



**Orissa State Child Protection Society (OSCPS),  
Women & Child development Department, Government of Odisha**

Odisha State Child Protection Society under Women & Child Development Department, Government of Odisha intends to engage professional staff on contractual basis for State and District Level Structures under Integrated Child Protection Scheme (ICPS) in the State of Odisha.

Applications are invited from eligible candidates in the prescribed application form for the following post initially for a period of one year. The posts are for State Project Support Unit (SPSU), Orissa State Child Protection Society (OSCPS), State Adoption Resource Agency (SARA) and District Child Protection Societies (DCPSs). The contract period may be extended or curtailed further by the OSCPS depending on the performance review.

Applicants must have the essential qualification along with adequate experience. The candidates should possess basic computer knowledge. Good working knowledge in Odiya will be treated as an added quality. Xavier Institute of Management is providing recruitment services to OSCPS.

Eligible candidates may send their applications complete in every respect by registered post/courier addressed to the **Coordinator, CENDERET, Xavier Institute of Management, Xavier Square, Bhubaneswar, PIN-751013**. Separate application in sealed cover has to be submitted for each post quoting the position applied on the top of the envelope. Only short-listed applicants will be invited for the written test and on the basis of written test to viva-voce test.

No online application or submission of application in person will be entertained. The last date for submission of applications is by **5.00 P.M. on 31.12.2011**. Any application received after the due date and time will be rejected.

Details of Dedicated Professional Staff to be engaged as follows;

Sl.No.	Name of the Post	No required per district	Total
<b>A. District Child Protection Society (DCPS)</b>			
1	District Child Protection Officer (DCPO)	1	30
2	Protection Officer (Institutional Care) (POIC)	1	30
3	Protection officer (Non-Institutional Care (PONIC)	1	30
4	Legal-cum-Probation Officer (LPO)	1	30
5	Social Worker (SW)	2	60
6	Outreach Worker (OW)	2	60
7	Counsellor	1	30
		<b>9</b>	<b>270</b>
<b>B. State Level Structures (OSCPS, SPSU &amp; SARA)</b>			
		<b>No required for State</b>	<b>Total</b>
1	Programme Manager	4 (SPSU-1, OSCPS-2, SARA-1)	4
2	Administrative Officer	1 (SPSU)	1
3	Programme Officer	6 (OSCPS-4, SARA-2)	6
4	Project officer	2 (SPSU)	2
5	Accounts Officer	2 (SPSU-1, OSCPS-1)	2
6	Accountant	3 (OSCPS-1, SPSU-1, SARA-1)	3
7.	Account Assistant	1 (OSCPS)	1
8	Programme Assistant	1 (SARA)	1
9	Assistant-cum-Data Entry Operator	6 (SPSU-2, OSCPS-4)	6
	<b>Total</b>	<b>26</b>	<b>26</b>

Details application Format, essential qualifications, experience and remunerations for the positions are available in the website <http://www.wcdorissa.gov.in> & <http://www.ximb.ac.in> The authority reserves all rights to accept or reject applications for the above positions.

The final select list will be prepared on the basis of results in written and viva-voce test category wise.

All the posts are purely temporary, time bound and co-terminus with the scheme or earlier depending on the performance.

No TA/DA will be provided for appearing the written test or viva-voce.

