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**SRI SRI RAI RAMDAS SEVASHRAM, AT/PO-SARGULI,
DIST-NABARANGPUR
(Child Care Institution)**

CONTRACTUAL APPOINTMENT

Letter No.114/CCI/2021

Dt: 15/02/2021

A contractual engagement will be given to select the candidates for filling up the vacancy positions in Sri Sri Rai Ramdas Sevashram (Children's Home), Sarguli , Balock-Raighar, Nabarangpur.

The eligible candidates may submit their application completely in every respect through email rairamdas50@gmail.com only by 25/02/2021 with all their self attested copy of original Certificates, Marks Sheets, Experience certificate with an attested photo copy of each of it and a recent passport size photograph along with the Application form. Separate application has to be submitted for each post . Any application received after due date will be rejected. The detail along with the application form is available in the district website www.nabarangpur.nic.in. No TA/DA would be provided for attending interview. The candidates not fulfilling criteria would not be considered for selection process.

SL. No	Name of the position	No	Remuneration per month	Qualification
1	Counselor	1	17,500/- p.m	Post Graduate , preferably in Sociology / Psychology (Child Psychology) /Social Work or Social Science with computer skill with 2 years experience
2	Probation Officer/ Child Welfare Officer	1	17,500/- p.m	Master degree in social work/ Sociology / Anthropology/ Psychology/MSc or any other related field of Humanities of MBA(HR) or other master degree and must have familiarity with computer with 2 years experience
3	Data Entry Operator	1	5,100/- p.m.	Graduate with PGDCA and familiar with internet operating at least 1 year experience
4	Part time Teacher	1	5000/- p.m.	B.SC B. ED With Mathematics, 2 year experience. Age no bar

For the posts from serial no 1 to 4 applicants must not be below 21 years or above 45 years age as on 01.02.2021 and must have passed Odia up to M.E Standard. Authority reserves the right to terminate the contractual recruitment/engagement process at any time without assigning any reason.

TERMS & CONDITIONS:

- A) The above posts will be filled up on contractual basis for a term of 11 months with monthly remuneration as noted against each and subject to renewal as per the society norms basing on the performance and subject to continuance of the programme. The selection will be made on merit basis. The selected candidate shall prepare him/her selves to stay in the Ashram for 24 hours in a day for caring of 50 orphan/abandoned/surrendered/rescued children. Their usual Official Holidays and Casual leave/Medical leave/Maternity leave may be provided as per the norms. He or she will perform his/her duties as assigned to them by the higher officials from time to time.
- B) The shortlisted candidates may be invited for interview-cum-verification of certificates/written or computer test & personal interview. The candidates should submit the following documents with application form:
1. Self –Attested Photocopy of Secondary, HSC, Graduation, Post Graduation, Computer course or any other professional qualification certificate and Mark sheet.
 2. One recent self –attested Colour Photograph(3.5*4.5 Size) should be affixed to the application form.
 3. Self attested Certificates of experience issued from previous employer if any.
 4. One Self attested recent Character Certificate from a gazette Officer.
 5. Applications should reach in Official email rairamdas50@gmail.com by 5.00p.m of 25.02.2021 by email. By hand may not be accepted.

The recruitment shall be on the basis of Career marking as per weightage and followed with one personal interview as assigned below:

- C) The Merit list shall be drawn up on the basis of weighted percentage of marks obtained in all categories mentioned in the table above. In case more than one candidate has equal weightage of marks, the candidate with past experience of working with children will be given preference. The decision of the Selection Committee in this regard shall be final.

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- D) The above Positions are purely temporary and also co-terminus at any time with the sanction of funds. Canvassing in any form will render the candidate disqualified for the position. Candidates who are already working in child Welfare/ Child Development/any CCI/Civil Society or Govt. Sector either on regular or on contractual basis have to submit NO OBJECTION Certificate from Concerned employer during their joining.
- E) If any candidate is found to have suppressed any material information or furnished false information/documents, his/her case shall not be considered for the post applied for and in case already engaged on the basis of the said information/documents, his/her service shall be terminated from the Job at any time forthwith.
- F) The Candidates who have been disengaged from any Society/ Organisation on administrative grounds such as disobedience/poor performances/ misbehaviors/ criminal activity/misconduct/consuming alcohol or tobacco or cigarette etc , are not eligible for the above posts and for this interview.
- G) No personal correspondences /enquiry/ putting pressure/recommendations will be entertained in this matter. Number of vacancies under this advertisement is provisional which may increase or decrease depending up requirement or otherwise at the time of actual engagement. The panel under the above posts shall also remain valid for one year for filling up consequential future vacancies. All the selection of the posts will be by the Selection Committee and decision of the Selection committee will be the final.

The undersigned reserves all the rights to cancel the interview process with or without assigning reason thereof

Kiran Chandra Biswal
Secretary

Sri Sri Rai Ramdas Sevashram
At/po-Sarguli, Dist-Nabarangpur

Memo No:115/2020

Date:15/02/2021

Copy submitted to the District Information Officer, N.I.C ,Nabarangpur with a request to upload the same in the District Website for information of general public.

Kiran Chandra Biswal
Secretary

Sri Sri Rai Ramdas Sevashram
At/po-Sarguli ,Dist-Nabarangpur

Secretary
Sri Sri Rai Ramdas Sevashram
SARGULI (RAIGHAR)

APPLICATION FORMAT

1. Post Applied for :
2. Name of the candidate (In Capital letter):
3. Father's/ Husband's Name:
4. Mothers Name :
5. Permanent Address :
6. Present Address for Correspondence :
7. Date of birth (both in word and figure) :
8. Caste :
9. Sex :
10. Education Qualification

Recent
Passport size
photograph
duly self-
attested

Exam	Board/ University	Year	Total Mark secured out of total Number of marks appeared	Percenta ge %
Secondary				
Higher Secondary				
Graduation				
Post-Graduation				
Any other professional Course/Training related to child.Rights and its protection				

N.B Copy of all relevant Mark sheets, Certificates and Percentage to be submitted alongwith the application format

11. Employment Exchange Regd. No & Date
With Name of Employment Exchange :
12. Contact No. & Email Id :
13. Experience if any :

I do hereby undertake that the above information is true to the best of my knowledge and belief. I am not involved in any criminal or child abuse activity nor convicted in any court of law. In case of any information found to be false my candidature shall be rejected.

Date:

Place:

Signature of the Candidate