

# OFFICE OF THE SECRETARY

RCM SISHU BHAWAN, MONDASORE, KANDHAMAL

Pin No-762101, Ph No: - 6371062916, 9438503404

Email- [rcmsishubhawan123@gmail.com](mailto:rcmsishubhawan123@gmail.com) Website: <https://rcmsishubhawan.in/>

Letter No: 147/2025

Date: 10.02.2025

## Advertisement for Recruitment

Applications are invited from eligible candidate for the following post laying vacant in RCM Sishu Bhawan, At/Po- Mandasore, Ps- Raikia, Dist- Kandhamal as per the Mission Vatsalya implementation guideline following the process of engagement as laid down in the resolution No. 10102/WCD-CW-MISC-0023/2020 dt-15.09.2020 issued by the Women and Child Development Department, Govt of Odisha, and as decided by the selection committee constituted for the purpose. The posts are purely temporary, time bound and co-terminus 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 candidates may submit their applications complete in every respect in the prescribed format (attached scanned copy of all the relevant documents) at the Office of the Secretary, RCM Sishu Bhawan, Mandasore through prescribed email viz. [rcmsishubhawan123@gmail.com](mailto:rcmsishubhawan123@gmail.com). Separate application has to be submitted for each post. Only online application mode of submission will be accepted. Applicants may apply online from 10.02.2025 to 25.02.2025. Any application received after 5.PM on 25.02.2025 will be rejected. Applicants must not be below 21 years or above 45 years age as on 10.02.2025. The authority reserves the right to cancel the advertisement or any post without assigning any reason thereof.

### 1. VACANCY POSITION

Sl. No.	Name of the Post	Age as on 20.01.2025	No. of posts	Eligibility criteria	Staff Remuneration as per Mission Vatsalya Guidelines
01	Child Welfare Officer (CWO) or Case Worker	Lower age limit 21 upper age limit 45 as on dt-10.02.2025	02	Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences or LLB from a recognized university. Experience of at least 2 years of working with Govt./ NGO/ Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child right & protection issues. Weightage for work experience candidate Proficiency in Computers	Rs. 23170/-
02	Counselor	Lower age limit 21 upper age limit 45 as on dt-10.02.2025	01	Graduate in Social Work /Sociology/Psychology/ Public Health/ Counselling from a recognized university. OR PG Diploma in Counselling and Communication. At least 1 year of working experience with the Govt/NGO preferably in the field of Women & Child Development. Proficiency in Computers	Rs. 23170/-

03	House Father	Lower age limit 21 upper age limit 45 as on dt-10.02.2025	02	Graduate in any discipline, preference will be for Home Science, Psychology, Sociology graduates	Rs. 14564/-
04	Paramedical staff/ Staff Nurse	Lower age limit 21 upper age limit 45 as on dt-10.02.2025	01	Compounder / Pharmacist having Diploma in Ayurvedic/ Homeopathic / Unani from the Institution recognized by Govt. of India	Rs. 11916/-
05	Educator /Tutor (Part Time)	Lower age limit 21 upper age limit 45 as on dt-10.02.2025	02	Bachelor in Science or Arts from a recognized University.	Rs.10000/-
06	Art & Craft cum Music Teacher (Part Time)	Lower age limit 21 upper age limit 45 as on dt-10.02.2025	01	Bachelor or Diploma in visual Art/ Bachelor or Diploma in music/ Bachelor or Diploma in sculpture, Ceramics, Paper Craft, wood Craft etc. from a recognized University.	Rs.10000/-
07	PT Instructor Yoga Trainer (Part Time)	Lower age limit 21 upper age limit 45 as on dt-10.02.2025	01	B.P.Ed from a recognized University or equivalent.	Rs.10000/-
08	Cook	Lower age limit 21 upper age limit 45 as on dt-10.02.2025	01	Under Matric (8½h-1 Q1h)	Rs. 9930/-
09	Helper cum Night Watchman	Lower age limit 21 upper age limit 45 as on dt-10.02.2025	01	Under Matric (8½h-1 Q1h)	Rs. 7944/-
10	House Keeper	Lower age limit 21 upper age limit 45 as on dt-10.02.2025	01	Under Matric (8½h-1 Q1h)	Rs. 7944/-