Sd/-

**Director, OSCPS**

**W & CD Department, Bhubaneswar**

**DETAILS OF DEDICATED PROFESIONAL STAFF TO BE APPOINTED UNDER ICPS**

Sl.No.	Name of the Post	No required per district	Total
<b>A. District Child Protection Society (DCPS)</b>			
1	District Child Protection Officer (DCPO)	1	30
2	Protection Officer (Institutional Care) (POIC)	1	30
3	Protection officer (Non-Institutional Care (PONIC)	1	30
4	Legal-cum-Probation Officer (LPO)	1	30
5	Social Worker (SW)	2	60
6	Outreach Worker (OW)	2	60
7	Counsellor	1	30
		<b>9</b>	<b>270</b>
<b>B. State Level Structures (OSCPS, SPSU &amp; SARA)</b>		<b>No required for State</b>	<b>Total</b>
1	Programme Manager	4 (SPSU-1, OSCPS-2, SARA-1)	4
2	Administrative Officer	1 (SPSU)	1
3	Programme Officer	6 (OSCPS-4, SARA-2)	6
4	Project officer	2 (SPSU)	2
5	Accounts Officer	2(SPSU-1, OSCPS-1)	2
6	Accountant	3(OSCPS-1, SPSU-1, SARA-1)	3
7.	Account Assistant	1 (OSCPS)	1
8	Programme Assistant	1 (SARA)	1
9	Assistant-cum-Data Entry Operator	6 (SPSU-2, OSCPS-4)	6
	<b>Total</b>	<b>26</b>	<b>26</b>

<b>A. Details of District Level Posts for 30 District Child Protection Societies (DCPS)</b>					
Sl.No.	Name of the Post with gross emoluments per month	No of post	Nature of Appointment	Eligibility/ Qualification	Experience
1	District Child Protection Officer (DCPO) (Rs.19,000/-)	30	Contractual	Postgraduate / Graduates, preferably Sociology / Psychology (Child Psychology) / Social Work or Rural Development with Computer skills is a must.	<ul style="list-style-type: none"> <li>At least 4 - 6 years of working experience related to Child Care / Protection / Rehabilitation / Child Welfare and understanding on child Rights.</li> <li>Experience in coordination and supervision of implementation of any Govt. Scheme in the state at district level.</li> <li>Monitoring and supervision at district level.</li> <li>Developing of an Annual Plan at district level and resource directory</li> <li>Ability to provide programming and technical support in the above area.</li> <li>Experience of working with a wide range of partners, including Govt. &amp; NGOs</li> </ul>
2	Protection Officer (Institutional Care) (POIC) (Rs.12,000/-)	30	Contractual	Postgraduate / Graduates, preferably Sociology / Psychology (Child Psychology) / Social Welfare or Rural Development with Computer skills is a must.	<ul style="list-style-type: none"> <li>At least 4 - 6 years of working experience related to Child Care / Protection / Rehabilitation / understanding on child Rights and 2 -3 years of experience in child welfare sector.</li> <li>Experienced in implementation of child protection programmes and policies relating to children in need of care and protection at the district and local levels.</li> <li>Knowledge and experience on institutional services for children at district level.</li> </ul>
3	Protection officer (Non-Institutional Care (PONIC) (Rs.12,000/-)	30	Contractual	Postgraduate / Graduates, preferably Sociology / Psychology (Child Psychology) / Social Welfare or Rural Development with Computer skills is a must.	<ul style="list-style-type: none"> <li>At least 4 - 6 years of working experience related to Adoption/ Foster Care/ Sponsorship/ Child Care / Protection / Rehabilitation / understanding on child Rights</li> <li>2 -3 years of experience in adoption/foster care/sponsorship with any child care institution of the district/state.</li> </ul>
4	Legal-cum-	30	Contractual	Graduate in Law and having good	<ul style="list-style-type: none"> <li>At least 2 - 3 years of working experience in providing</li> </ul>

	<b>Probation Officer (LPO)</b> (Rs.12,000/-)			understanding of Child Rights and Protection issues	<ul style="list-style-type: none"> <li>legal aid services to children/juveniles.</li> <li>Experience in providing necessary support to the CWC and JJB in the legal matters relating to all children coming under the purview of the Juvenile Justice Act.</li> </ul>
5	<b>Social Worker (SW)</b> (Rs.8,000/-)	60	<b>Contractual</b>	Graduate in any stream, preferably sociology/psychology/social welfare	<ul style="list-style-type: none"> <li>At least 2 - 3 years of working experience related to Child Care / Protection / Rehabilitation / understanding on child Rights and child welfare.</li> <li>Experience in carrying out field level interventions</li> </ul>
6	<b>Outreach Worker (OW)</b> (Rs.4,000/-)	60	<b>Contractual</b>	Graduate in any stream, preferably sociology/psychology/social welfare	<ul style="list-style-type: none"> <li>At least 2 - 3 years of working experience related to Child Care / Protection / Rehabilitation / understanding on child Rights and child welfare.</li> </ul>
7	<b>Counsellor</b> (Rs.8,000/-)	30	<b>Contractual</b>	Postgraduate / Graduates, preferably Sociology / Psychology (Child Psychology) / Social Work or Rural Development with Computer skills is a must.	<ul style="list-style-type: none"> <li>At least 2 - 3 years of working experience related to providing counselling services to children in conflict with law and children in need of care and protection as well as their parents and families</li> <li>Experience on the Child Care / Protection / Rehabilitation / understanding on child Rights</li> </ul>


