


GRAM MANGAL PATHAGAR
AT/P.O. - SALEPALI, VIA-JARASINGHA, DISTRICT-BALANGIR (ODISHA), PIN – 767 067
Mob No: 8895558448, 9337276152
Website: www.grammangalpathagar.org

ADVERTISEMENT

Adv. No: 335/CCI/2023

Date: 16/08/2023

Applications with required documents invited from eligible candidates for the position of **Educator-01, Art & Craft cum Music Teacher-01, PT cum Yoga Teacher-01, Cook-01 and Helper cum Nightwatchman-01** for our Children's Home aided by Government of Odisha, Department of W & CD. So as to reach our office through both online (online link: <https://forms.gle/nBkpifYttssVjB5b6>) and registered/speed post on or before **01.09.2023 (5:00pm) positively**. For details regarding eligibility criteria, remuneration, mode of selection and application form log on to website: www.grammangalpathagar.org.


16.8.23

Secretary
Gram Mangal Pathagr, Salepali
Balangir

Date of closing: 01.09.2023

Required qualification for the vacant posts of Children's Home of Gram Mangal Pathagr, Salepali:

Sl. No.	Name of the position	No. of vacant positions	Required qualification & experience	Age limit	Monthly remuneration
1	Educator	01	Graduation in any discipline	21-45 years as on 01.01.2023	Rs.10,000/-
2	Art & Craft cum Music Teacher	01	Bachelor in Fine Art & Craft and Music	21-45 years as on 01.01.2023	Rs.10,000/-
3	PT cum Yoga Teacher	01	Bachelor or Diploma in Yoga Training/PT	21-45 years as on 01.01.2023	Rs.10,000/-
4	Cook	01	Under Matric (8th-10th)	21-45 years as on 01.01.2023	Rs. 9,930/-
5	Helper cum Night Watchman	01	Under Matric (8 th -10 th)	21 to 45 years as on 01/01/2023	Rs. 7,944/-

Documents required to be attached with application:

1. Self-attested photocopy of Secondary, HSC, Graduation, Post-Graduation or any other professional qualification certificate and mark sheet
2. One recent self-attested color photograph (3.5 X 4.5 size) affixed on the application form.
3. Certificate of experience issued from previous employer.
4. Self-declaration regarding noninvolvement in any criminal activities especially child related offences.

Mode of selection:

The recruitment shall be on the basis of career marking only as per weightage assigned below:-

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 child rights and its protection or M. Phil, Ph. D. etc.	10
6	Work Experience	10
Total:		100

Job Description:**Educator:-**

- Reviewing classroom or curricula topics and assignments.
- Assisting students with homework, projects, test preparation, papers, research and other academic tasks.
- Working with students to help them understand key concepts, especially those learned in the classroom.
- S/He shall work under the supervision of the Superintendent/Person-in-charge to ensure that all children in the CCI receive educational inputs.
- Upon receiving a brief from the CWO shall provide inputs and interact with the children if necessary for the component on education which will form part of the ICP.
- The educator shall work in coordination with the CWO to ensure that children in the CCI receive support to begin or continue their education with no disruption. S/He shall ensure that the children are able to enroll in NIOS and continue/begin their education. Obtain documents from their home to enable them to continue their education.
- Administer tests to determine at what level of education children are at in order to be able to give them appropriate support.
- Conduct classes daily, and coordinate with voluntary agencies providing education support services in the CCI to ensure that all children receive educational support such as:
 - Bridge course.
 - Enrolment for open schooling if necessary.
 - Literacy and Non formal education for those children for whom it may not be possible to educate.
 - Supplementary tuitions to children who are in formal education and need additional support.

Art & Craft cum Music Teacher:-

The duties of the art, craft and activity teacher is conducting art and craft and other activities for the children in the CCI which may be such as:

Art and craft

- Divide children in groups based on their age.
- Ensure that every child in the CCI is allocated a group and receives a minimum of 2 sessions of 2 - hours duration in a week.
- Conduct sessions in a modular manner with a plan such that:
 - Children learn different styles of art- different periods and art forms, traditional art forms from around the county.
 - They learn history of art and stories of famous artists.
 - They get to participate in projects and are acknowledged for their work.
- Provide positive feedback and reinforcement to the children through the sessions.
- Design sessions in such a manner that children find a way to express themselves and also have conversations about themselves through the projects/paintings/craft items they prepare.
- Use information available on the internet to help with research and development of modules.
- Liaise with the Superintendent/Person-in-Charge such that children who are interested are permitted to participate in government organized art competitions.
- Under supervision and direction of the Superintendent/Person-in-Charge work with volunteers to undertake art and craft projects with the children-e.g. Painting of murals, decorating walls of the institution.
- Liaise with the Superintendent/Person-in-charge to get materials required for art projects donated/sponsored from the community, department, DCPU or corporate.

Library

- Under the supervision of the Superintendent/Person-in-charge, he shall ensure that there is adequate supply of books and a system which allows for them to borrow and read books on a regular basis.
- Liaise with the Superintendent/Person-in-charge, to obtain appropriate books for children to read in the institution.
- A combination of fiction- literature, thrillers, poetry; non- fiction-biographies, science, art, history etc.
- Books across all genres should be those which would motivate and inspire children.
- Books kept in the Library shall be in appropriate languages for children to be able to read.
- Liaise with the Superintendent/Person-in-charge to ensure that books are sourced from the institution's budget or through donations.
- Train children in the institution to help manage the process of borrowing and lending of books.
- Issue library cards to the children which record the name of the book, date of borrowing and date of return.
- Find means of incentivizing children who spend time reading.
- Organize group reading, book reviews and discussions around the books that children have read.
- Seek help of counselor/CWO/case worker in facilitating discussions.