\*Salary will be paid as per the norms of mission Vatsalya after receipt from OSCPS

**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 10<sup>th</sup> February 2025 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:-**

- Candidates must go through the details of this advertisement available in the prescribed website before filling the form. Candidate must download the Application Form from the prescribed **Website: <https://rcmsishubhawan.in/>** and fill the Form as per the eligibility criteria for the posts.
- Before filling the Form, ensure that accurate information is fed. The candidates will be rejected for providing the wrong information.
- The candidates are advised to submit the scan copy of the filled form along with all the required documents and send it through the e-mail. **[rcmsishubhawan123@gmail.com](mailto:rcmsishubhawan123@gmail.com)**
- After submission of online application, the candidates must submit the prescribed application form along with relevant documents through Speed post, Registered post only addressed to **The Secretary, RCM Sishu Bhawan, Mandasore, Raikia, Kandhamal, Pin No-762101, latest by 5.00 p.m on Dt-25.02.2025.**
- Separate application in sealed cover is to be submitted against each post superscribing the post applied in capital letter on the top of the envelop.

- f. Any applications received after the due date shall be rejected. The authority reserves the right to cancel the advertisement in response to a single post or all posts without assigning any reason thereof.
- g. Selection of candidates will be made on the basis of the procedures specified in the Resolution No.10102/WCD-CW-MISC-0023/2020. Dt-15.09.2020 issued by the Women & Child Development Department, Govt. of Odisha, as decided by the Selection Committee constituted for the purpose.

**4. The following Certificates & Documents to be attached with the application form:**

- i. Self-attested photocopy of Secondary, CHSE, and Graduation, Post Graduation or any other professional qualification certificates and mark sheets.
- ii. One recent self-attested colour photograph (3.5 x 4.5 sizes) should be affixed to the application form.
- iii. Certificate of experience issued from previous employer.
- iv. Character Certificate from a gazetted officer
- v. 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:-**

Applications of candidates will be rejected by the selection committee on any of the following grounds.

- a. Any application received after due date and time will be summarily rejected.
- b. Un-superscribed application.
- c. Non submission of online application.
- d. Inappropriate format.
- e. Non submission of online application & incomplete application form.
- f. Non submission of self-attested photocopy documents/ Certificate/ along with the application.
- g. Not signing declaration (Full signature) in the application form.
- h. Not coming within the age limit as mentioned in para 2 of advertisement.
- i. Not having requisite qualification as provided under para-1 of advertisement.
- j. Submission of wrong information/ false information about qualification/age etc.
- k. Any other ground as per the decision of the selection committee.

**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. Dt-15.09.2020 of Women & Child Development Department, Govt. of Odisha.

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

SL No	Qualification	Weight-age
01	Secondary	10
02	Higher Secondary	15
03	Graduation	25
04	Post-Graduation	30
05	Any other professional course/ Training related to child rights and its protection or Mphil, PhD etc.	10
06	Work Experience related to women and children	10
	<b>Total</b>	<b>100</b>

- b. 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.
- c. The Selection Committee shall make and recommend the name of 5 candidates for each position in order of preference to the Management of the institution for appointment against vacant position.
- d. The candidates scoring the highest marks will be called for a verification of certificate prior to issues of appointment order. The panel list will be valid for 1 year from the date finalization.
- e. Other terms and conditions:-
- All the posts are purely temporary, time bound and co-terminus with the duration of the scheme and performance based.
  - No objection certificate from the employer is preferred if already in the service elsewhere.
  - The undersigned reserves the right to cancel any or all the application without assigning any reason thereof.
  - The panel list of candidate will be valid for one year from the date of finalization.
  - The appointment will not confer any right/claim/entitlement for appointment on regular basis in future.
  - The decision of Selection Committee will be final and binding on all aspects.

#### CLOSING DATES

The application and submission shall be available in the organization website: <https://rcmsishubhawan.in/> from 10.02.2025 to 25.02.2025 (11.59 P.M) and last date for receiving hard copy of the application along with all documents is 25.02.2025.