### **B** Details of State Level Posts of OSCPS, SPSU & SARA.

Sl.No.	Name of the Post with gross emoluments per month	No of post	Nature of Appointment	Eligibility/ Qualification	Experience
1.	<b>Programme Manager (SPSU)</b> (Rs.25,000/-)	01	Contractual	<ul style="list-style-type: none"> <li>P.G. in Social Science preferably Sociology, Psychology (Child Psychology), Social Work, Rural Development with proficiency in computer.</li> <li>Knowledge of English both written and spoken along with sound communication skills in Oriya.</li> <li>Ability to provide programming and technical support in the above area.</li> <li>Ability to work as a Team Player</li> </ul>	<ul style="list-style-type: none"> <li>5 years experience related to child care /protection/ rehabilitation, understanding on child rights</li> <li><b>Well versed with ICPS and its forms and functions at various levels of its operations</b></li> <li><b>Understanding of National and state level flagship programme and policies especially on the issues of Child Protection with an emphasis on the juvenile justice systems</b></li> <li><b>Proven track record working in Child protection programme</b></li> <li><b>Experience working and leading developmental sector programme with proven managerial skills</b></li> <li><b>Understanding of local issues in the state and dealing with the same will be added advantage</b></li> <li><b>Excellent analytical ability and present the issues will be an asset</b></li> <li><b>Experience in working with Govt, understanding of administrative procedures within the Dept of Women &amp; Child Development will be an advantage</b></li> </ul>
1(a)	<b>Programme Manager (Child Protection / Training, IEC &amp; Advocacy) (OSCPS)</b> (Rs.20,000/-)	2	Contractual	<ul style="list-style-type: none"> <li>P.G. in Social Science preferably Sociology, Psychology (Child Psychology), Social Work, Rural Development with proficiency in computer.</li> <li>Knowledge of English both written and spoken along with sound communication skills in Oriya.</li> <li>Ability to provide programming and technical support in the above area.</li> <li>Ability to work as a Team Player.</li> </ul>	<ul style="list-style-type: none"> <li>At least 5 years of working experience related field Child Care/ protection / rehabilitation/ understanding on child Rights/ Training, IEC &amp; Advocacy</li> <li>Prior training from NIPCCD on Child Rights and Protection will be given preference</li> <li>Prior experience in grounding work of implementation of ICPS will be an added advantage</li> <li>Prior experience of coordinating and supervising training and capacity building programmes, IEC &amp; Advocacy</li> <li>Experience of working with a wide range of partners, including Govt. NGOs.</li> </ul>

