

# *Specialised Adoption Agency*

## **NISSAN SHALOM CHILDREN HOME**

At: Biswanath Nagar, Po: Paralakhemundi, Dist: Gajapati, Odisha  
T: (+91) - 8763593023, E - Mail: [saa.nissan.gajapati@gmail.com](mailto:saa.nissan.gajapati@gmail.com)

Letter No: 38/SAAGPT/2022

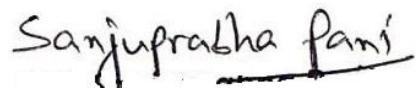
Date: 30/06/2022

### ADVERTISEMENT

Applications are invited from the eligible dedicated professional candidates for engagement in the following positions on contract basis in the Specialised Adoption Agency, NISSAN Shalom Children Home, Gajapati under the Integrated Child Protection Scheme (ICPS). The posts are purely temporary and the contractual employees can be disengaged at any stage without assigning any reason thereof. Applications softcopies complete in every aspect should reach through e-mail to [saa.nissan.gajapati@gmail.com](mailto:saa.nissan.gajapati@gmail.com) and hardcopies should reach to "The Secretary, SAA NISSAN Shalom Children Home, At: Biswanath Nagar, Po: Paralakhemundi, Dist: Gajapati, Odisha: 761200" on or before 13/07/2022 mentioning post applied for in Subject line and addressed to the undersigned. Details and Application forms may be downloaded from the district website <https://gajapati.nic.in>. Candidates willing to apply for more than one post shall send separate application. Incomplete application or any application received after the due date shall be rejected.

Sl. No.	Staff	Qualification	Responsibilities	Age	Remuneration
1.	Nurse (1 no.)	B. Sc (Nursing) with experience in pediatrics preferable. In case of no application from B. Sc. Nursing, then ANM candidate may be considered. Only Female Candidate.	<ul style="list-style-type: none"><li>Provide technical inputs on the health and nutrition of the children.</li><li>Provide care to sick children in the SAA.</li><li>Supervise medication of children.</li><li>Facilitate medical support to sick children.</li></ul>	21-45 with relaxation as admissible	9,000/- per month
2.	Ayahs (1 no.)	Under Matric (8 <sup>th</sup> – 10 <sup>th</sup> ) Only Female Candidate	<ul style="list-style-type: none"><li>Provide care to children.</li><li>Ensure that they are provided food and medicines as per the food menu.</li><li>Ensure sanitation and hygiene of children and the surroundings.</li></ul>	21-45 with relaxation as admissible	6,000/- per month

Selection Committee reserves the right to modify/cancel the process of engagement without assigning any reason or prior notice.



*Sanjupratna Pani*  
Secretary  
NISSAN Shalom Children Home

### **Protocol for engaging new Staff for Specialised Adoption Agency (SAA)**

The SAA may recruit new staff as per the posts prescribed in the ICPS guidelines and as per the qualifications prescribed above. Since the staff engaged by the SAA are not Government staff, the management of the SAA will be responsible for them in case the GIA is discontinued. The District Inspection Committee should make yearly inspection and assess the quality of staff and the staffing structure in SAA.

- i. The staff strength of the institution will be maintained as per the CPS guidelines, and as revised from time to time. Any vacancy in the institutions shall be reported to the District Child Protection Officer and will be filled-up from the panel recommended by the SAA level selection committee following the procedures outlined below.
- ii. The Protection Officer (Institutional Care) shall conduct an assessment of the current staff position in the SAA and intimate the vacancy position to the District Child Protection Officer.
- iii. The recruitment to new/ vacant posts shall be conducted through a transparent and online application procedure including advertisement for the post in at least two widely circulated newspapers by the management. The funds for the advertisement will be spent by the SAA from its contingency budget. DCPU of the concerned District will facilitate the process. The applications should be received in the office of the SAA concerned through online.
- iv. The following documents have to be attached with the application forms: -
  - 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 x 4.5 size) should be affixed to the application form.
  - c. Certificate of experience issued from previous employer.
  - d. Self-declaration regarding non-involvement in any criminal activities especially child related offences.
- v. The concerned SAA will make a list of the applicants received for different position separately and submit it to the SAA level selection committee comprising the following member:
  1. Retired Educationist / Administrative Official from the locality (Retired not the below rank of Class II)
  2. District Child Protection Officer
  3. Chairperson / Member, CWC
  4. Member, JJB
  5. Secretary of the SAA
- vi. The quorum of the committee shall be one third of the members including DCPO.
- vii. The recruitment shall be on the basis of career marking only as per weightage assigned below:

<b>Sl. No.</b>	<b>Qualification</b>	<b>Weightage</b>
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
<b>Total</b>		<b>100</b>

The merit list shall be drawn on the basis of weightage 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 Management Committee in this regard shall be final.

- viii. The Selection Committee shall make and recommend the name of 5 candidates for each position in order of preference to the management of SAA 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.
  - a. Any joining or exit of employees of or above the qualification of Post – graduation position shall be done with the prior approval of the concerned District Magistrate and Collector.
  - b. The list of appointees shall be submitted to the District Child Protection Officer and Director, OSCPS for due information and record.
- ix. The management of SAA will be authority to issue the engagement order to the staff. The SAA applying for this component of the GIA should also have a Human Resource Management Policy for its staff which should cover leave norms, job responsibility, working hours, reporting norms, performance appraisal criteria and disciplinary proceedings etc. The SAA shall decide the continuance of service of its staff based on the annual performance appraisal.
- x. Number and names of positions lying vacant (along with period) should be mentioned in the Utilization Certificate and annual applications for GIA.
- xi. The District Inspection Committee (DIC) shall verify the staff details (position, name, qualification, experience, recruitment procedure, performance etc.) during its visit to the SAA.
  - In case the District Inspection Committee finds any discrepancies in the recruitment procedure, in performance of any staff, if the activity of any staff is going against the interest of the children, the DIC can recommend the management of SAA for taking action as deemed proper.
- xii. The required age of candidates as on the first day of the year of the publication of recruitment notice shall be with limit to lower age 21 years and upper age 45 years.

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**APPLICATION FORM**

Application for the post (mention below):		<i>(Please affix a recent passport size color photograph)</i>					
Applicant's Name (In Block Letters):							
Address for Correspondences		Permanent Address					
Phone / Mobile Number		E-mail ID					
Date of Birth		Sex	Marital status				
Mother's Name		Father's Name					
<b>Educational Details- Attach Photocopies of Certificates &amp; Mark sheets</b>							
Qualification	Name of Qualification Awarded	Duration		College/ University	% of marks secured	Subjects Studied	Full time/ Part time/ Distance Learning
		From	To				
Matriculation							
Intermediate							
Graduation							
Post-Graduation / M. A							
OTHER							

Employment Details ( Previous)- Attach Photocopies of Experiences Certificate								
Name of organization	Designation	Key Responsibilities handled	Period					
			From	To				
Current employment – Attach Proof of Current employment								
Name of Organization	Designation	Responsibilities handled	Working from	Monthly remuneration				
Computer Literacy								
Package/ Application		Details of Exposure/ Proficiency						
Language Proficiency								
language	Ability to Speak			Ability to Read		Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair
English								
Hindi								
Oriya								

**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