

**MAHAPURUSHA ASHRAM KANJIAPAL (Child Care Institution)**  
**Kanjiapal, Khadipada, Dhamnagar, Bhadrak-756117 (Odisha)**  
**E Mail: [mahapurushaashram@gmail.com](mailto:mahapurushaashram@gmail.com)**

**Advt. No: 10/MAK/2025-26**

**Date: 05/06/2025**

**Contractual Engagement**

The Mahapurusha Ashram Kanjiapal (Child Care Institution) in the District of Bhadrak intend to engage suitable professional staffs such as Superintendent, House Father/House mother, Store keeper cum Accountant, Paramedical Staff/Staff Nurse, House keeper on contractual basis in the Mahapurusha Ashram Kanjiapal (CCI) Bhadrak. The posts are purely contractual and coterminous with the project. The continuance in the post by the candidates depends on the performance.

The complete filled up application form along with other documents should reach at the Office of the "Mahapurusha Ashram Kanjiapal, Khadipada, Dhamnagar, Bhadrak-756117 (Odisha), on or before **25/06/2025** at **(5:00 PM)** positively through Online (<https://forms.gle/RZ4Uk9Tguh8JxWxG7>). No other mode of application will be accepted. The details such as number of vacancies, selection procedure, remuneration, application form etc are available in the district website i.e. [www.bhadrak.nic.in](http://www.bhadrak.nic.in)

No personal queries will be entertained and further communication will be made. All further information's relating to the engagement will be available in the District website.

**Note:** - The candidates are advised to send one set hard copy of application through regd. Post at the address Secretary, Mahapurusha Ashram, At-Kanjiapal, Po- Khadipada, Via- Dhamnagar, P.s- Dhamnagar, Dist- Bhadrak, Pin- 756117, State- Odisha with mentioning the post as " Application for the post of \_\_\_ as per Advt. No. for verification with online application. All information regarding engagement will be (Published in the District web site. The candidates are advised to get in touch with Bhadrak district website for information.)

**DETAILS OF CONTRACTUAL ENGAGEMENT**

Applications are invited from eligible suitable candidates in the prescribed Online (Google E form) application form, for the following posts. The decision of the selection committee regarding engagement of staffs in Mahapurusha Ashram Kanjiapal is final.

Applicants must have essential qualifications, age etc. The candidate should possess basic computer knowledge; good working knowledge in Oriya will be an added advantage.

Eligible candidates may submit their applications completed in all respect to the Office of Mahapurusha Ashram Kanjiapal(CCI) Dist: Bhadrak latest by **25/06/2025** at **05:00PM** through online. Application received other than online and after due date will be rejected.

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Details of dedicated professional staffs are to be engaged as follows.

Sl no	Name & address of the Child Care Institution	Name of the Posts	Number of vacant positions	Age Limit in years
1	Mahapurusha Ashram Kanjiapal, Khadipada, Dhamnagar, Bhadrak	Superintendent	1	21-45
2		Store keeper cum Accountant	1	21-45
3		Paramedical Staff/staff Nurse	1	21-45
4		House Father/House Mother	1	21-45
5		House keeper	1	21-45

Details of post wise educational qualifications, age and remuneration applicable for staffs.

Sl. No	Name of the post	Number of Post	Age limit	Qualification	Monthly Remuneration in rupees
1	Superintendent	1	21-45 Years	Master degree in Social Work/Sociology/Anthropology/Psychology/or any other related field of humanities or MBA (HR) or any other Masters degree and familiarity with computer.	33,100/-
2	House mother/House father	1	21-45 Years	Any Graduate. Preference will be for home science, psychology, sociology graduates.	14,564/-
3	Store keeper cum Accountant	1	21-45 Years	PG preferably in commerce / MBA (finance)	18,536/-
4	Paramedical staff	1	21-45 Year	Compounder/pharmacist/having diploma in Ayurveda/homeopathic/Unani from the institution recognized by govt. of India.	11,916/-
5	House keeper	1	21-45 Years	Under Matric (8 <sup>th</sup> to 10 <sup>th</sup> )	7,944/-

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**TOR of the staff's**

Sl. No.	Name of Post	Job Responsibility
1	Superintendent	<ol style="list-style-type: none"> <li>1. Providing homely atmosphere of love. Affection, care development and welfare of juveniles / Children</li> <li>2. Planning implementation and coordinating all institutional activities, programmes and operations.</li> <li>3. Maintaining minimum standards in the home.</li> <li>4. Monitoring of juveniles / children as the case may be training and treatment programmes and correctional activities.</li> <li>5. Supervision over juveniles / Children discipline and moral wellbeing.</li> <li>6. Allocation of duties to personnel.</li> <li>7. Supervision over office administration.</li> <li>8. Monthly office inspection.</li> <li>9. Daily inspection and round of institution .Inspection and tasting food prepared for Juvenile / child.</li> <li>10. Take prompt action to meet emergencies.</li> </ol>
2	Store keeper cum Accountant	<ol style="list-style-type: none"> <li>1. Accountant-cum-store keeper should have at least 5 years of working experience related to accounts and book keeping.</li> <li>2. Accountant-cum-Store keeper must have some technical knowledge to handle different types of materials, machineries etc.</li> <li>3. Accountant-cum-store keepers should be well versed in the field of store accounting to prepare the store records, such as Bin Card store ledger etc.</li> <li>4. Accountant-cum-Store keeper should possess personal qualities like honestly, integrity, pleasing personality etc.</li> <li>5. Maintain the accounts of the institution</li> <li>6. Prepare proposals for GIA from the Department and other agencies.</li> <li>7. Prepare and send Utilization Certificates to donors.</li> <li>8. Procure and maintain stock of various items required in the institution.</li> <li>9. Institutions maintenance and upkeep.</li> </ol>
3	House father/House mother	<ol style="list-style-type: none"> <li>1. Handing juvenile or child with love and affection.</li> <li>2. Taking proper care and welfare of juvenile or child.</li> <li>3. Maintenance, sanitation and hygiene.</li> <li>4. Implementing daily routine in an effective manner and ensuring children's involvement.</li> <li>5. Looking after the security and safety arrangements of the home.</li> <li>6. Escorting juvenile/children whenever they go out of the home.</li> <li>7. Salary answerable for academic performance of the child.</li> </ol>
4	Para medical Staff	<ol style="list-style-type: none"> <li>1. Provide first aid and other medical aid like administration of medication as per doctors' orders etc.</li> </ol>
5	House-Keeper	<ol style="list-style-type: none"> <li>1. Maintain cleanness in the premises.</li> <li>2. Ensure washing and cleaning of utensils, clothes, Bed sheets etc.</li> <li>1. Sweeping and cleaning of bathrooms and boundary areas.</li> </ol>

