

**JOB VACANCY**  
(Under Mission Vatsalya Scheme)  
**Swami Bichitrananda Kalyan Ashram**  
**Dagarpada, Cuttack.**  
Estd.1921

**Child Care Institution**

**Notification No:53/SBKA/2024**

**Date:16.11.2024**

Applications are invited from the eligible candidates for the Posts of Superintendent, Counsellor, Probation Officer/Child Welfare Officer/Case Worker, Accountant-Cum-Store Keeper, House Mother, Paramedical Staff, Cook, Helper-Cum-Night Watchman, House Keeper, Educator, PT Instructor-Cum -Yoga Trainer, Art & Craft -Cum-Music Teacher for SBKA( Child Care Institution) Cuttack. The applications in the prescribed format along with xerox copies of all certificates and Mark sheets and other relevant credentials should reach the undersigned on or before 16.12.2024 by 5.00 pm by Speed Post /Registered Post. A copy of Application should be sent in the office email: [secysbka1921@gmail.com](mailto:secysbka1921@gmail.com). For details of information on eligibility and number of positions please visit our Website [www.sbka.org.in](http://www.sbka.org.in) and <http://wcd.odisha.gov.in>.

*h m s.*

*16.11.24*

Secretary.

Swami Bichitrananda Kalyan Ashram  
Dagarpada Cuttack

# SWAMI BICHITRANANDA KALYAN ASHRAM

ESTD:1921

AT: Dagarpada, PS: Chandini Chowk, Dist: Cuttack, Pin: 753002

## Child Care Institution (CCI)

Advertisement No:53/SBKA/2024

Date:16.11.2024

Advertisement for Recruitment of Staff (as per the Mission Vatsalya Norms and Guideline)  
Applications are invited from eligible Candidates in the prescribed application form for the following Posts at Swami Bichitrananda Kalyan Ashram (CCI), Cuttack on contractual basis.

Sl. No	Name of the Post	Age Group	No of Post Vacant	Qualification & Experience	Remuneration as per Mission Vatsalya Norms (Per Month)
1	Superintendent	21-45	1	Post Graduate Degree in Social Work/Sociology/Child Development /Human Rights /Public Administration /Psychology/Psychiatry/Law/Public Health /Community/Resource Management from a recognized University. At least 3 years of working with the Govt/Non Govt.organization in Documentation, Training & Capacity Building, Project Formulation/ Implementation, Monitoring, and Supervision Preferably in the field of Women and Child Development /Social Welfare. Proficiency in Computer.	33100/-
2	Counsellor	21-45	1	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.	23170/-

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				Proficiency in Computer.	
3	Probation Officer/Child Welfare Officer/Case Worker	21-45	1	Graduate preferably in BA 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 Computer.	23170/-
4	Store Keeper Cum-Accountant	21-45	1	PG Preferably in Commerce/MBA (Finance)	18536/-
5	House Mother	21-45	1	Graduate in any Discipline. Preference to be given to B.sc & to stay in Campus.	14564/-
6	Paramedical Staff	21-45	1	Compounder/Pharmacists having Diploma in Ayurvedic/Homeopathic/ Unani from Institutions recognized by Govt. of India. Proficiency in Computer.	11916/-
7	House Keeper	21-45	1	Under Matric (8 <sup>th</sup> -10 <sup>th</sup> )	7944/-
8	Cook	21-45	1	Under Matric (8 <sup>th</sup> -10 <sup>th</sup> )	9930/-
9	Helper Cum-Night Watch Man	21-45	2	Under Matric (8 <sup>th</sup> -10 <sup>th</sup> )	7944/
10	Educator	21-45	1	BA/B.Sc. /B.Ed. Proficiency in Computer.	10000/-
11	Art & Craft Cum- Music Teacher	21-45	1	Degree in concerned Subject. Proficiency in Computer.	10000/-
12	PT Instructor Cum- Yoga Trainer	21-45	1	Degree in concerned Subject. Proficiency in Computer.	10000/-

