

UTKAL BALASHRAM, UNIT-2, MAJHIGUDA, NABARANGPUR

(Child Care Institution)

Letter No. 1286 /UB/2026

Date 08 /06/2026

A Contractual engagement will be given to selected candidates for filling up the vacancy positions in Govt run Child Care Institution Utkal Balashram, Unit-2 (Children Home), Majhiguda, Block – Nandahandi, Dist – Nabarangpur.

The eligible candidates may submit their applications completely in all respect through online mode via Google Form link- <https://forms.gle/jfGxWxk3BYXyud3GA> by 5.30PM on 15.06.2026 Any application received after this time & date shall be rejected. The details along with the application form is available in the District Website nabarangpur.odisha.gov.in. No TA/DA would be provided to the shortlisted candidates for attending the interview/Certificate verification. The candidates not fulfilling required criteria cannot be considered for selection process.

Details of contractual staff to be engaged for Children's Home

Sl no	Name of the Post	No of Post
1	Store Keeper-cum-Accountant	1
2	House Mother	2
3	Para Medical Staff	1
4	Art & Craft-cum- Music Teacher	1
5	Educator	1
6	Helper-cum-Night Watchman	1
7	Data Entry Operator	1

1. Minimum Qualification, Remuneration and Experience in respect of the above posts.

SL No	Name of Post	No. of Post	Eligibility/ Qualification	Remuneration
1	Store Keeper-cum-Accountant	1/Female	PG preferably in Commerce/MBA (Finance) with computer proficiency. (preferable 3 years experience)	18,536/-per month
2	House Mother	2/Female	Graduate in Science/ Social Science/ Home Science. (preferable 3 years experience in Child Care Institution/any hostel)	14,564/- per month
3	Para Medical Staff	1/Female	Compounder/Pharmacists having Diploma in Pharmacy/ Medicine/ Ayurvedic /Homeopathic/Unani from institutions recognized by Govt. of India (preferable 3 years experience)	11,916/- per month
4	Art & Craft-cum-Music Teacher (He / She shall work minimum 3 hours per day @ thrice in a week)	1/Male/ Female	Bachelor/ Diploma in Art & Craft (preferable 3 years experience)	10,000/- per month
5	Educator (She shall work 2 hours at morning & 2 hours at evening)	1/Female	Bachelor Degree in any discipline (Trained Science Graduate preferably in Math & Science) (preferable 3 years experience)	10,000/- per month
6	Helper-cum-Night Watchman	1/Female	Under Matric (8 th to 10 th Fail) (preferable 3 years experience)	7,944/- per month
7	Data Entry Operator (Out of Contingency)	1/Female	Graduate with PGDCA (preferable 2 years' experience)	5,100/- per month

2. General Ability:

In order to be eligible for engagement to the above post a candidate must satisfy the following conditions also. He/ She

- a. Should be a citizen of India.
 - b. Should be permanent resident of Odisha state.
 - c. Should be of good health, good physique, active habits and free from any organic defect or bodily infirmity.
 - d. Must be a good character and good mental health.
 - e. Must not more than one spouse living.
 - f. Must have free from Tobacco/Cigarette/ Alcoholic habits.
3. **Age Limit:** The required age of candidates as on **01.04.2026** should be with limit to lower age 21 years and upper age 45 years.

4. **Procedure and Selection:**

- i. The recruitment shall be on the basis of Career Marking only as per weightage assigned below. (the post in Sl. No-01 to 07)

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	10
6	Work Experience	10
Total		100

- ii. The merit list shall be drawn up on the basis of weightage percentage of marks obtained in all respect of 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 Selection Committee shall be final in this regard.

5. **Method of Engagement:**

- a. The Selection Committee shall make and recommend the name of 5 eligible candidates for each position in order of preference to the Governing Body/ 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.
- b. Formula for conversion of Grade Point (CGPA) into % of marks be provided otherwise the institution will follow its own conversion formula.
- c. The Management of CCI will be the authority to issue the engagement order to the selected staff. The management will decide the continuance of service of its staff based on the annual performance appraisal.