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**Note:** Apart from the above the details of job responsibility of staffs mentioned in the JJ(C&PC) Model Rules 2016 will also be applicable along with the work & assignment that are given by the govt from time.

**Process of selection:**

The process selection will be made as per the instruction of Resolution no 10102-WCD-CW-MISC-0023-2020 Dated 15<sup>th</sup> September 2020 of W&CD Department, Govt. Of Odisha. The engagement of the staffs of Mahapurusha Ashram Kanjiapal will be on the basis of career marking only as per the weightage assigned below. The decision of the recruitment committee constituted in Mahapurusha Ashram, Kanjiapal regarding engagement of contractual staff of Mahapurusha Ashram is final without assigning any reason thereof.

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 M.Phil, Phd etc	10
06	Work experience	10
	Total	100

The merit list shall be drawn up on the basis of weighted percentage marks obtained in all six categories mentioned in the above table. In case of more than one candidate have equal marks, the candidates with past experience of working in the child rights will be given preference. The decision of the Home Management Committee in this regard shall be final.

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 positions. The candidates scoring 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.

**Terms and Conditions of the Contractual Staffs of Mahapurusha Ashram, Kanjiapal:**

- These above posts are purely contractual and co terminus with the project.
- The staffs after engagement are not entitled to claim for regularization of job by the government.
- The staffs are also not eligible to put forth their demand before District Administration regarding hike of remuneration or for regularization.
- The staffs who are to be engaged are the staffs of CCI.
- Continuous unauthorized absence of duties for seven days is liable for termination of job.
- The offer letter for joining of selected candidates will be issued by the Mahapurusha Ashram Kanjiapal.
- The staffs of Mahapurusha Ashram Kanjiapal must have child friendly and caring attitude for the best interest of the child.
- The age of the candidate must be within 21 to 45 years of age as on 1<sup>st</sup> January 2025.
- The candidates after engagement will sign an agreement regarding conditions of job.

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- The selected candidates will have to produce a certificate of police verification at the time of engagement.
- The original certificate is to be verified for selected candidates prior to issue of offer letter.

The continuance in the position by the candidates depends on the projects or performance of the candidates.

**2- General abilities for the above posts.**

- Shall be citizen of india.
- Shall have good moral character.
- Shall be of good health, good physique, active habits and far from any organic defects or bodily deformity (not applicable for person with disability).
- Must be able to speak, write, read Odiya(a) passed language test in Odiya equivalent to middle school standard of (b) HSC or equivalent or above or (C) passed as language subject in the final examination of Class VIII or above or (d) passed a test in Odiya in M.E School by the education Department of the State Government.
- Shall possess the requisite qualification as shown above.

**3- Documents to be attached with the online application form:**

- 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 (3.5/4.5 size) should be affixed to the application form.
- c. Certificate of experience issued form previous employer.
- d. Self declaration regarding non involvement in any criminal activities especially child related offences.

Secretary

Mahapurusha Ashram Kanjiapal

Child Care Institution  
Khadipada, Dhamnagar, Bhadrak

Prakash Kumar Jena  
Secretary  
Mahapurusha Ashram  
Kanjiapal

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### Application Form

Advt. No.		Passport Photo	
Name of the post applied for (Separate applications for specific posts)			
Applicant's Name (In Block Letters)			
Address for Correspondences		Permanent Address	
Mobile Number		E-mail ID:-	
Date of birth		Sex	Marital Status
Mother's Name		Father's Name	
ID proof Voter ID or Aadhar Card(*Please attach any one of the above mentioned ID proof)			

#### Educational Details - Attach photocopies of certificates & Mark Sheets

Qualification	Name of Qualification Awarded	Duration		College/ University	Subject/ Specialization on	%/ Grade/ Division	Full time/ part Time/ Distant Learning
		From	To				
Matriculation							
+2							
Graduation							
Post-Graduation							

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M.phil/P.hD/ Training related to child Rights and its Protection							
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**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 Details**

Name of organization	Designation	Key Responsibilities Handled	Work From
<b>Computer Literacy</b>			
<b>Package/Application</b>		<b>Details of Exposure/Proficiency</b>	
<b>Language Proficiency:</b>			

**Declaration**

I hereby declare that that the above mentioned information is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted.

Date:

Place:

Full Signature of Applicant

