SERVANTS OF INDIA SOCIETY

At/Po-Kapaleswar, Ps-Choudwar, Dist- Kataka, Pin-754071, Mob.No-9238598829, 9861141259,
E-mail: servindia_damodar@rediffmail.com, Web: www.servindiacdr.com

Projects/Institution: Child Care Institution (CCI) / Children's Home and Specialized Adoption Agency.

ADVERTISEMENT FOR RECRUITMENT OF STAFF (AS PER THE MISSION VATSHALYA NORMS AND GUIDELINE)

Application are invited from eligible candidates in the prescribed application for the following post at Servants of India Society Children's Home and Specialized Adoption Agency under Kataka district on contractual basis. Lower age limit for the posts, is 21 years as on **01.11.2026.**

Separate application has to be submitted for each post. Any application received after due date and time will not be considered. The application form is available in the website www.servindiacdr.com The authority reserves the right to cancel the advertisement or any post without assigning any reason thereof. No TA/DA will be provided to the shortlisted candidates for attending interview/ Certificate verification. The candidates, not fulfilling criteria, will not be considered for selection process.

VACANCY OF POST

Child Care Institution (CCI)/ CHILDREN'S HOME (CH)

Sl	Age Group (Yrs)	Name of the Post	No. Of Posts Vacant	Qualification & Experience	Remuneration as per Mission Vatsalya Norms (Per Month)
1.	21-45 Yrs	Superintendent	01	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 experience of working with the Govt./ Non- Government Organization in Documentation, training & Capacity Building, Project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child Development/ Social Welfare. Proficiency in Computers.	Rs. 33,100/-
2	21-45 Yrs	House Mother	01	Graduate in Science/ Social Science/ Home Science or any discipline (preferably 3 yrs experience in Child Care Institution	Rs.14,564/-
3	21-45 Yrs	P.T Instructor cum Yoga Trainer	01	Bachelor or Diploma in Yoga Training/ PET Teacher preferably 3 Yrs experience, age relaxation up to 60 yrs.	Rs.10,000/-
4	21-45 Yrs	Art & Craft-cum-Music Teacher	01	Bachelor or Diploma in Visual Art from a recognized University/ Bachelor or Diploma in Music from a recognized university or equivalent/	Rs.10,000/-

				Bachelor or Diploma in Sculpture Ceramics, Paper Craft, Wood Craft etc. (preferably 3 Yrs experience), retired trained professional can also apply, age relaxation up to 60 yrs.	
5	21-45 Yrs	Housekeeper	01	Under Matric (8th to 10th)	Rs. 7,944/-
6	21-45 Yrs	Helper- cum-night watchman	01	Under Matric (8th to 10th) Preferably 2 Yrs experience	Rs.7,944/-
SPECIALISED ADOPTION AGENCY (SAA)					
1	21-45 Yrs	Manager	01	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. 3 Years of experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development/ Social Welfare. Proficiency in Computers.	Rs.23,170/-
2	21-45 Yrs	Social Worker	01	Bachelor's or Master's Degree in Social work (MSW), Sociology or a PG Diploma/ Degree in psychology or Early Childhood Care 3 Years of experience in project formulation/ implementation, monitoring and supervision in the preferably in the field of Women & Child Development/ Social Welfare. Proficiency in Computers.	Rs. 18,536/-
3	21-45 Yrs	Aya	01	Under Matric (8th to 10th) Preferably 2 Yrs experience	Rs. 7,944/-
4.	21-45 Yrs	Chowkidar	01	Under Matric (8th to 10th)	Rs. 7,944/-

TERMS & CONDITIONS:

A. The above posts will be filled up on contractual basis for a term of 11 months with monthly remuneration as mentioned against each post, subject to renewal as per the norms of Mission Vatshalya, basing on the performance and continuance of the programme. The selection will be made on merit basis. The selected candidates for the post of House Mother, Helper cum night watchman, Housekeeper & Aya will prepare him/her to stay in the Ashram for 24 hours in a day for the care of orphan/ abandoned/ surrendered/ rescued children. Their usual Official Holidays and Casual leave/ Medical Leave/ Maternity leave may be provided as per the norms. They will perform their duties as assigned them by the higher officials from time to time. Accommodation facility will be provided.