6. **The following documents have to be attached along with the application form:**

- a. Self-attested photocopy of Secondary, Higher Secondary, Graduation, Post Graduation or any other professional qualification certificate and mark sheet.

For the post of Helper-cum-Night Watchman 10th failed/ studied up to 10th class marksheet to be submitted.

- b. One recent self attested colour photograph (3.5" x 4.5" size) should be affixed on the application form.
- c. Certificate of experience issued from previous employer, as applicable for the post.
- d. No Objection Certificate from the previous employer.
- e. Self attested Police verification certificate (within 06 months). *(If any)*
- f. One Self attested recent Character Certificate from a gazetted Officer.
- g. Self-declaration/Affidavit regarding non-involvement in any criminal activities especially child related offences.

7. **Terms & Conditions:**

- (a) Appointment to be made on contractual basis.
- (b) The post are purely temporary, Contractual, time bound and co-terminous with the scheme or depending on the satisfactory performance whichever is earlier.
- (c) He/ She may be terminated at any time without asking any reason thereof.
- (d) The selected candidates will have to undertake that they will not claim any financial benefits other than the monthly consolidated remuneration, which they will receive.
- (e) Separate application is to be submitted for each post.
- (f) He/ She will not stake claim to any regular post of Govt./ Regular scale of pay and other allowances for continuing in the said post.

(g) He/ She will obey the Act and Rules prescribed in Juvenile Justice (Care & Protection of Children) Act, 2015 & Central Model Rules, 2016.

(h) He/ She will try to the best of his/her effort for proper maintenance of Child Care Institution. (i) He/ She will provide standard of care and protection to the children of the institution.

(j) He/ She will ensure compliance with the order of Juvenile Justice Board or Child Welfare Committee.

(k) He/ She will provide homely and enabling atmosphere of love, affection and care for the children.

(l) He/ She will strive for the development and welfare of the children.

(m) He/ She will maintain discipline and act for wellbeing of the children.

(n) The candidate will require to produce all original certificates if selected in the recruitment, failing which he/she is liable to be disqualified.

(o) The candidates who have been disengaged / resigned from any Society/ Organisation on administrative grounds such as disobedience /poor performances /misbehaviour/criminal activity/ misconduct /consuming alcohol or Tobacco or cigarettes etc. are not eligible for this interview.

(p) No personal correspondences / enquiry /putting pressure /recommendations will be entertained in this matter. Number of vacancies under this advertisement is provisional which may increase or decrease depending up requirement or otherwise at the time of actual engagement. The panel under the above posts shall also remain valid for one year for filling up consequential future vacancies. All the selection of the posts will be done by the selection committee and decision of the selection committee will be the final.

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


Secretary,

Utkal

Balashram, Unit-2,

District Social Welfare Officer
Nabarangpur

Majhiguda, Nabarangpur

APPLICATION FORM

PERSONAL DETAILS

Education (+2)									
Graduation									
Post Graduation									
Others									

Employment Details (Previous) attach self – Attested photocopies of Experience Certificate

Name of the Organization	Designation	Key responsibilities Handled	Period	
			From	To

Current Employment- Attach proof of current Employment

Name of the Organization	Designation	Responsibilities Handled	Working From(Date)	Monthly Remuneration

Computer Literacy

Package/Applications	Details of Exposure Proficiency

Language Proficiency

Language	Ability to converse	Ability to read	Ability to write
English			
Hindi			
Odia			
Other (Specify)			

Referees two persons to whom you have reported professionally in the recent past whom we immediately approach for reference.

	Referee 1	Referee 2
Name		
Address		
Organization		
Designation		
Phone/Mobile		
e-mail ID		
Your professional Relationship with the Referee		

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 criminal 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-
watchman**

I _____ son/daughter of

_____ address _____

_____ do hereby declare that I am willing to stay in Ashram with children for all the time during my job tenure except emergency leaves.

Date:

Place:

Signature of the
applicant