					<ul style="list-style-type: none"> <li>• Networking and Negotiation skills.</li> </ul>
1(b)	<b>Programme Manager (Adoption, Foster Care and Sponsorship) (SARA) (Rs.20,000/-)</b>	1	Contractual	<ul style="list-style-type: none"> <li>• Post Graduation Degree in Social Science preferably in Sociology, Psychology (Child Psychology), Social Work, Rural Development with Computer skills.</li> <li>• Knowledge of English both written and spoken along with sound communication skills in Oriya.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• At least 5 years of working experience related to Child Care/ Child Protection / Child Rehabilitation/ understanding on child Rights</li> <li>• Prior experience of working with Adoption Coordinating Agency will be an added advantage</li> <li>• <b>Well versed with ICPS and its forms and functions at various levels of its operations</b></li> <li>• <b>Understanding of local non-institutional care issues in the state and dealing with the same will be added advantage</b></li> <li>• <b>Excellent analytical ability and present the issues will be an asset</b></li> <li>• <b>Experience in working with Govt, understanding of administrative procedures within the Dept of Women &amp; Child Development will be an advantage</b></li> </ul>
2	<b>Administrative Officer (SPSU) (Rs.13,000/-)</b>	1	Contractual	<ul style="list-style-type: none"> <li>• Post Graduate in Social Science with MBA/LLB and proficiency in computer .</li> <li>• Knowledge of English both written and spoken along with sound communication skills in Oriya.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 5 years of working experience related field</li> <li>• Retired officers from Govt. will be given preference</li> </ul>
3	<b>Programme Officer (CNCP / JCL/Training/ IEC &amp; Advocacy)- OSCPS (Rs.15,000/-)</b>	4	Contractual	<ul style="list-style-type: none"> <li>• P.G. in Social Science preferably Sociology, Psychology (Child Psychology), Social Work, Rural Development with proficiency in computer.</li> <li>• Knowledge of English both written and spoken along with sound communication skills in Oriya.</li> <li>• Ability to provide programming and technical support in the above area.</li> <li>• Ability to work as a Team Player.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 5 years of working experience related to Child Care/ protection / rehabilitation/ Child Rights/ Training /IEC &amp; Advocacy</li> <li>• Clear understanding on JJ Act and ICPS</li> <li>• Experience of working with a wide range of partners, including Govt. NGOs.</li> <li>• Networking and Negotiation skills.</li> </ul>
3(a)	<b>Programme Officers (SARA) (Rs.15,000/-)</b>	2	Contractual	<ul style="list-style-type: none"> <li>• Post Graduation Degree in Social Science preferably in Sociology, Psychology (Child Psychology), Social Work, Rural Development with Computer skills.</li> <li>• Knowledge of English both written and spoken along with sound communication skills in Oriya.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 5 years of working experience related to Child Care/ Child Protection / Child Rehabilitation/ understanding on child Rights</li> <li>• Prior experience of working with Adoption Coordinating Agency will be an added advantage</li> </ul>
.4	<b>Project Officer (SPSU) (Rs. 19,000/-)</b>	2	Contractual	<ul style="list-style-type: none"> <li>• P.G. in Social Science preferably Sociology, Psychology (Child Psychology), Social Work, Rural Development with proficiency in computer for persons on contractual.</li> <li>• Knowledge of English both written and spoken along with sound communication skills in Oriya.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 5 years of working experience related to Child Care/ protection / rehabilitation/ with understanding on child Rights</li> <li>• Ability to provide programming and technical support in the above area.</li> <li>• Experience of working with a wide range of partners, including Govt. NGOs.</li> <li>• Networking and Negotiation skills.</li> </ul>
5	<b>Accounts Officer (SPSU)- (Rs.13,000/-) (OSCPS) (Rs.10,000/-)</b>	2	Contractual	<ul style="list-style-type: none"> <li>• Post Graduate in Commerce with Computer skills and Computerized Accounting.</li> <li>• Knowledge of English both written and spoken along with sound communication skills in Oriya</li> </ul>	<ul style="list-style-type: none"> <li>• At least 5 years of working experience related to Accounts and Book Keeping</li> <li>• Retired officers from Govt. will be given preference in case the post is not filled by deputation</li> <li>•</li> </ul>
6	<b>Accountant (SPSU)- (Rs.10,000/-) OSCPS &amp; SARA- (Rs.8,000/-)</b>	3	Contractual	<ul style="list-style-type: none"> <li>• Graduate in Commerce with Computer skills and Computerized Accounting</li> <li>• Knowledge of English both written and spoken along with sound communication skills in Oriya.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 5 years of working experience related to Accounts and Book Keeping</li> <li>• Retired officers from Govt. / persons having experience of working in Govt. sector will be given preference in case the post is not filled by deputation</li> </ul>