*For Sushant Kumar Pradhan*

Sushant Kumar Pradhan  
Secretary  
RCM Sishu Bhawan, Mandasore  
Mandasore, Raikia, Kandhamal

The terms of reference (TOR) for all the positions have been prescribed as per the JJ Act, mentioned below;

Sl. No	Name of the post	TOR
01	Child Welfare Officer (CWO) or Case Worker	<ol style="list-style-type: none"> <li>1. Every Child Welfare Officer or Case Worker in the Child Care Institution shall carry out all directions given by the Board or the Committee or the Children's Court.</li> <li>2. The Child Welfare Officer or Case Worker shall establish linkages with voluntary workers and organizations to facilitate rehabilitation and social re-integration of the children and to ensure the necessary follow up.</li> <li>3. The Child Welfare Officer or Case Worker available in the Child Care Institution at the time of receiving a child shall interact with child received with a view to put the child at ease and be friend him and shall supervise the process of receiving of the child.</li> <li>4. On receipt of information from the police or Child Welfare Police Officer or on arrival of a child in the Child Care Institution, the Child Welfare Officer or Case Worker shall forthwith conduct social investigation of the child through personal interviews with the child and his family members, social agencies and other sources, inquire into antecedents and family history of the child and collect such other material as may be relevant, and submit the Social Investigation Report to the Board or the Committee or the Children's Court, within fifteen days.</li> <li>5. All the children in the Child Care Institution shall be assigned to a Child Welfare Officer or Case Worker and such Child Welfare Officer or Case Worker shall be responsible for the child assigned to him in all respects, viz., care and development of the child, reporting to the Board or the Committee or the Children's Court about the child or maintaining the child's record in the Child Care Institution.</li> <li>6. Upon assignment of the child to a Child Welfare Officer or Case Worker, the Child Welfare Officer or Case Worker shall:- <ol style="list-style-type: none"> <li>i. Prepare the case file of the child;</li> <li>ii. Maintain the Protective Custody Card;</li> <li>iii. Prepare and maintain the medical record of the child and ensure that the treatment of the child is not interrupted or neglected;</li> <li>iv. Meet the child every day to ensure his safety, welfare and development; assist the child to adjust to the life in the Child Care Institution. A newly received child shall be met more often than once a day;</li> <li>v. Gather information about the child within the initial five days to ascertain the child's education, vocational status and aptitude and emotional status;</li> <li>vi. Have the necessary medical or mental test, assessments and examinations of the child conducted;</li> <li>vii. Study the reports and prepare in consultation with the child and his family members, an individual care plan for the child in Form 7 for the period pending inquiry, to be placed in the case file of the child. The Child Welfare Officer or Case Worker may consult the counsellor, psychologists or such other person as he deems fit in this regard;</li> </ol> </li> </ol>

- viii. In keeping with the individual care plan, a daily routine shall be developed for the child and explained to him;
  - ix. Ensure that the child adheres to the routine activities to developed and take timely reports from the caregivers in this respect;
  - x. Review periodically the implementation and effectiveness of the individual care plan and if necessary, suitably modify the individual care plan in Form-7 and/or the routine activities of the child with the approval of the Management Committee;
  - xi. Resolve the problems of the child and deal compassionately with their difficulties in life in the Home;
  - xii. Participate in the orientation, monitoring, education, vocational and rehabilitation programmes in respect of the child and attend parent teacher meetings in schools in respect of children assigned to them;
  - xiii. Attend proceedings of the Board or the Committee or the Children's Court and furnish all information and file all reports that may be called for;
  - xiv. On receiving the copy of the order of declaration of age, to make the necessary changes in the record as regards the age of the child if any change is require and to place the copy of the said order in the case file of the child;
  - xv. Participate in the pre-release progrmme and help the child in establish contact which can provide emotional and social support to the child after the release;
  - xvi. Maintain contact with the children after their release and extend help and guidance to them;
  - xvii. Visit regularly the residence of the child under their supervision and also places of employment or school attended by such child and submit fortnightly reports or as otherwise directed;
  - xviii. Accompany the child wherever possible from the Board or the Committee or the Children's Court to Child Care Institution as the case may be;
  - xix. Maintain record of the next date of production of the child before the Board or the Committee or the Children's Court or for medical treatment and ensure the production of the child before the Board or the Committee or the Children's Court or for medical treatment on the said date;
  - xx. Maintain the registers as may be specified from time to time;
  - xxi. Any other duty assigned by the Person-in-charge of the Child Care Institution.
7. The Child Welfare Officer or Case Worker who has been assigned the duty or verifying the daily cleaning in the premises of Child Care Institution shall do so twice a day, one after the morning cleaning and the other after the evening cleaning. The Child Welfare Officer or Case Worker shall make a note of the same in the House-keeping register.
8. The Child Welfare Officer or Case Worker who has been assigned the duty of verifying the daily cooking shall make a note of the same in the Meals Register, in respect of every meal.

