	<p>1.Account –cum –store –keeper should have at least 5 year of experiences related to accounts and book keeping .</p> <p>2. Account - cum - store - keeper must have some technical knowledge to handle different types of materials machineries etc.</p> <p>3. Account - cum - store – keeper should be well versed in in the field of store record. such as bin card, store ledger etc.</p> <p>4. Account - cum - store - keeper should possess personal qualities like honesty, integrity, pleasing personality etc.</p> <p>5.Maintain the account of the institution .</p> <p>6.Prepare proposal of GIA from the depártment and other agency .</p> <p>7. Repair and send the utilization certificate to donner.</p> <p>8.Procure and maintain stock of various items required in the institution .</p> <p>9.Institution maintenance and up keep .</p>

APPLICATION FORM

1. Applied for the post of : _____	of
CCI CHILDREN HOME , Rukmini_Lath Bal Niketan	
2. Name of the Candidate (In Block Letter):	
3. Father's/ Husbands Name :	
4. Permanent Address :	
5. Present Address:	
6. E-mail Address:	
7. Telephone No/Mobile No.:	
8. Nationality :	
9. Date of Birth:	
10. Sex(Male/ Female) :	
11. Caste (OBC/ST/SC/GEN.):	
12. Marital Status (Married/ Unmarried):	
13. Details of Qualifications:	

Exam Passed	Board/ University/ Institution	Year of Passing	Division /Grade	Full mark	Mark Secured	% of Marks obtained secured
H.S.E						
+2						
Graduation						
Post graduation						
Others						

14. Details of Working Experience if any :

Name of the Organization	Designation	Key responsibilities	Period	
			From	To

DECLARATION

I do hereby declare that the information furnished above are true to the best of my knowledge and better. I will be liable for any false information, submission for forgery documents and suppression of facts if detected in future.

Place :

Full Signature of the Candidate

Date :

Note :

The following Documents are to be enclosed with application.

- A. Self- attested Photocopy of Secondary, HSC, Graduation, Post Graduation or any other professional qualification certificate and mark sheet .
- B. One recent self-attested colour Photograph (3.5 X4.5 size) should be affixed to the application form.
- C. Certificate of experience issued from the previous / current employer.
- D. Character Certificate From a Gazetted Officer.