



LITTLE ORCHARD VIVID FOR ECSTASY "LOVE"

(Regd. No. SGD.947-18/1990, under S.R. Act. 1860)

Head Office :

SEVA ASHRAM

Gopabandhupalli, Ward No. 4,
Post Box No. 4, Rourkela-769001.
Dist. : Sundargarh, Odisha (India)
Cell : 9668059102
E-mail : lovesocietysng@gmail.com

Branch Off. :

CHILD CARE INSTITUTE

Danatoli, Rajabasa,
P.O. : Latalaga, P.S. Kutra-770018
Dist. : Sundargarh (Odisha) India.
Mob. : 9178306177

Ref. No. **LOVES** / 34 / 2024-25

Date.....08-08-2024

Child Care Institute

LITTLE ORCHARD VIVID FOR ECSTASY

Regd. Office : At- Rajabasa, Danotoli, PO- Latalaga, PS- Kutra, Dist- Sundargarh, Odisha, Pin – 770018

Contact: - 9178306177

Applications are invited from eligible candidates in the prescribed format for the following posts for registered Children's Home : Little Orchard Vivid for Ecstasy, At- Rajabasa, Danotoli, PO- Latalaga, PS- Kutra, Dist- Sundargarh, Odisha, Pin – 770018. 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 Women & Child Development Department Govt. of Odisha, so long as the scheme CCI/CH is supported by the Govt.

Application 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 apply online through the link :-

<https://forms.gle/vALQX8t7rbtEs8jc6>

And also submit a printed hard copy of application and it's all enclosures to the address : Secretary, Little Orchard Vivid for Ecstasy, At -Rajabasa, Danotoli, PO- Latalaga, PS- Kutra, Dist- Sundargarh, Odisha, Pin – 770018 on or before Dt. 25-08-2024 by 5.30 PM positively through Speed post / Registered Post only.

The posts are purely contractual and co-terminus with the project. The continuance in the post by the candidate depends on the performance.

The candidate applying for the different posts should apply separately for each category of post super scribing "Application for the post of _____" on top of the envelope. No other mode of application will be accepted. Applicants must not be below 21 years or above 45 years age as on 01-01-2024. The authority reserves the rights to cancel the advertisement or any post without assigning any person thereof. Incomplete applications received both online and offline (hard copy) after due date shall be rejected. The selected of candidates will be made on the basic of the procedure specified in the resolution No. 10102/WCD-CW-MISC-0023/2020 DT 15-09-2020 issued by the W & CD Department , GOVT. OF ODISHA or as decided by the Selection Committee

constituted for the purpose.

Indicative qualification of Human Resources for (Child Care Institute) Little Orchard Vivid for Ecstasy under Mission Vatsalya. Details of Contractual staff to be engaged as follows :

Sl. No.	Name of the Post	Qualification Required	Age limit	No. of Vacant Post	Remuneration per Month
1	Paramedical Staff	Compounder / Pharmacists having diploma in Ayurvedic/ Homeopathic/ Unani from institutions Recognized by Govt. of India	Lower Age Limit 21 Years and Upper Age Limit 45 Years as on : Dt. 01-01-2024	1	11,916/-
2	Education Instructor	Graduated from a recognized University preferable Graduated in Science		1	10,000/-
3	PT Instructor cum Yoga Trainer	BA, B.P. Ed. from a recognized University		1	10,000 /-
4	Cook	Under Metric (8 th – 10 th)		2	9,930/-
5	Helper Cum Night Watcher	Under Metric (8 th – 10 th)		1	7,944/-
6	House Keeper	Under Metric (8 th – 10 th)		1	7,944/-

- Those candidates who have prior experience of working in CCIs will be given preference over inexperienced candidates.
- Salary mentioned is as per Govt. Scheme under Mission Vatsalya, under the W & CD department Govt. of Odisha. Negotiable pay will be paid to the selected candidates until the GIA is received from the Govt.

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 color photograph (3.5 X 4.5 size) should be affixed to the application form.
- c. Certificate of experience issued from previous employer or any other institution if any.
- d. Self declaration regarding non involvement in any criminal activities especially child related offences.
- e. Police Verification (Character Certificate).

