



Ref: No: SOVA/225/2023-24

Date: 30<sup>th</sup> June 2023

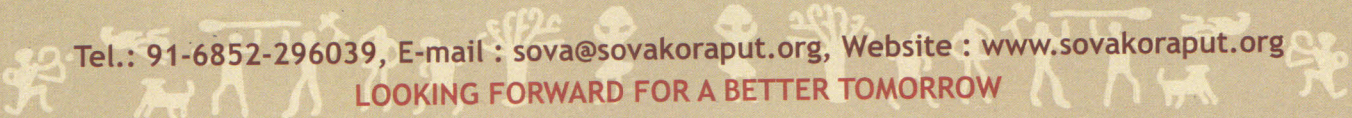
**ADVERTISEMENT**

Online applications are invited from the prospective candidates for the different posts through the proforma application form to be made available on the district website ([www.koraput.nic.in](http://www.koraput.nic.in)). **The mail ID [hr.sova@sovakoraput.org](mailto:hr.sova@sovakoraput.org) for online application and submission shall be available from 01/07/2023 to 15/07/2023 (Note: 15/07/2023 Is the last date for submission of online application)** for recruitment to 11 posts of SOVA-ASTHA Children's home and Open Shelter as per the Mission Vatsalya implementation guideline and resolution vide No -10102-WCD-CW-MISC-0023-2020, Dated-15-09-2020 of Women & Child development Department, Govt. of Odisha. The posts are purely temporary, time bound and co-terminus with the scheme or depending on the satisfactory performance.

After submission of online application the candidates are required to submit their print out copy of online application along with all required documents and testimonials through Speed post, Registered post only addressed to the **Secretary , South Orissa Voluntary Action (SOVA) Rangabalikumbha Road, Koraput-764020 latest by 5.00PM on Dt 26/07/2023**. Separate print out copy of applications in sealed cover is to be submitted against each post **superscribing the post applied for on the top of the envelop**. Any applications received after the due date shall be rejected. The authority reserves the right to cancel the advertisement in response to a single post or all posts without assigning any reason thereof. The candidates are required to find the details of advertisement in the district website "[www.koraput.nic.in](http://www.koraput.nic.in)".

  
Sanjit Patnayak  
Secretary

South Orissa Voluntary Action (SOVA), Koraput





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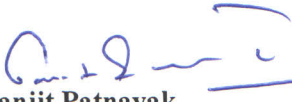
## ADVERTISEMENT

Online applications are invited from the prospective candidates for the different posts through the proforma application form to be made available on the district website ([www.koraput.nic.in](http://www.koraput.nic.in)). Application has to be submitted for each post through the mail ID [hr.sova@sovakoraput.org](mailto:hr.sova@sovakoraput.org) and submission shall be available from **01.07.2023 to 15.07.2023** for recruitment to 11 posts of SOVA-ASTHA Children's home and Open Shelter as per the Mission Vatsalya implementation guideline and resolution vide No -10102-WCD-CW-MISC-0023-2020, Dated-15-09-2020 of Women & Child development Department, Govt. of Odisha. The posts are purely temporary, time bound and co-terminus with the scheme or depending on the satisfactory performance.

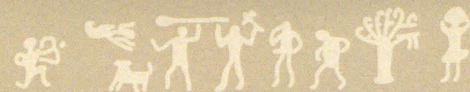
After submission of online application the candidates are required to submit the prescribed application form along with all required documents and testimonials through Speed post, Registered post only addressed to the **Secretary, South Orissa Voluntary Action (SOVA) Rangabalikumbha road, Koraput-764020 latest by 5.00PM on Dt. 20.07.2023.** Separate applications in sealed cover is to be submitted against each post **super scribing the post applied for on the top of the envelop.** Any applications received after the due date shall be rejected. The authority reserves the right to cancel the advertisement in response to a single post or all posts without assigning any reason thereof. The candidates are required to find the details of advertisement in the district website "[www.koraput.nic.in](http://www.koraput.nic.in)".

Details of post & vacancies –

S.L No.	Name of the Posts	No. of Vacancies	Remuneration Including all Benefits	Age
1	Store keeper-cum-Accountant	1	18,536/- per month	21 - 45 years
2	Paramedical Staff	1	11916/-per month	
3	Educator	1	10,000/- per month	
4	Art & Craft-music Teacher	1	10,000/- per month	
5	PT instructor cum Yoga teacher	1	10,000/- per month	
6	cook	1	9,930/- per month	
7	Helper cum Night watchman	2	7,944/- per month	
8	House Keeper	1	7,944/- per month	
9	Social Worker	1	18536/- per month	
10	Care giver-cum-Bridge Course Educator	1	11916/- per month	
11	Outreach Worker	1	10592/- per month	

