

PROTOCOL FOR ENGAGING NEW STAFF FOR CCIS

The CCIs may recruit new staff as per the posts prescribed in the ICPS guidelines and as per the qualifications prescribed below. Since the staff engaged by the CCI are not Government staff, the management of the CCI will be responsible for them in case the GIA is discontinued. The District Inspection Committee should make yearly inspection and assess the quality of staff and the staffing structure in CCIs.

- i. The staff strength of the institution will be maintained as per the CPS guidelines and as revised from time to time. Any vacancy in the institutions shall be reported to the District Child Protection Officer and will be filled-up from the panel recommended by the CCI level section committee following the procedure outlined below.
- ii. The Protection Officer (Institutional Care) shall conduct an assessment of the current staff position in the CCI and intimate the vacancy position to the District Child Protection Officer.
- iii. The recruitment to new / vacant posts shall be conducted through a transparent and **online application** procedure including advertisement for the post in at least two widely circulated newspapers by the management. The funds for the advertisement will be spent by the CCI from its contingency budget. DCPU of the concerned District will facilitate the process. The applications should be received in the office of the CCI concerned through online.
- iv. The following documents have to be attached with the application forms.—
 - a. Self-attested photocopy of Secondary, HSC, Graduation, Post Graduation or any other professional qualification certificate and mark-sheet.
 - b. One recent self-attested colour photograph (3.5 X 4.5 size) should be affixed to the application form.
 - c. Certificate of experience issued from previous employer.
 - d. Self declaration regarding non involvement in any criminal activities especially child related offences.
- v. The concerned CCI will make a list of the applicants received for different position separately and submit it to the CCI level section committee comprising the following member:

1. (Not below the rank of Administrative Officer from the locality (Not below the below rank of Class- II)

2. District Child Protection Officer
3. Chairperson/Member, CWC
4. Member, JJB
5. Secretary of the CCI

- vi. The quorum of the committee shall be one third of the members including DCPO
- vii. 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 MPhil, PhD etc	10
6	Work Experience	10
	Total	100

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 Home Management Committee in this regard shall be final.

- viii. The Selection Committee shall make and recommend the name of 5 candidates for each position in order of preference to the 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 will be valid for 1 year from the date of finalization.

- a. Any joining or exit of employees of or above the qualification of Post graduation position shall be done with the prior approval of the concerned District Magistrate and Collector.

- b. The list of appointees shall be submitted to the District Child Protection Officer and Director, OSCPS for due information and record.
- vii. The management of CCI will be the authority to issue the engagement order to the staff. The CCIs applying for this component of the GIA should also have a Human Resource Management Policy for its staff which should cover leave norms, job responsibility, working hours, reporting norms, performance appraisal criteria and disciplinary proceedings etc. the CCI shall decide the continuance of service of its staff based on the annual performance appraisal.
- ix. Number and names of positions lying vacant (along with period) should be mentioned in the Utilization Certificate and annual applications for GIA.
- x. The District Inspection Committee (DIC) shall verify the staff details (position, name, qualification, experience, recruitment procedure, performance, etc.) during its visit to the CCIs.
- In case the District Inspection Committee finds any discrepancies in the recruitment procedure, in performance of any staff, if the activity of any staff is going against the interest of the children, the DIC can recommend the management of CCI for taking action as deemed proper.
- xi. The required age of candidates as on the first day of the year of the publication of recruitment notice shall be with limit to lower age: 21 years and upper age: 45 years.

Required qualification for the various positions (Contractual) in Child Care Institutions (CCIs)

1. Children's Homes

Sl. No.	Position	Required Qualification
1	Superintendent	Master's Degree in Social Work, Sociology, Anthropology, Psychology or any other related field of Humanities or MBA (HR) or any other Master's Degree, and familiarity with computers

Psychology (Child Psychology)/ Social Work
or Social Science with computer skills

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| 3 | Probation
Officer/Case
worker/Child
Welfare Officer | Master's Degree in Social Work, Sociology,
Anthropology, Psychology or any other related
field of Humanities or MBA(HR) or any other
Master's Degree and familiarity with computer |
| 4 | House Mother*/
House Father*
(equal numbers) | Graduate in any discipline. Each CCI shall
have at least one science Graduate and an
Arts Graduate preference will be for Home
Science, Psychology, Sociology graduates |
| 5 | Paramedical staff | Compounder/ Pharmacists having diploma in
Ayurvedic/ Homeopathic/ Unani from
institutions recognized by Govt. of India |
| 6 | Store Keeper-cum-
Accountant | P.G. preferably in Commerce/ MBA(Finance) |
| 7 | Cook | Under Matric (8 th -10 th) |
| 8 | Helper | Under Matric (8 th -10 th) |
| 9 | House Keeper | Under Matric (8 th -10 th) |