Roles & Responsibilities of the Vacant Posts:

Sl. No.	Name of the Post	TOR
1	Paramedical Staff	Provide first aid and other medical aid like administration of medication as per doctors' orders etc.
2	Education Instructor	<ol style="list-style-type: none"> 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: 2. Upon receiving a brief from the Probation Officer/Caseworker/CWO shall provide inputs and interact with the Child if necessary for the component on education which will form part of the ICP 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. 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. 4. Administer tests to determine at what level of education children are at in order to be able to give them appropriate support. 5. 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"> a. Bridge course. b. Enrolment for open schooling if necessary. c. Literacy and Non formal education for those children for whom it may not be possible to educate. d. Supplementary tuitions to children who are in formal education and need additional support.
3	PT Instructor-cum-Yoga Trainer	<ol style="list-style-type: none"> 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. 2. She/He must ensure that each child participates in minimum 2 hours of group activities daily. 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. 4. PT Instructor-cum-Yoga trainer shall train the children in sports and athletics. 5. PT Instructor-cum-Yoga trainer shall coordinate and organize volunteers: <ol style="list-style-type: none"> a. Undertake training of children in different sports and athletics. b. Competitive matches and tournaments c. Impart training in yoga, meditation & Pranayam.
4	Cook	<ol style="list-style-type: none"> 1. Ensure timely and hygienic meals for the children (4 times a day) as per the planned menu. 2. Ensure quality of food by purchasing good quality locally available items. 3. Provide special means on holidays & festivals and for sick children.
5	Helper-cum-Night	<ol style="list-style-type: none"> 1. Provide support to the cooking maintaining timeliness and quality of

	Watchman	meals being cooked for the children. 2. Clean the cooking utensils and the kitchen post every ground of cooking.] 3. In addition to the above duty, perform duty of a night Watchman.
6	House Keeper	He/she shall verify that the same has been conducted twice in the day, once in the morning, and once in the evening after the evening cleaning. A record of the same shall be kept in the House-keeping register.

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

Sl. No.	Qualification	Weight-age
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
	Total :	100

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.

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.

Digga

Chief Secretary
Little Orchard Vivid For Ecstasy
Gopabandhupali, Rkl- I

Secretary
Child Care Institute
Little Orchard Vivid for Ecstasy



APPLICATION FORM / BIO DATA

1. Application for the Post :
2. Apply for the Child Care Unit (CCI) :
3. Name of the Applicant :
4. Mother's Name :
5. Father's Name :
6. Present Address :

7. Permanent Address :

8. Date of Birth :
9. Age as on 01-01-2024 :
10. Religion :
11. Gender :
12. Nationality :
13. Category (ST/SC/OBC/GEN) :
14. Mobile/Phone Number :
15. E-Mail ID :
16. Languages Known : Read, Write & Speak (Write- Yes/No):
 - Oriya :
 - English :
 - Hindi :
 - Other :

Attach
Recent
Passport
Size
Photograph

Educational Details- [Attach Photocopies of certificates & mark sheets]

Qualification	Name of Qualification Awarded	Duration		School / College / University	Full Marks	Obtained Marks	% of Marks	Division	Full Time/ Part Time/ Distance Learning
		From	To						
Under metric (only for the post of cook, helper & house keeper)									
Secondary (Matriculation)									
Higher Secondary Education (+2)									
Graduation									
Post Graduation									
Others									

**Details of Experience/Employment Details (Previous)-
(Attach self attested Photocopies of Experience Certificate)**

Sl. No.	Name of Organization	Designation	Key responsibilities handled	Period	
				From	To

Computer Literacy/ Education

Package/ Applications	Details of Exposure / Proficiency	Experience

DECLARATION

I Mr./Ms./Mrs. _____ Son/Daughter of _____

Address _____

Hereby declare that the foregoing information is genuine and correct to the best of my knowledge and belief and nothing has been concealed or distorted in it.

Further, I declare that, I have never been involved in any criminal activities especially in child related offences and no police case has been lodged against me in the past. If anything found contrary to above declaration, my candidature will be rejected and I will be liable for disciplinary action.

Date :

Place :

Signature of the Applicant

By Regd. Post / Speed Post

Application for the Post of : “ _____ ”

To,

**The Secretary
Little Orchard Vivid for Ecstasy
At- Rajabasa, Danotoli
PO-Latalaga, PS- Kutra
Dist- Sundargarh (Odisha)
Pin – 770018**

From