7	<b>Accounts Assistant (OSCPs) (Rs.5,000/-)</b>	1	Contractual	<ul style="list-style-type: none"> <li>• Any Graduate with Computer skills and Computerized Accounting</li> <li>• Knowledge of English both written and spoken along with sound communication skills in Oriya</li> </ul>	<ul style="list-style-type: none"> <li>• At least 2 years of working experience</li> </ul>
8	<b>Programme Assistant (SARA) (Rs.5,000/-)</b>	1	Contractual	<ul style="list-style-type: none"> <li>• Graduate in with proven ability to work with Windows-based computer applications and additional technical training in fields related to the functional area.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 3 years of working experience in Adoption Coordinating Agency</li> </ul>
9	<b>Assistant –cum- Computer /Data Entry Operator (SPSU-2)- Rs.8,000/- (OSCPs-4) (Rs.5,000/-)</b>	6	Contractual	<ul style="list-style-type: none"> <li>• Graduate with Computer skills</li> <li>• Knowledge of English both written and spoken along with sound communication skills in Oriya.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• At least 2 years of working experience in related field (preference would be given to candidates having past experience of working in the Department on outsource basis.</li> <li>•</li> </ul>

**APPLICATION FORM**

	<b>PRIVATE AND CONFIDENTIAL</b>		<b>Affix Photograph</b>				
<b>Application for the Post of (Separate applications for Specific Posts)</b>							
<b>Applicant's Name (In Block Letters)</b>							
<b>Address for Correspondence</b>		<b>Permanent Address</b>					
<b>Phone / Mobile Number</b>			<b>E-Mail ID</b>				
<b>Date of Birth</b>			<b>Sex</b> <ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> </ul>	<b>Marital Status</b> <ul style="list-style-type: none"> <li>• Unmarried</li> <li>• Married</li> </ul>			
<b>Mother's Name</b>			<b>Father's Name</b>				
<b>Educational Details - Attach Photocopies of Certificates &amp; Mark sheets</b>							
<b>Qualification</b>	<b>Name of Qualification Awarded</b>	<b>Duration</b>		<b>College / University</b>	<b>Subject / Specialization</b>	<b>% / Grade / Division</b>	<b>Full Time/ Part Time/ Distant Learning</b>
		<b>From</b>	<b>To</b>				
<b>Secondary/ Matriculation</b>							
<b>Higher Secondary (10+2)</b>							
<b>Graduation</b>							
<b>Post Graduation</b>							
<b>Others</b>							

**Employment Details ( Previous ) – Attach photocopies of Experience Certificates**

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 Converse	Ability to Read	Ability to Write

	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>
<b>English</b>									
<b>Hindi</b>									
<b>Oriya</b>									
<b>Other (Specify)</b> _____									

**Referees:** Two persons to whom you have reported professionally in the recent past whom we can immediately approach for a reference:

	<b>Referee 1</b>	<b>Referee 2</b>
<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>		

**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**

## **Terms and conditions for candidates:**

- The positions are purely temporary, time bound and co-terminus with the scheme or earlier depending on the performance.
- The appointment will be terminated either with the termination of the scheme or even before at the discretion of the competent authority.
- The W&CD Deptt. will have no liability, whatsoever, for the persons recruited under the Scheme.
- The Competent authority reserves the right to fill up or not fill up the posts as notified in this advertisement.
- No objection certificate from the employer is preferred if already in the service elsewhere.
- No TA/DA will be paid to attend the interview.
- Canvassing/political pressure in any form will render the candidate disqualification for the position.
- The decision of the Commissioner-cum-secretary/Director or OSCPS will be final and binding on all aspects.
- Merely conformity to the job requirement will not entitle a candidate to be called for interview/considered for appointment. Management reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number of candidates to be called for interview. The recruitment process can be cancelled/suspended/ terminated without assigning any reasons.
- In order to regulate the number of candidates to be called for interview, if so required, OSCPS/W&CD Deptt. reserves the right to raise the minimum standards/criteria or to relax the minimum eligibility criteria/standards