

# UTKAL BALASHRAM, GAJAPATI

(Child Care Institution)

Address: O/o- the Dist. Child Protection Unit, Gajapati  
At- Room No. 303, 2<sup>nd</sup> Floor, Collectorate, Po- Paralakhemundi,  
PIN- 761200, Dist.-Gajapati  
E-mail ID: utkalbalashram.gajapati@gmail.com

Letter No. 02/UB/Gpt.

Date: 02.01.24

## Advertisement

Applications are invited from the eligible candidates for different posts in Utkal Balashram, Paralakhemundi, Gajapati in the prescribed forms. Following the process of engagement as 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.

Sl. No.	Name of the Post	No. of Position
01	Counselor	01
02	House Father/Mother	02
03	Para Medical Staff	01
04	Cook	01
05	Helper	01
06	House Keeper	01

The posts are purely temporary, contractual, time bound and co-terminus with the scheme or depending on the satisfactory performance whichever is earlier and remuneration/honorarium will be paid as per the norms of Mission Vatsalya under the W & C D Department, Govt. of Odisha and other details of eligibility, criteria, application form, other term and conditions are available in the website [www.gajapati.nic.in](http://www.gajapati.nic.in).

Applicants must have the essential qualification along with adequate experience in the related field. The applicant must have good writing, speaking and reading knowledge in Odia.

The application with all required enclosures complete in every respect addressed to **The President, Utkal Balashram, O/o the District Child Protection Unit, Room No. 303, 2<sup>nd</sup> floor, Collectorate, Paralakhemundi, Dist- Gajapati, PIN-761200 on or before 22.01.24 by 5:30 PM** should be sent via **Speed Post/ Registered Post**. The candidates who are interested to apply more than one post they should make separate application against the each post super scribing "**Application for the post of .....**" on the top of the envelope. Application received after due date or time will be rejected. No other mode of application will be accepted. The undersigned is not responsible for any delay and authority may cancel/modify the advertisement without assigning any reason thereof.

  
Addl. District Magistrate (Rev.)-cum- President,  
Utkal Balashram, Gajapati.

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## Advertisement

Letter No. 03/UB/Gpt.

Date: 02.01.24

The President, Utkal Balashram, Gajapati invites application from the interested eligible candidates for filling up of the following vacant post in the said Child Care Institution, The details of Vacant Posts, qualification and experience are as given below :

Sl. No.	Name of the post	Qualification Required	Age Limit	No. of Post	Remuneration per Month
01	Counselor	Post graduates, preferable in Sociology/Psychology (Child Psychology)/ Social Work or Social Science with Computer Skills.	21 years 45 years as on dt-01-01-2023	1	Rs. 23,170/-
02	House Father/Mother	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.	21 years 45 years as on dt-01-01-2023	2	Rs. 14,564/-
03	Para Medical Staff	Compounder/ Pharmacists having diploma in Ayurvedic/ Homeopathic/ Unani from Institution recognized by Govt. of India	21 years 45 years as on dt-01-01-2023	1	Rs. 11,916/-
04	Cook	Under Matric (8 <sup>th</sup> -10 <sup>th</sup> )	21 years 45 years as on dt-01-01-2023	1	Rs. 9,930/-
05	Helper	Under Matric (8 <sup>th</sup> -10 <sup>th</sup> )	21 years 45 years as on dt-01-01-2023	1	Rs. 7,944/-
06	House Keeper	Under Matric (8 <sup>th</sup> -10 <sup>th</sup> )	21 years 45 years as on dt-01-01-2023	1	Rs. 7,944/-

The posts are purely temporary, contractual in nature and remuneration/honorarium will be paid as per the norms of Mission Vatsalya under the W&CD Department, Govt. of Odisha. The Selection will be made by the management of the Institution after short listing by the Selection Committee on the basis of academic carrier & experience of the candidates on a 100 point scale. Application duly filled in with self attested certificates, mark sheets & other required documents with prescribed form should be submitted to **The President, Utkal Balashram, O/o. the District Child Protection Unit, Room No. 303, 2<sup>nd</sup> floor, Collectorate, Paralakhemnudi, Dist- Gajapati, PIN-761200 through Speed post/ Registered post only on or before 22.01.24 by 5:30 PM.** The candidates who are interested to apply more than one post they should make separate application against the each post super scribing "Application for the post of ....." on the top of the envelope. The undersigned is not responsible for any delay and authority may cancel the advertisement without assigning any reason thereof.

  
Addl. District Magistrate (Rev.)-cum-President,  
Utkal Balashram, Gajapati.

**The following documents have to be attached with Application Forms.**

1. Self attested photocopy of Secondary, Higher Secondary, and Graduation, Post Graduation or any other professional qualification certificate and mark sheet.
2. One recent self-attested color photograph (3.5×4.5 cm size) should be affixed to the application form.
3. Certificate of experience issued from previous employer.
4. Character Certificate from a Gazetted Officer.

**The recruitment shall be on the basis of carrier 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 M. Phil, PhD etc.	10
6	Work Experience	10
	<b>Total</b>	<b>100</b>

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 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.



**Addl. District Magistrate (Rev.)-cum-President,  
Utkal Balashram, Gajapati.**

# APPLICATION FORM

PERSONAL DETAILS		
<b>Application for the post of</b> (separate applications for specific post)		Affix duly self attested recent passport Color Photograph
Applicant's Name (In <b>BLOCK</b> 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					

## 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*	Secured Mark*	Percentage of Mark*
Matriculation							
Higher Secondary Education (+2)							
Graduation							
Post Graduation							
Others							

\* 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 self – Attested photocopies of Experience Certificate**

Sl. No.	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		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									
Other (Please Specify)									

**Declaration**

I Sri/Smt/Miss \_\_\_\_\_ 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.

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 punitive action under law.

Date:

Place:

Signature of the applicant