  
Sanjit Patnayak  
Secretary  
South Orissa Voluntary Action (SOVA)  
Koraput





## ADVERTISEMENT

### Recruitment to the Posts of SOVA-ASTHA Children's home and Open Shelter, Koraput

Online applications are invited from the prospective candidates for the different posts through the proforma application form to be made available on the district website ([www.koraput.nic.in](http://www.koraput.nic.in)). The mail ID [hr.sova@sovakoraput.org](mailto:hr.sova@sovakoraput.org) and submission shall be available from **01.07.2023 to 15.07.2023** for recruitment to 11 posts SOVA-ASTHA Children's home and Open Shelter, Koraput as per the Mission Vatsalya implementation guideline and resolution vide No -10102-WCD-CW-MISC-0023-2020, Dated-15-09-2020 of Women & Child development Department, Govt. of Odisha. The posts are purely temporary, time bound and co-terminus with the scheme or depending on the satisfactory performance. The period of engagement will be initially for 1 year and may be extended further depending on the performance appraisal report of the candidates in every year.

### 1. VACANCY POSITION -

S.L No.	Posts	Total Vacancies	Required Qualification	Remuneration Including all Benefits
<b>(A) ASTHA Children Home</b>				
1	Store keeper-cum-Accountant	1	Post Graduate preferably in Commerce/ MBA (Finance)	18,536/- per month
2	Paramedical Staff	1	Compounder/ Pharmacist/ Diploma in Ayurveda/ Homeopathy/ Unani from institution recognized by Govt. Of India	11916/- per month
3	Educator	1	Bachelor degree in any discipline, preferable experience in teaching line.	10,000/- per month
4	Art & Craft-music Teacher	1	Bachelor or Diploma in art and craft	10,000/- per month
5	PT instructor cum Yoga teacher	1	Bachelor or Diploma in yoga training / PT teacher	10,000/- per month
6	cook	1	Under Metric (8 <sup>th</sup> to 10 <sup>th</sup> )	9,930/- per month
7	Helper cum Night watchman	2	Under Metric (8 <sup>th</sup> to 10 <sup>th</sup> )	7,944/- per month
8	House Keeper	1	Under Metric (8 <sup>th</sup> to 10 <sup>th</sup> )	7,944/- per month
<b>(B) Open Shelter</b>				
1	Social Worker	1	Preferable master in social work/sociology/ psychology /human resource development/MBA(HR)/anthropology or master degree in any discipline and familiar in computer application	18536/- per month
2	Care giver-cum-Bridge Course Educator	1	Any Graduate	11916/- per month
3	Outreach Worker	1	12 <sup>th</sup> standard pass	10592/- per month

## 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 1<sup>st</sup> January 2023 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 district website before filing of online application.
- b) Candidates must apply online through the district website the mail **ID [hr. sova@sovakoraput.org](mailto:hr. sova@sovakoraput.org)** application received through any other mode would not be accepted and summarily rejected.
- c) Before filing of the information, ensure that accurate information is fed and on confirmation there is no scope for further edit.
- d) The candidates are advised to submit the online application form well in advance without waiting for the closing date to avoid last hour rush.
- e) After submission of online application, the candidates are required to submit the prescribed application form along with all required documents and testimonials as per para-4 of advertisement through Speed post, Registered post only addressed to the **Secretary, South Orissa Voluntary Action (SOVA) Rangabalikumbharoad, Koraput-764020 latest by 5.00PM on Dt. 20.07.2023.**
- f) Separate applications in sealed cover is to be submitted against each post **superscribing the post applied for on the top of the envelop.**
- g) Any applications received after the due date shall be rejected. The authority reserves the right to cancel the advertisement in response to a single post or all posts without assigning any reason thereof.
- h) 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:-

- a. Self attested Photocopy of HSC, +2, Graduation, Post graduation or any other professional qualification certificate and mark sheet.
- b. One recent self-attested color photograph should be affixed to the application form.
- c. Certificate of experience issued from previous employer, as applicable for the post.
- d. No Objection Certificate from the employer.
- e. Self-declaration regarding non involvement in any criminal activities especially child related offences.

**5. OTHER ELIGIBILITY CONDITIONS :-**

- a. The candidate must be a citizen of India.
- b. He/She must be good character and of sound health and free from any organic defect and physical infirmity.
- c. He/She must be able to speak, read, and write odiya fluently and must have passed an examination in odiya language equivalent to that of middle school standard.
- d. He/She must not more than one spouse living.

