

Sishu Ashram, At/Po/Dist.-Jagatsinghpur

Child Care Institution

No. 91/SA/CH/2025 Dt. 02.03.2025 //

ADVERTISEMENT

Applications are invited from the eligible dedicated professional candidates for engagement in the following positions on purely contract basis in the Child Care Institution, Sishu Ashram (Children's Home & Specialised Adoption Agency) Jagatsinghpur as per Mission Vatsalya Scheme and resolution vide No-10102-WCD-CW-MISC-0023-2020, Dated 15.09.2020 of Women and Child Development Department, Govt. of Odisha. These positions are coterminous with the scheme. The posts are purely temporary and the contractual employees can be disengaged at any stage without assigning any reason thereof. Applications complete in every respect should be applied through Mail on or before Dt. **17.03.2025 by 5.00 P.M.** Details information regarding advertisement may be downloaded from the notice page of Sishu ashram vide website www.sishuashram.com . Candidates willing to apply for more than one post shall submit separate application along with required certificates duly signed by the candidates, both through Mail (recruitmentsishuashram@gmail.com) and hardcopy by Regd. Post/ Speed Post to the **SECRETARY, SISHU ASHRAM, AT/PO/DIST-JAGATSINGHPUR, PIN-754103** shall be received . Incomplete application or any application received after the due date shall be rejected.

1. VACANCY POSITIONS

Children's Home (CH)

Name of the post	No. of Posts	Qualification	Age as on 01.01.2025	Consolidated Remuneration
Storekeeper Cum Accountant	01 (Male/Female)	P.G preferably in Commerce/MBA (Finance)	Lower age limit: 21 Upper age limit: 45 as on 01.01.2025	Rs. 18,536/- Per Month
House Father	01 (Male)	Graduation in science. (In case no application received from Science graduate arts graduate may be considered).		Rs. 14,564/- Per Month
Paramedical Staff	01 (Male/Female)	Compounder/Pharmacist/having Diploma in Ayurvedic, Homeopathic/ Unani from the institution recognized by Govt. of India.		Rs. 11,916/- Per Month
Helper-Cum -Night Watchman	01 (Male)	Under Matric (8 th - 10 th)		Rs. 7,944/- Per Month

Specialized Adoption Agency (SAA)

Name of the post	No. of Posts	Qualification	Age as on 01.01.2025	Consolidated Remuneration
Nurse	01 (Female)	B.Sc. (Nursing) with experience in pediatrics preferable. In case of no application from B.sc nursing, then ANM candidate may be considered.	Lower age limit: 21 Upper age limit: 45 as on 01.01.2025	Rs. 11,916/- Per Month
Doctor	01 (Male/Female)	Pediatrician with minimum 5 year experience.		Rs. 9,930/- Per Month
Ayabs	01 (Female)	Under Matric (8 th - 10 th)		Rs. 7,944/- Per Month
Chowkidar	01 (Male)	Under Matric (8 th - 10 th)		Rs. 7,944/- Per Month

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

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 1st January 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 –

- a. Candidates must go through the details of this advertisement available in the Organization website (www.sishuashram.com).
- b. Candidates must submit the application in prescribed format along with all requisite documents **through MAIL (recruitmentsishuashram@gmail.com) and hardcopy of same application shall be sent by Regd. Post/Speed Post only** to the following address.
- c. The Application received both in mail and by Regd. Post/Speed Post will be accepted. Application received through single mode or any other mode would not be accepted and summarily rejected.
- d. Before filing of the information, ensure that accurate information is fed and on confirmation there is no scope for further edit.
- e. The candidates are advised to submit the application form well in advance without waiting for the closing date to avoid last hour rush.
- f. After submission of application through mail, the candidates are required to submit the prescribed application form along with all required documents through Speed post, Registered post only addressed to the **SECRETARY, SISHU ASHRAM, AT/PO/DIST-JAGATSINGHPUR, PIN-754103 to be received latest by 5.00 P.M on Dt. 17.03.2025.**
- g. Separate applications in sealed cover is to be submitted against each post super scribing **"THE POST APPLIED FOR..." on the top of the envelop.**
- h. Any applications received after the due date shall be rejected. The authority reserve the right to cancel the advertisement in response to a single post or all posts without assigning any reason thereof.
- i. 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 Woman & Child Development Department, Govt. of Odisha, as decided by the Selection Committee constituted for the purpose.

4. **CERTIFICATES / DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM**

The following documents have to be attached with application forms. (Application form is enclosed below)

- a. For the post of Helper-Cum-Night Watchman, Ayah, Chowkidar- Self attested photocopies of certificates and mark sheets in respect to qualification of the candidate (Class-8th, 9th,10th) is required to be attached along with the application form.
- b. Similarly for the post of Storekeeper cum Accountant, House Father, Paramedical Staff, Doctor & Nurse - Self attested photocopies of certificates and mark sheets of Secondary, Higher Secondary, Graduation, Post Graduation or any other professional degree) is required to be attached along with the application form.
- c. One recent self-attested color photographs (3.5x4.5 size) should be affixed to the application form
- d. Certificate of experience issued from previous employer or any other institution if any.
- e. Self declaration regarding non involvement in any criminal activities especially child related offence.
- f. Self attested photocopies of Aadhar/ Votor/ any other valid identity proof (any one).


Secretary, Sishu Ashram, Jagatsinghpur
Secretary
Sishu Ashram
Jagatsinghpur

APPLICATION FORM FOR THE POST OF HELPER-CUM-NIGHT WATCHMAN, AYAH, CHOWKIDAR

Employment Details(Previous)-Attach Self attested photocopies of Experience Certificate				
Name of Organization	Designation	Key Responsibilities Handled	Period	
			From	To
Current Employment Details-Attach Self attested photocopies of Current Employee				
Name of Organization	Designation	Key Responsibilities Handled	Working Since	
<p><u>Declaration:</u> I hereby declare that, I am not convicted in any criminal case especially in any child related offences and the foregoing information is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted.</p>				
Date: Place:			Full Signature of Applicant	

**APPLICATION FORM FOR THE POST OF STOREKEEPER CUM ACCOUNTANT, HOUSE FATHER,
PARAMEDICAL STAFF, DOCTOR & NURSE**

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Employment Details(Previous)-Attach Self attested photocopies of Experience Certificate				
Name of Organization	Designation	Key Responsibilities Handled	Period	
			From	To

Current Employment Details-Attach Self attested photocopies of Current Employee			
Name of Organization	Designation	Key Responsibilities Handled	Working Since

	Details of Exposure/Proficiency (Tick the Appropriate)
Computer Literacy	Word <input type="checkbox"/> Excel <input type="checkbox"/> Power Point <input type="checkbox"/>
Language Proficiency	Odia <input type="checkbox"/> English <input type="checkbox"/> Hindi <input type="checkbox"/>

Declaration:
I hereby declare that, I am not convicted in any criminal case especially in any child related offences and the foregoing information is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted.

Full Signature of Applicant

Date:
Place: