

**Application for the following contractual post in Children’s Home of
Open Learning Systems, Bhubaneswar**

Applications are invited from the candidates eligible for the following contractual post in Children’s Home of Open Learning Systems (OLS), Gadakana Mouza, Po- Mancheswar Railway Colony, Bhubaneswar, Pin-751017.

The applications should be received in the office of Child Care Institution (CCI), Open Learning Systems (OLS), Bhubaneswar through online mode/ Email, the mail id is: **cwo.cci@olsbbsr.org** on or before **10th August 2021** and it must accompany with self-attested photo copy of all the qualification certificate, mark sheets, professional qualification and experience certificates issued from previous employer along with one recent self-attested passport size colour photo (3.5 x 4.5cm) should be affixed to the application form and self declaration regarding non involvement in any criminal activities especially child related offences .

Required qualification for the various positions:

SL. No.	Name of the post	Qualification	Age as on date application	Terms Of Reference (TOR)
1	House Father/House Mother	Graduate with any discipline	Lower age limit 21 years and upper age limit 45 years	<ul style="list-style-type: none">• Handle every child in the Child Care Institution with love and affection.• Take proper care of the child and ensure his welfare.• Provide each child upon his reception with all the necessary supplies like clothing, toiletries etc.• Replenish the provisions/supplies as per scale and need of the child.• Maintain discipline among the children.• Ensure that the children maintain their personal cleanliness and hygiene.• Look after maintenance, sanitation and maintain hygienic surroundings.• Implement the daily routine of every child in an effective manner

				<p>and ensure the participation of the children.</p> <ul style="list-style-type: none"> • Look after safety and security arrangements in the Child Care Institution. • Escort the children whenever they go out of the Child Care Institution for purposes other than production before the Board or the Committee or the Children’s Court. • Report to the Person-in-charge and to the Child Welfare Officer about the child assigned to the Child Welfare Officer. • Maintain the registers, relevant to their duties. and <p>Any other duty as may be assigned by the Person-in- charge of the Child Care Institution.</p>
2	One Paramedical staff/ Staff Nurse	Compound er/Pharmac ist/Diploma in Ayurveda/ Homeopath ic/ Nursing/Un ani from institution recognised by Govt.of India	Lower age limit 21 years and upper age limit 45 years	<ul style="list-style-type: none"> • The Staff Nurse/Nursing Orderly must work in shifts on a 24X7 basis. • Shall have to assist the medical officer in discharge of his duties. <ul style="list-style-type: none"> ○ Medical check-ups. ○ Organizing camps. ○ Preventive health programs. ○ Maintenance of records. ○ Administration of medication/immunization. ○ Maintaining the first aid kit • Shall receive training on administration of first-aid and treatment of minor ailments. <ul style="list-style-type: none"> ○ Be accessible to children who have complaints of ill health at times that the medical officer is not available. ○ Provide first-aid and medication to children for minor ailments.

				<ul style="list-style-type: none"> • Shall accompany the children outside the CCI for medical treatment. <p>Shall under supervision of the medical officer undertake all coordination and activities required for ensuring that the children receive specialized medical treatment outside the CCI</p>
3	One House Keeper	Under Matric (8 th - 10 th)	Lower age limit 21 years and upper age limit 45 years	<ul style="list-style-type: none"> • Maintain cleanliness in the premise • Ensure washing and cleaning of utensils, clothes, bed sheet etc. • Sweeping and cleaning of bathrooms and boundary areas.