



COLLECTORATE: MALKANGIRI

OBSERVATION HOME AND SPECIAL HOME (BOY'S), MALKANGIRI

Letter No: 155/OH&SH/MKG/26

Date: 01 / 07 / 2026

ADVERTISEMENT

Applications are invited from interested & eligible candidates to fill the vacancies at Observation Home (OH) & Special Home (SH), Malkangiri. The process of engagement shall be laid down in the Resolution No. 10102/WCD-CW-MISC-0023/2020 Dt-15.09.2020 issued by the Women & Child Development Department, Govt. of Odisha, Bhubaneswar. All the posts are purely temporary, time bound and co-terminus with the scheme. The period of engagement will initially be for 11 Month and may be extended further based on the candidate's performance appraisal report each year.

Eligible candidates may submit their applications, along with all required documents and testimonials addressed to the **Superintendent, Observation Home and Special Home, Goudaguda, Malkangiri latest by 30/07/25 before 5.00 PM** through Speed Post / Registered Post only. Separate applications in sealed cover must be submitted against each post clearly super scribing the name of the post applied for on the top of the envelope. Application received after due date or time, or by hand or any other mode shall not be entertained and will be rejected. The authority reserves the rights to cancel the advertisement for any post or all posts without assigning any reason. The details of vacancies, eligibility criteria application form and other terms & conditions are available in District website www.malkangiri.odisha.gov.in


COLLECTOR & DM, MALKANGIRI

Memo No: 157/OH&SH/MKG/26

07
Date: 01 / 06 / 2026

Copy Submitted to the DEGM, Malkangiri for kind information with request to upload the above advertisement in district website for the information of the interested and eligible candidates.

Copy Submitted to the Director, I&PR Dept. Govt. of Odisha for kind information with request to give the above, advertisement to two widely circulated daily Odia newspaper (Size 08x08 cm) for the information of the interested and eligible candidates.


District Child Protection Officer
Malkangiri

**PROTOCOL FOR ENGAGING NEW CONTRACTUAL STAFF FOR OH&SH,
MALKANGIRI UNDER MISSION VATSALYA**

The vacant of staff position in the Observation Home (OH) & Special Home (SH), Malkangiri will be, filled as per the post prescribed in the Child Protection Services (CPS) guidelines and the qualifications prescribed under the Mission Vatsalya guidelines 2022. The posts are purely temporary, time bound and co-terminus with the scheme or subject to satisfactory performance, whichever is earlier. The period of engagement will initially be for one year and may be extended annually based on the candidate's satisfactory performance appraisal report.

The required qualification and remuneration for the various vacant positions in the Observation Home & Special Home for Boy's, Malkangiri, are given below.

SL NO	Type of Position	No of Position Vacant	Age	Required Qualification	Remuneration per Month (in Rupees)
01	House Father	02 (Male)	21-45 Years	Graduate in Psychology/ Sociology/ Home Science	Rs.14,564/-per Month
02	Art & Craft cum Music Teacher	01(Male/ Female)		Bachelor Degree in recognized University (First preference will be given to the candidate who have graduate in Art & Craft cum Music)	Rs.10,000/-per month
03	PET Instructor	01(Male)		Bachelor Degree in recognized University (First preference will be given to the candidate who have graduate in PET Instructor)	Rs.10,000/-per month
04	Helper Cum Night Watchmen	01 (Male)		Under Matric (8th- 10th)	Rs.7,944/ Per month

How to Apply

Eligible candidates may submit their applications along with all the required documents and self attested testimonials, addressed to the **Superintendent, Observation Home and Special Home, Goudaguda, Malkangiri** on or before **30/07/2026** by **5.00 PM**, through Speed Post /Registered Post only. Separate applications in sealed cover must be submitted each post. The name of the post applied for should be clearly super-scribing on the top of the envelope. Applications received after the stipulated date and time or submitted by hand or through any mode other than speed post/ registered post shall not be entertained and will be rejected. The competent authority reserves the right to cancel the advertisement, either for a single post or all post, without assigning any reason thereof. Selection of candidates will be made in accordance with the procedures specified in Resolution No.10102/WCD-CW-MISC-0023/2020.Dt-15.09.2020 issued by the Women & Child Development Department, Govt. of Odisha, Bhubaneswar, and as decided by the Selection Committee constituted for the purpose.

1. The following document must be attached with the application forms: (Application form is enclosed below)
 - a. Self-attested photocopies of Certificates and mark sheet in support of the candidate's, qualifications, including Under-Matric (where applicable), HSC, CHSE, Graduation, Post- Graduation and any other professional degree.

- b. One recent self-attested color photograph (3.5cm ×4.5cm) should be affixed to the application form.
 - c. Experience certificate issued by the previous employer or any other competent institution.
 - d. A self-declaration regarding non-involvement in any criminal offence especially offences related to children.
2. The concerned Observation Home (OH) & Special Home (SH) shall prepare separate lists of applicants for each post and submit then to the Selection Committee comprising the following members.
 - i. Collector & District Magistrate, Malkangiri— Chairman
 - ii. Sub-Collector, cum-Secretary, OH & SH, Malkangiri Member
 - iii. Retired Educationist/Administrative Official - Member
 - iv. District Child Protection Officer, Malkangiri— Member
 - v. Chairperson, Child Welfare Committee, Malkangiri- Member
 - vi. One Member, Juvenile Justice Board, Malkangiri— Member
 3. The quorum for the selection committee shall be one-third of its members.
 4. The recruitment shall be made on the basis of the career assessment weightage assigned below or as the selection committee may deem fit and proper.
 5. Preference shall be given to candidates who have prior experience working with children in conflict with law (CICL).