02	Counselor	<ol style="list-style-type: none"> <li>1. The counsellor shall provide counselling service to children in conflict with law/ children in need of care and protection as well as their parents and families.</li> <li>2. Counsellor shall also help the CWC/JJB as and when required.</li> <li>3. He/ She will help superintendent in preparing CSR.</li> <li>4. He/ She will prepare plan of action for social integration.</li> <li>5. Any other duty as may be assigned by the Person-in-charge of the Child Care Institution.</li> </ol>
03	House Father	<ol style="list-style-type: none"> <li>1. Every house father shall abide by the directions of the Person-in-charge.</li> <li>2. The general duties, functions and responsibilities of a house father shall be as follows:- <ol style="list-style-type: none"> <li>i. Handle every child in the Child Care Institution with love and affection;</li> <li>ii. Take proper care of the child and ensure his welfare;</li> <li>iii. Provide each child upon his reception with all necessary supplies like clothing, toiletries and such other items required for daily usage;</li> <li>iv. Replenish the provisions or supplies as per scale and need of the child;</li> <li>v. Maintain discipline among the children;</li> <li>vi. Ensure that children maintain personal cleanliness and hygiene;</li> <li>vii. Look after maintenance, sanitation and maintain hygienic surroundings;</li> <li>viii. Implement the daily routine of every child in an effective manner and ensure the participation of the children;</li> <li>ix. Look after safety and security arrangements in the Child Care Institution;</li> <li>x. Escort the children whenever they go out of the Child Care Institution for purposes other than production before the Board or the Committee or the Children's Court;</li> <li>xi. Maintain the register, relevant to their duties; and</li> <li>xii. Any other duty as may be assigned by the Person-in-charge of the Child Care Institution.</li> </ol> </li> </ol>
04	Paramedical staff/ Staff Nurse	Provide first aid and other medical aid like administration of medication as per doctors' orders etc.
05	Educator /Tutor (Part Time)	<ol style="list-style-type: none"> <li>1. A tutor's role is to help students learn and improve their academic performance.</li> <li>2. Develop personalized learning plans for each student.</li> <li>3. Identify students' strengths and weaknesses, learning styles, and preferences.</li> <li>4. Teach key concepts, study strategies, and test-taking skills.</li> <li>5. Track student progress and identify areas for improvement.</li> <li>6. Give students positive and constructive feedback.</li> <li>7. Provide practice tests and mock exams to help students prepare for real exams.</li> <li>8. Any other duty as may be assigned by the Person-in-charge of the Child</li> </ol>