**6. GROUND OF REJECTION OF APPLICATION:-**

Applications of candidates will be rejected by the selection committee on any of the following grounds -

- a) Any application received after due date and time will be summarily rejected.
- b) Un-superscribed application.
- c) Non submission of online application.
- d) Inappropriate format,
- e) Non submission of online application & incomplete application form.
- f) Nonsubmission of self-attested photocopy documents / Certificate/along with the application.
- g) Not signing declaration (Full signature) in the application form.
- h) Not coming within the age limit as mentioned in para 2 of advertisement.
- i) Not having requisite qualification as provided under para – 1 of advertisement.
- j) Not submitted No Objection Certificate from the employer.
- k) Submission of wrong information/ false information about qualification/age etc.
- l) Any other ground as per the decision of the selection committee.

**N:B – Application/candidature of a candidate shall be rejected at any stage of recruitment process, when discrepancy is detected.**

**7. SELECTION PROCEDURE:-**

- a) The selection of the candidates shall be made by the selection committee constituted as per the resolution vide No -10102-WCD-CW-MISC-0023-2020, Dated-15-09-2020 of Women & Child development Department, Govt. of Odisha.
- b) The recruitment shall be on the basis of career marking as per weight-age assigned below or the selection committee decides as think fit and proper.

**Weight-age of Marks: -**

SL. No.	Qualification	Weightage
1	Secondary	10
2	Higher Secondary	15
3	Graduation	25
4	Post- Graduation	30
5	Any other professional course / Training related to childrights and its protection or MPhil, PhD etc.	10
6	Work Experience related to CICL	10
	Total	100

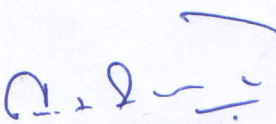
- c) The merit list shall be drawn up on the basis of weighted percentage of marks obtained in all the 6 categories mentioned in the table above. In case more than one candidate has equal marks, the candidate with past experience of working in child rights will be given preference. The decision of the Selection Committee in this regard shall be final.
- d) The Selection Committee shall make and recommend the name of 5 candidate's for each position in order of preference to the Governing Body/management of the institution 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 list will be valid for 1 year from the date of finalization.
- e) The Governing body of the Organisation will be the authority to issue the engagement order to the staff.

**8. OTHER TERMS AND CONDITIONS:-**

- All the posts are purely temporary, time bound and co-terminus with the duration of the scheme and performance based.
- No objection certificate from the employer is preferred if already in the service elsewhere'.
- The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.
- The panel list of the candidates will be valid for one year from the date of finalization.
- The appointment will not confer any right/ claim/entitlement for appointment on regular basis in future.
- The decision of the Governing body will be final and binding on all aspects.

**CLOSING DATES**

**THE APPLICATION AND SUBMISSION SHALL BE AVAILABLE IN THE DISTRICT WEBSITE ([www.koraput.nic.in](http://www.koraput.nic.in)) FROM 01.07.2023 to 15.07.2023 (11.59 PM) AND LAST DATE FOR RECEIVING HARD COPY OF THE APPLICATION ALONG WITH ALL DOCUMENTS IS 20.07.2023.**

  
Sanjit Patnayak  
Secretary  
South Orissa Voluntary Action (SOVA)  
Koraput



**APPLICATION FORM**

Post Applied for						Affix self-attested passport
Name of the Candidate ( In Block Letters)						
Address for Correspondence			Permanent Address			
At- P/o- Via- P.S- Block- District- PIN Code:-			At- P/o- Via- P.S- Block- District- PIN Code :-			
Phone / Mob. No.		E-Mail ID				
Date of Birth (Age)		Sex (Tick)	Male	Marital Status	Married	
			Female		Un Married	
Mother's Name		Father's Name				
Nationality						
<b>Educational Details-Attach Photocopies of Certificates &amp; Mark Sheets.</b>						
Name of the Examination Passed	Name of the Board/ University/School/ College	Maximum Marks	Marks Secured	% (percentage) Grade/Division /CGPA	Year of Passing	
Under Matric (Only for the post of Cook, Helper & House Keeper)						
HSC						
+2						
Graduation						
Post-Graduation						
Any other						

Previous Experience Details (Attach self attested photocopy of experience certificate)					
Name of the Organisation	Designation	Key Responsibilities Handled	Year of Experience	Period	
				From	To
Current Employment details (Attach proof)					
Name of the Organisation	Designation	Key Responsibilities Handled	From	To	

**DECLARATION**

I do hereby declare that the foregoing information is correct, genuine and correct to the best of my knowledge and belief and nothing has been concealed or distorted in it.

Further, it is declared that, I have never been involved in any criminal activities especially in child related offence. If anything found contrary to above declaration, my candidature will be rejected and I will be liable for disciplinary action.

Place: -

Date: -

*Full Signature of the Applicant*