SL No	Qualification	Weight age
01	Secondary	10
02	Higher Secondary	15
03	Graduation	25
04	Post-Graduation	30
05	Any other professional course/Training related to child	10
06	Work Experience related to CICL (More than three years)	10
	Total	100

The merit list shall be prepared on the basis of weighted percentage of marks obtained in all the 6 categories mentioned in the table above. In case two or more candidate secure equal marks, preference shall be given to the candidate having prior experience of working in the field of child rights. The decision of the selection committee in this regard shall be final.

The selection committee shall recommend the name up to 5 (five) candidates for each position, if found suitable, in order of merit to the Governing Body of the institution for appointment against vacant post. The candidates securing the highest marks shall be called for verification of their original certificates prior to the issuance of appointment order. The selection panel shall remain valid for 1 year from the date of its finalization. Any joining or exit of employees shall be subject to the prior approval of the Collector and District Magistrate, Malkangiri. The list of appointees shall be submitted to the Director, OSCPS, for due information and record.

JOB Terms of references (Tor)

Duties of the House Father

- (i) Every house father or house mother shall abide by the direction of the person-in-charge.
- (ii) The general duties, functions, and responsibilities of a house father shall be as follows:
- (iii) Handle every child in the CCI (Observation Home & Special Home) with love and affection.
- (iv) Take proper care of the child and ensure their welfare.
- (v) Provide each child upon his reception with all necessary supplies like clothing, toiletries and such other items required for daily usage.
- (vi) Replenish the provisions or supplies as per scale and need of the child; Maintain discipline among the children,
- (vii) Ensure that the children maintain personal clean lines and hygiene:
- (viii) Look after maintenance, sanitation and maintain hygienic surroundings;
- (ix) Implement the daily routine of every child in an effective manner and ensure the participation of the children,
- (x) Look after safety and security arrangements in the CCI (Observation Home & Special Home).
- (xi) Escort the children whenever they go out of the CCI (Observation Home & Special Home) for purpose other than the production before the Board the Committee or the Children's Court;
- (xii) Maintain the registers, relevant to their duties.

Duties and Responsibilities of Art Craft and Music Teacher

- I. Divide children in groups based on their age.
- II. Ensure that every child in the children home is allocated a group and receives a minimum of 2 sessions of 2 - hour's duration in a week.
- III. Conduct sessions in a modular manner with a plan such that:
 1. Children learn different styles of art- different periods and art forms, traditional art forms from around the county.
 2. They learn history of art and stories of famous artists.
 3. They get to participate in projects and are acknowledged for their work.
 4. Provide positive feedback and reinforcement to the children through the sessions.
- IV. 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.
- V. Liaise with the Superintendent/Person-in-charge to get materials required for art projects donated/sponsored from the community, department, DCPU or corporate.

Duties and Responsibilities of P.ET Instructor

- The sports/ yoga teacher shall be available on fixed hours at fixed times daily and shall perform his duties under the supervision of Person-in-charge.
- She/he must ensure that each child participates in minimum 2 hours of group activities daily.
- The sports teacher shall under the supervision of the Superintendent/Person-in-charge ensure that there is an adequate supply of sports equipment.
- The sports teacher shall train the children in sports and athletics.
- The sports teacher shall coordinate and organize volunteers:
 - Undertake training of children in different sports and athletics.

Duties and Responsibilities of Helper cum Night Watchmen

- Routinely patrol the grounds, boundary walls and entry points to prevent unauthorized access, escapes or trespassing.
- Ensure all entry gates, dormitories and administrative doors are securely locked after the evening lock-up protocols. Keep a watchful eye on the facility, which may involve monitoring on site CCTV feeds and perimeter lighting.
- Conduct regular quiet checks on dormitories to ensure inmates are resting, maintaining discipline and not harming themselves or others.
- Act as the first responder during night time crises, such as medical emergencies, fires or disturbance, immediately alerting the Superintendent/Person in Charge.
- Provide support to other resident or staff (Cook, Caretaker) for tasks directed by the Superintendent/Person in Charge.
- Any other duty assigned by higher authority.



COLLECTOR & DM, MALKANGIRI

APPLICATION FORM

Application for the post of (Separate applications for Specific Posts) In Block Letter			Photo				
Applicant's Name (In Block Letters)							
Address for Correspondence			Permanent Address				
Phone / Mobile Number		E-Mail ID					
Date of Birth (as per HSC) / Age as on date 01.06.2026		Sex		Marital Status			
Mother's Name		Father's Name					
Educational Details - Attach Photocopies of Certificates & Mark sheets							
Qualification	Exam Passed	Year of passing	Name of the Board/ University/Recognized Institution	Subject Specialization	Total Mark	Secure Mark	Percentage of Marks
Matriculation (HSC)							
Higher Secondary (+2)							
Graduation							
Post-Graduation							
Any Other							

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	Key responsibilities handled	Working Form	Monthly Remuneration

Computer Literacy-

Package/Application	Details of Exposure/ Proficiency

Language Proficiency

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other Specify									

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