		Care Institution.
06	Art & Craft cum Music Teacher (Part Time)	<ol style="list-style-type: none"> <li>1. Explain and demonstrate artistic techniques.</li> <li>2. Prepare and deliver lectures to CCI inmates on topics such as acting techniques, fundamentals of music, and art history.</li> <li>3. Teach courses in drama, music, and the arts including fine and applied art, such as painting and sculpture, or design and crafts.</li> <li>4. Any other duty as may be assigned by the Person-in-charge of the Child Care Institution.</li> </ol>
07	PT Instructor Yoga Trainer (Part Time)	<ol style="list-style-type: none"> <li>1. Shall be available at fixed hours at fixed times daily and shall perform his duties under the supervision of Person-in-charge.</li> <li>2. He must ensure that each child participates in at least 2 hours of group activities daily.</li> <li>3. The PT Instructor cum Yoga Trainer shall, under the supervision of the Superintendent/Person-in-charge, ensure an adequate supply of sports equipment.</li> <li>4. The PT Instructor cum Yoga Trainer shall train the children in sports and athletics.</li> <li>5. Any other duty as may be assigned by the Person-in-charge of the Child Care Institution.</li> </ol>
08	Cook	<ol style="list-style-type: none"> <li>1. Ensure timely and hygienic meals for the children (4 times a day as per the planned menu).</li> <li>2. Ensure quality of food by purchasing good quality locally available items.</li> <li>3. Provide special meals on holidays, festivals and for sick children.</li> <li>4. To maintain records of the meals/stock of items and use the same during cooking of food with an intimation of the superintendent.</li> <li>5. Any other duty as may be assigned by the Person-in-charge of the Child Care Institution.</li> </ol>
09	Helper cum Night Watchman	<ol style="list-style-type: none"> <li>1. Provide support to the cook in maintaining timeliness and quality of meals being cooked for children.</li> <li>2. Clean the cooking utensils and the kitchen post every round of cooking.</li> <li>3. Any other duty as may be assigned by the Person-in-charge of the Child Care Institution.</li> </ol>
10	House Keeper	<ol style="list-style-type: none"> <li>1. Maintain Cleanliness in the premises.</li> <li>2. Ensure cleaning and washing of utensil, clothes, bed sheets etc of the CCI.</li> <li>3. Sweeping and cleaning of bathrooms and boundary areas.</li> <li>4. To maintain cleanliness inside the dormitory as well as in the premises.</li> <li>5. Any other duty as may be assigned by the Person-in-charge of the Child Care Institution.</li> </ol>

*Fr. Sushant Kumar Pradhan*

Secretary  
 R.C.M.  
 RCM Sishu Bhawan, Mandasore  
 Sishu Bhawan, Mandasore  
 Dist. - Kandhamal



## APPLICATION FORM

PERSONAL DETAILS					
<b>Application for the post of (Separate application for specific post)</b>				<b>Affix Recent self-attested Color Photograph</b>	
<b>Applicant's Name (In Block Letters)</b>					
<b>Address for Correspondence</b>			<b>Permanent Address</b>		
<b>Phone Number</b>		<b>Email ID</b>			
<b>Date of Birth (DD.MM.YYYY)</b>		<b>Sex</b>	<b>Male</b>	<b>Marital Status (Please Tick)</b>	<b>Unmarried</b>
			<b>Female</b>		<b>Married</b>
<b>Caste</b>					
<b>Mother's Name</b>		<b>Father's Name</b>			
<b>Nationality</b>					

Educational Details- Attach Photocopies of Certificates & Mark Sheets							
Qualification	Name of the qualification Awarded	From	To	School/College/ University	Subject/ Specialization	% /Grade/ Division	Full time/ Part time/ Distance learning
<b>Under Metric (Only for the post of Helper &amp; Cook)</b>							
<b>Secondary (Matriculation)</b>							
<b>Higher Secondary Education(+2)</b>							
<b>Graduation</b>							
<b>Post Graduation</b>							
<b>Others</b>							

Employment Detail's (Previous) attach self-Attested photocopies of Experience Certificates				
Name of the Organization	Designation	Key Responsibilities Handled	Period	
			From	To

**Current Employment- Attach proof of current Employment**

Name of the Organization	Designation	Key Responsibilities Handled	Working From (Date)	Monthly Remuneration

**Computer Literacy**

Package/ Applications	Details of Exposure Proficiency

**Language Proficiency**

Language	Ability to Converse	Ability to Read	Ability to Write
English			
Hindi			
Odia			
Other (Specify)			

**Referees two persons to whom you have reported professionally in the recent past whom we immediately approach for reference.**

	Referee-1	Referee-2
<b>Name</b>		
<b>Address</b>		
<b>Organization</b>		
<b>Designation</b>		
<b>Phone/Mobile</b>		
<b>E-Mail ID</b>		
<b>Your professional Relationship with the Referee</b>		

**Signature of the Applicant**

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this application form correctly describes me, my qualification, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, at any stage.

**(Signature of Applicant)**

**Place:**

**Date:**

**Declaration**

I \_\_\_\_\_ son/daughter \_\_\_\_\_  
of \_\_\_\_\_ address \_\_\_\_\_  
\_\_\_\_\_ do 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**