### Certificates/Documents to be Attached with the Application Form.

- Self Attested Photo copy of HSC or Equivalent Certificate and Mark Sheet.
- Self Attested Photo copy of 10<sup>th</sup>, +2 or equivalent certificate and Mark Sheet.
- Self Attested Photo copy of Degree certificate and Mark Sheet.
- Self Attested Post Graduation, Computer or any other Professional Qualification Certificate and Mark Sheet.
- One recent Self-Attested colour photo graph (3.5 x 4.5size) should be affixed to the Application Form.

-Self Attested copy of experience certificate from the previous employer as applicable for the Post.

-Self Declaration regarding non-involvement in any Criminal activities specially child related offences.

The recruitment shall be on the basis of career marking as per weightage and followed by one personal interview as stated below.

The appointment is purely temporary on contractual basis and the administration deserves the right to withdraw or withheld the advt. without assigning any reason thereof.

SL NO	Qualification	Weightage
1	Secondary	10
2	Higher Secondary	15
3	Graduation	25
4	Post- Graduation	30
5	Experience in any other Sector/ Other professional Course/ Training related to Child Right & it's Protection	10
6	Work Experience	10
	Total	100

Interested candidates fulfilling the eligibility criteria can apply through Speed Post /Regd Post and e-mail with downloaded application form duly filled in along with all credentials to The Secretary, Swami Bichitrananda Kalyan Ashram, AT- Dagarpada, PO- Chandini Chowk, PS- Lalbag, DIST- Cuttack (Odisha), Pin- 753002. The application must reach on or before 16.12.2024 by 5.00 pm positively. The envelope, containing the application should be mentioned clearly the name of the Post in bold letters.

#### Terms & Conditions

- The above Posts are purely temporary and also co-terminus at any time. Candidates who are already working in other Child Welfare/ Children Development/ CCI/ Civil Society or Govt/ Volunteer Sector either on regular or contractual basis have to submit **No Objection Certificate** from the concerned employer during their joining.

-If any candidate is found to have suppressed any material information or furnished false information/ document his/her case shall not be considered for the Post applied for and in case already engaged on the basis of the said information/document, his/her services shall be terminated forthwith and legal action will be taken against him/her.

-All the posts are purely temporary, time bound, and co -terminus with the duration of the scheme and is performance -based.

-The Panel List of the Candidates will be valid for one year from the date of declaration of result.

-The Appointment will not confer any Right /Claim/Entitlement for appointment on regular basis in future.

-The decision of the Managing Committee will be final and binding on all aspects.

*h m d.*  
Secretary  
- 16.11.24

Swami Bichitrananda Kalyan Ashram

SWAMI BICHITRANANDA KALYAN ASHRAM

Dagarpada, Cuttack.

Estd:1921.

Child Care Institution

Application Form

Application for the Post Applied:

Applicant's Name & Address:

Date of Birth:

Marital Status:

Father/Mother/Husband's Name

Present Address: At:

PO:

PS:

Pin:

Gender:

Category:

Nationality:

District:

Alternative Ph No:

Whats App No:

Mail Id:

Permanent Address:

Contact Phone No:

Educational Details- Attached Photo copy of Certificates & Market Sheets:

Qualification	School/ College/ University			Percentage% of Mark
		Total Mark	Secured Mark	
Under Matric (only for the post of the Helper)				
Secondary (Matriculation)				
Higher Secondary Education (+2)				
Graduation				
Post Graduation				
Others				

Employment Details (previous) Attested Self – Attested photo copy of Experience Certification

Name of the Organization	Designation	Key responsibilities Handle	Period	
			From	To

Computer Literacy:

Language Proficiency:

Declaration

I do hereby declare that the information given above is correct and genuine to the best of my knowledge and belief.

Date:

Place:

Full Signature of the Applicant