Audio-visual Entertainment

- **Movies/films:** Under the supervision of the Superintendent/Person-in-charge, the teacher should create a list of movies appropriate for screening for the children in the CCI.
- The list of movies should combine mainstream Bollywood films, regional films, documentary films, sitcoms, serials, historical & patriotic movies, science and geography programs among others.
- Films could be screened for the children on a regular basis. The teacher in coordination with the Superintendent/Person-in-Charge may seek assistance from the CCI in sourcing and obtaining films.
- A schedule for the same may be fit into the daily routine such that each child is able to watch one film a week, in addition to regular television watching time.
- The teacher may organize discussion and sharing sessions after screening of films.
- The teacher may take the assistance of the Children's Committee for organizing movie screenings and discussions.
- **Music and Karaoke:** The teacher may organize music sessions for the children.
- The teacher may divide children into groups such that each child receives a minimum of 45 minutes of a music session in a week.
- The teacher may organize singing competitions when the children have free time on Sundays and other national holidays.
- The teacher in coordination with the Superintendent/Person-in-charge may obtain a Karaoke set for the institution.
- The teacher in coordination with the Superintendent/Person-in-charge may bring in voluntary music teachers to conduct music sessions with the children.

PT cum Yoga Teacher:-

- The PT cum Yoga Teacher shall be available on fixed hours at fixed times daily and shall perform his/her duties under the supervision of Superintendent/Person-in- Charge.
- S/he must ensure that each child participates in minimum 2 hours of group activities daily.
- The PT cum Yoga Teacher shall under the supervision of the Superintendent/Person-in-Charge ensure that there is an adequate supply of sports equipment.
- The PT cum Yoga Teacher shall train the children in yoga, sports and athletics.
- The PT cum Yoga Teacher shall coordinate and organize volunteers:
 - Undertake training of children in different sports, athletics and yoga.
 - Competitive matches and tournaments.

Cook:-

- Ensure timely and hygienic meals for the children (4 times a day) as per planned menu.
- Ensure quality of food by purchasing good quality locally available items.
- Provide special meals on holidays, festival and for sick children.

Helper cum Night Watchman:-

- Provide support to cook in maintaining timeliness and quality of meals being cooked for children.
- Clean the cooking utensils and the kitchen post every round of cooking.
- Patrol and monitor the campus and surrounding areas and unsupervised places to ensure the safety and well-being of students and staff and the security of the facility.

- Display ethical and professional behavior in working with Children and Staff.
 - Dressing and grooming professionally. Wear CCI designated attire in a presentable manner during assigned work hours. Intervene in situations likely to result in disruption or injury and direct children to refrain.
 - Assist the staff, police, and emergency personnel in handling emergencies or disruptive situations.
 - Assist visitors with directions and securing proper identification.
 - Intercept unauthorized visitors and escort them to exits.
 - Report any discipline infractions, unauthorized visitors emergency, potentially dangerous or unusual situations.
 - Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances or anabolic steroids.
 - Protect confidentiality of records and information about staff, and use discretion when.
- Maintain campus security and protect CCI property against vandalism, illegal entry, fire and theft; check buildings and grounds for security, water leaks, malfunctioning equipment, unauthorized visitors and fire; perform temporary repairs on CCI property and equipment as appropriate.
- Inspect and monitor the security of doors, windows and gates; reset alarm systems and test for proper operation as necessary; detect and report fire and safety hazards; respond to fire and burglar alarms and extinguish small fires; summon and communicate with police and fire department personnel as needed.
- Prepare and maintain a variety of records and reports related to security incidents, issues, hazards and activities; maintain time cards and officer's log sheet.
- Operate a variety of security and safety equipment including fire extinguishers, handcuffs, batons, firearms, mobile phones, hand-held radios, pepper spray, and mace the course of work

APPLICATION FORM

(To be filled up in BLOCK LETTER)

Space for self-
attested color
photograph

1. Name of Post applied for :

2. Name of Applicant (in full) :

3. Name of Father/Husband :

4. Permanent Address :

AT :

PO:

Via :

PS :

Dist :

PIN :

5. Present Postal Address For Correspondence:

AT :

PO:

Via :

PS :

Dist :

PIN :

E-mail ID (if any)

Mob. Phone:

6. Nationality:

7. Religion :

8. Sex (Male/Female)

9. Marital Status (Married/Unmarried)

10. Date of Birth in Christian era

(As recorded in School Certificate)

:

Day Month Year

11. Age as on 01.01.2023 :

Day Month Year

12. Educational Qualification:

Name of Exam Passed	Name of School /College/University	Year of passing	Total Marks	Marks Secured	% of Marks

13. Any other professional course/Training related to child rights and its protection or M. Phil, Ph. D. etc:

14. Work Experience:

Name of the Agency/Organization with which worked	Name of the position	Responsibility/nature of work	Duration

14. List of Enclosures:

DECLARATION

I, Sri/Smt/Miss.....do hereby declare that all the information furnished above by me are true, complete and correct to the best of my knowledge and belief. In the event of any of the aforesaid information found false or incorrect at any stage hereafter, my candidature/selection/engagement is liable to be cancelled without any notice to me.

Place :

Date :

Full Signature of the Applicant