

UTKAL BALASHRAM, JHARSUGUDA

(A Govt.Run Children Home)

Registration under Society Registration Act-1860 No:-41/1420260200040 of 2025-2026 &

Registration under JJ (C& PC) Act No:-JJ-JSG/001/2026

At: - Bombay Chowk, Panchapada, Po: - OSAP, Jharsuguda Dist: - Jharsuguda, Odisha, Pin:-768204

E mail: -Utkalbalashramjharsuguda@gmail.com.

No:- 3981 /Dated:-

ADVERTISEMENT

Applications are invited from eligible candidate for the different post for Govt. run Child Care Institution "UTKAL BALASHRAM" JHARSUGUDA, At- Bombay Chowk Panchapada Street, Po- OSAP, Jharsuguda, District:- Jharsuguda Pin -768204 as per the Mission Vatsalya guideline & following the process of engagement as laid down in the resolution No:-10102/WCD-CW-MISC-0023/2020dt-15.09.2020 issued by the Department of Women and Child Development, Govt of Odisha,

The Post are purely temporary and contractual in nature and remuneration will be paid as per the norms of Mission Vatsalya under the W & CD Department, Govt. of India and other details of each post are available in the district website [https:// Jharsuguda.odisha.gov.in](https://Jharsuguda.odisha.gov.in). under the caption advertisement. The selection will be made after short –listing by the selection Committee on the basis of academic career and experience of the candidates. Application in prescribed format duly filled in with self attested certificates ,mark sheet & other required documents should be submitted to the **DSWO cum Member Secretary, Utkal Balashram, Jharsuguda through EMail:-utkalbalashramjharsuguda@gmail.com and hard copy of the same should also be submitted by register/Speed post address to the office of the District Social Welfare Officer cum Member Secretary Utkal Balashram, Jharsuguda .At-DSWO Office Collectorate, Po:-OSAP, Jharsuguda, Dist-Jharsuguda, Pin-768204, Odisha. On or before 10/11/2026 by 05.00 PM.** The candidates who are interested to apply for more than one post, then should make separate application against each post super scribing the post applied for on top of the envelope. The undersigned will not be responsible for any delay in receipt of application forms of candidates. The authority reserves the right to reject any or all the applications without assigning reasons thereof. The period of engagement will be initially for 1year and may be extended further depending on the satisfactory performance and performance appraisal report of the candidates in every year.

Details of the post to be engaged in Child Care Institution (CCI) UTKAL BALASHRAM, Jhasuguda

Sl. No	Name of the Post	No of Post	Age Limit	Eligibility/Qualification	Remuneration p.m
01	Officer-in Charge (Superintendent) (Female)	1	21-45 years	Post Graduate degree in Social Work /Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management from a recognized University At least 3 years of experience of working with the Govt./Non- Government Organization in Documentation, training & Capacity Building, Project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child Development/ Social Welfare. Proficiency in Computers.	Rs.33,100/-

02	Counsellor (Female)	1	21-45 years	Graduate in Social Work /Sociology/Psychology/ Public Health/ Counselling from a recognized university. OR PG Diploma in Counselling and Communication. At least 1 year of working experience with the Govt/NGO preferably in the field of Women & Child Development. Proficiency in Computers	Rs.23,170/-
03	Probation Officer/ Child Welfare Officer/ Case Worker (Male)	1	21-45 years	Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences or LLB from a recognized university. Experience of at least 2 years of working with Govt./ NGO/ Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child right & protection issues. Weight age for work experience candidate Proficiency in Computers.	Rs.23,170/-
04	Paramedical Staff (Female)	1	21-45 years	Compounder/Pharmacists having diploma in Ayurvedic/Homeopathic/ Unani from institutions recognized by Govt. of India.	Rs.11,916/-
05	Store Keeper- Cum Accountant (Female)	1	21-45 years	P.G preferably in Commerce/M.B.A (Finance).	Rs.18,536/-
06	House Father (Male)	1	21-45 years	Graduate in Science/Graduate preference will be for Home Science, Psychology, Sociology graduates.	Rs.14,564/-
07	House Mother (Female)	1	21-45 years	Graduate in Arts/ Graduate preference will be for Home Science, Psychology, Sociology graduates.	Rs.14,564/-
08	Educator (Female)	1	21-45 years	Bachelor degree in science & Arts from a recognised university.	Rs.10,000/-
09	One Art & Craft cum Music Teacher (Female)	1	21-45 years	Bachelor or diploma in visual art from a recognised university or equivalent/ Bachelor or diploma in sculpture ceramics, paper craft, wood craft, etc.	Rs.10,000/-
10	PT Instructor cum Yoga Trainer (Female)	1	21-45 years	BPED from a recognised university or Equivalent	Rs.10,000/-
11	Cook (Female)	2	21-45 years	Under Matric (8 th -10 th)	Rs.9,930/-
12	Helper cum Night Watchman (Female)	2	21-45 years	Under Matric (8 th -10 th)	Rs.7,944/-
13	House Keeper (Female)	1	21-45 years	Under matric (8 th -10 th)	Rs.7,944/-

ELECTION PROCEDURE:-

- a) The selection of the candidates shall be made by the selection committee constituted as per the resolution vide No -10102-WCD-CW-MISC-0023-2020, Dated-15-09-2020 of Women & Child development Department, Govt. of Odisha.
- b) The recruitment shall be on the basis of career marking as per weight-age assigned below.

Weight-age of Marks: -

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 related to women and children's	10
	Total	100

- c) 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 Selection Committee in this regard shall be final.
- d) The Selection Committee shall make and recommend the name of 5 candidates for each position in order of preference to the Governing Body/management of the institution for
- e) Appointment against vacant positions. The candidates scoring the highest marks will be called for a verification of certificate prior to issue of appointment order. The panel list will be valid for 1 year from the date finalization.
- f) 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 and service of its staff on the annual performance appraisal.


Collector & DM cum President
UTKAL BALASHRAM, Jharsuguda
COLLECTOR
JHARSUGUDA

Memo No:- 3982 /Date:- 26.10.2026

Copy submitted to the DIO NIC, Jharsuguda for information, he is requested to hoist the Advertisement in Jharsuguda district website for wide publication.


Collector & DM cum President
UTKAL BALASHRAM, Jharsuguda
COLLECTOR
JHARSUGUDA

APPLICATION FORM

PERSONAL DETAILS

Application for the post of (separate applications for specific post)		Affix Recent self-attested Color Photograph
Applicant's Name(In Block Letters)		

Address for Correspondence		Permanent Address			
Phone Number		Email ID			
Date of Birth (DD.MM.YYYY)		Sex	Male	Marital Status (Please Tick)	Unmarried
			Female		Married
Caste					
Mother's Name		Father's Name			
Nationality					
Aadhar					

Educational Details - Attach Photocopies of Certificates & Mark Sheets

SL	Qualification	Duration		School/College/University	Subject/Specialization	%/Grade / Division	Full time/Part time/Distance learning
		From	To				
1	Under Metric						
2	Matriculation						
3	Higher Secondary Education (+2)						
4	Graduation						
5	Post Graduation						
6	Others						

ment 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 forreference.

	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

By Regd. Post/ Speed Post

Application for the Post of : “_____”