B. The shortlisted candidates will be invited for interview-cum-verification of certificates/ written or Computer test and personal Interview. The candidates should submit the following documents along with the **downloaded System Generated Application form, duly filled in and signed by the candidate**:

1. Self – Attested Photocopy of Secondary, HSC, Graduation, Post – Graduation, Computer Course or any other professional qualification certificates and Mark Sheets.
2. One recent self-attested Colour Photograph (3.5 X 4.5 Size) should be affixed to the application form.
3. Self Attested Certificate of experience issued from previous employer if any.
4. Police verification certificate from the Dept. of the Police (mandatory)
5. One Self attested recent Character Certificate from a Gazetted Officer.
6. Self Declaration regarding non-involvement in any criminal activities especially child related offence.

7. For the post of House Mother, Helper cum night Watchman, Housekeeper & Aya, the selected candidates should submit an undertaking that she/ he is willing to stay in Ashram with children for all the time during her/ his job tenure except emergency leaves.

C. The recruitment shall be on the basis of Career marking as per weightage and followed by personal Interaction as assigned below :

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 Rights and its Protection	10
6	Work Experience	10
	Total	**100**

D. The above posts are purely temporary. Candidates who are already working in other Child Welfare/ Child Development/ CCI / Civil Society or Govt. / Volunteer Sector either on regular or contractual basis have to submit No Objection Certificate from concerned employer at the time of their joining if selected.

E. Interested candidates fulfilling the eligibility criteria can apply online through the above website. Online application form will be available on the above website from **16.11.2026 to 30.11.2026 till 6.00 P.M.** System Generated Application form will be downloaded by the candidate from own Email and duly signed by the candidate, along with self attested photocopies of all certificates and Mark sheets, in support of age, qualification and experience shall be sent to "The Secretary, Servants of India Society, At/Po- Kapaleswar, Ps-Choudwar, Dist-Kataka (Odisha), Pin-754071". The applications must reach us on or before 30.11.2026 (by 5.00 P.M). The applications must be sent through Regd. Post/Speed Post/ Courier only. The envelope, containing the application should be mentioned clearly the name of the post applied for. A copy of the same documents be sent through the e-mail **servindia_damodar@rediffmail.com, Web: www.servindiacdr.com**

F. If any candidate is found to have suppressed any material information or furnish false information/ documents his/ her case shall not be considered. In case already engaged on the basis of the said information/ documents, he/her service shall be terminated from the job at any time forthwith.

G. The candidates who have been disengaged from any Organization on administrative grounds such as disobedience/ poor performances/ misbehavior/ Criminal activity/ misconduct/ consuming alcohol, will not eligible for the post.

H. No personal correspondences/ enquiry/ putting pressure/ recommendations will be entertained. Number of vacancies under this advertisement is provisional, which may be increased or decreased depending requirement. The panel, under the above posts, shall also remain valid for one year for filling up consequential future vacancies. The decision of the Selection Committee will be final.

The undersigned reserves all the rights to cancel the interview process with or without assigning any reason thereof.

Secretary,
Servants of India Society,
Kapaleswar, Choudwar, Cuttack

DECLARATION

I _____ son/ daughter of _____

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

Further, I declare that, I have never been involved in any unlawful activities especially in Child related offences and no police case has been lodged against me in the past. If anything found contrary to above declaration, my candidature will be rejected and I will be liable for disciplinary action.

Date :

Place :

Signature of the Applicant

Declaration for the post of House Mother,
Helper cum night Watchman, Housekeeper & Aya

I _____son / daughter of _____

address _____do hereby declare that I am willing to stay in Child Care Institution (CCI) with children for all the time during my job tenure except emergency leaves.

Date :

Place :

Signature of the Applicant