UTKAL BALASHRAM
Narendra Kona, Puri-752001
ADVERTISEMENT

Utkal Balashram, Puri invites applications from the interested eligible candidates for filing up the vacant posts in the Child Care Institution (CCI). The posts are purely temporary and contractual in nature. Remuneration/Honorarium will be paid as per the norm of Mission Vatsalya and details each post are available in the official website of Puri District https://puri.odisha.gov.in. The candidates should refer to the website, apply through email and submit hard copy of application & its enclosures to District Social Welfare Officer cum Member Secretary of the Utkal Balashram Puri through speed post/registered post on/before Dt. 21.11.2026

21/11/26

DSWO cum Member Secretary
Utkal Balashram, Puri

Utkal Balashram, Narendra Kona, Puri

Vacancy List

Sl No	Name of the Position (Full time)	No of Position
01.	House Father - Science (Male)	01
02.	House Father - Arts (Male)	01
03.	House Keeper (Male)	01
	Total	03

23/10/26

DSWO cum Member Secretary
Utkal Balashram, Puri

REQUIRED QUALIFICATION FOR THE VARIOUS POSITION (CONTRATUAL) CHILD CARE INSTITUTION.

Sl No.	Name of the Post	Required Qualification	No. of Post	Remuneration as per Mission Vatsalya norms (Per Month)	Age as on date of application
01.	House Father (Science)	Graduate in any discipline. Graduate preference will be for science.	01	14,564/-	Lower Age 21 years and upper age 45 years as on the date of application
02.	House Father (Arts)	Graduate in any discipline. Graduate preference will be for Arts.	01	14,564/-	
03	House Keeper (Male)	Under Matric (8^{th} - 10^{th}	01	7,944/-	

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Application should be submitted both form of online and offline made. The following documents have to be attached with the application format:

a) Self-attested photocopy of Secondary, HSC, Graduation, Post Graduation or any other professional qualification certificate and Mark sheet.
b) One recent self-attested color 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 offence

The recruitment shall be on the basis of career marking only as per weight age assigned bellow.

Sl No.	Qualification	Weight age
01	Secondary	10
02	Higher Secondary	15
03	Graduation	25
04	Any other professional course/training related to child rights and its protection or M Phil, PhD etc.	10
05	Work Experience	10
	Total	70

The merit list shall be drawn up on the basis of weighted percentage of marks obtained in the categories mentioned in the table above. In case more than one candidate has equal mark, the candidate with past experience of working with children will be given preference. The decision of the Selection Committee in this regard shall be final.

The service is purely temporary and co-terminus with the scheme. The selection candidate should be motivated to work for protection of child rights and for the best interest of the children apart from the duty hours, as the institution is residential in the nature.

The terms of reference for all above positions attached in Annexure - V.

23.10.20

DSWO cum Member Secretary
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APPLICATION FORM

Name of the Children's Home		
Application for the post of (Separate application for specific post)		Affix duly self-attested recent passport size color photograph
Applicant's Name (In BLOCK LETTER)		

Address for Correspondences	Permanent Adress

Date of Birth		Age as on date of application			
Phone/Mobile number & E-mail ID		Gender		Nationality	
Mother's Name		Father's Name			

Educational Details- Attach self-attested photocopy of Certificates and Mark sheets

Sl No	Exam Passed	Year of Passing	Name of the Board/ University/ Recognized Institution	Subject	Total Marks*	Secured Marks*	Percentage Marks*
Matriculation							
+ 2							
Graduation							
Other							

*You may submit Circular/Notification w.r.t Grade/CGPA or any other such kind of evaluation describing equivalent to secure mark from total mark as a reference document for computation of percentage for preparation of merit list.

Employment Details (previous)-Attach 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	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									
Odia									
Bengali									

Declaration:

I hereby declare that the above information furnished by me is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted.

Place: Signature

Date:

Annexure-'V'

UTKAL BALASHRAM
Narendra Kona, Puri-752001
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Application is invited from candidates for different posts of on purely contractual basis and process of engagement as laid down in the resolution no. 10102/WCD-CW-MISC-0023/2020-WCD of 15.09.2020 issued by Women and Child Development and Mission Shakti Department, Govt. of Odisha regarding "revised guidelines for grant in Aid to register Child Care Institutions and use thereof and Mission Vatsalya Guideline.

Eligible candidates may submit their applications with all required enclosures complete in every respect emailed to ubpuri4@gmail.com and self-attested hard copy addressed to District Social Welfare Officer, Puri cum Member Secretary, Utkal Balashram, Narendra Kona, PS- Kumbharapada, Puri-752001 lasted by 5 PM of Dt. 21.11.2026 by speed post or registered post only. Separate application in sealed cover has to be submitted for each post quoting the position applied for the top of the envelope. Application received after due date or time will be rejected. The selected candidate shall be the staff of the children's home. The selected candidates should have motivation to work for protection of child rights and for the best interest of the children residing in CCI. The staff may be deployed to render services to the children apart from the duty hours, as institution is residential in nature. the children's Home or the management concerned will issue the offer letter for engagement of the staff. The authority reserves rights cancel the advertisement of any post without assigning any reason thereof. Selection of candidates will be made on the basis of marking as per the weight age. The details of eligibility, criteria, application form, other term and condition are available in the district website: https://puri.odisha.gov.in.

23.10.26

DSWO cum Member Secretary
Utkal Balashram, Puri