



**OFFICE OF THE UTKAL BALASHRAM, DHANKAUDA, SAMBALPUR  
(Govt. Run Child Care Institution)**

**At/Po- Dhankauda, Ps- Sadar, Dist.-Sambalpur, Pin- 768006**

**Email- balikaashram.dhankauda@gmail.com**

Letter No. 47.....

Dt. 29.04.25.....

Application are invited from the eligible candidates for different post in Utkal Balashram, Dhankauda, Govt. run Child Care Institution, Sambalpur, At/Po- Dhankauda, Ps- Sadar, Dist.-Sambalpur 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 Department of Women & Child Development, Government of Odisha.

The posts 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://sambalpur.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 candidate. Application in prescribed format duly filled in with self- attested certificates, mark sheets & other required documents should be submitted to the Superintendent, Utkal Balashram, Dhankauda, Sambalpur through Email- [utkalbalashramsambalpur@gmail.com](mailto:utkalbalashramsambalpur@gmail.com) and hard copy of the same should also be submitted by register/ speed post address to the Superintendent, Utkal Balashram, At/Po- Dhankauda, Ps- Sadar, Dist.- Sambalpur, Pin- 768006. The application along with all required documents must be attached in the office of the Superintendent, UtkalBalashram, Sambalpur on before 15.05.2025 by 5:00pm. The candidates, who are interested to apply for more than one post, then should make separate application against each post superscribing 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 reason 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.

  
Secretary

**UtkalBalashram, Dhankauda,  
Sambalpur**

**1. Details of the post to be engaged in Child Care Institution (CCI),  
UtkalBalashram, Dhankauda, Sambalpur**

Sl no	Name of the Post	No. of Post	Eligibility/ Qualification.	Remuneration	Age Limit as on 01.01.2025
1	Accountant cum store keeper	1 (Female)	PG preferably in commerce/MBA (finance) with computer proficiency.  *Relevant Experience will be given preference.	₹ 18,536/-	(21-45) Lower Age



2	House Mother	1 (Female)	Graduate in Arts (Preferably in Home Science, Sociology & Psychology)  *Relevant Experience will be given preference.	₹ 14,564/-	Limit 21 years Upper Age Limit 45 years on Dt. 01-01- 2025
3	Paramedical Staff	1 (Female)	Compounder/ Pharmasist/ Having Diploma in Ayurvedic/ Homeopathic/Unani  *Relevant Experience will be given preference.	₹ 11,916/-	
4	Educator	1 (Female)	Bachelor Degree in Science & Arts from a recognized University  *Relevant Experience will be given preference.	₹ 10,000/-	
5	Art & Craft cum Music Teacher	1 (Female)	Bachelor or Diploma in Visual Art from a recognized University or equivalent/ Bachelor or Diploma in Sculpture Ceramics, Paper Craft, Wood Craft etc.  *Relevant Experience will be given preference.	₹ 10,000/-	
6	PET Instructor cum Yoga Trainer	1 (Female)	B.P Ed from a recognized University or Equivalent.  *Relevant Experience will be given preference.	₹ 10,000/-	
7	Cook	1 (Female)	Under Matric (8th- 10th)  *Relevant Experience will be given preference.	₹ 9,930/-	
8	Helper cum Night Watch woman	2 (Female)	Under Matric (8th- 10th)  *Relevant Experience will be given preference.	₹ 7,944/-	

  
**Secretary,**  
**Utkal Balashram,**  
**Dhankauda**



**Documents to be sent along with the application form:**

- a) Self-attested photocopy of Secondary, HSC, and Graduation, Post Graduation or other professional qualification certificate and mark sheet.
- b) One recent self attested colour photograph (3.5x4size) should be affixed to the application form.
- c) Certificate of experience issued from previous employer, as applicable for the post.
- d) No Objection certificate from the employer.
- e) Self-declaration regarding non-involvement in any criminal activities especially child related offences.
- f) Character certificate issued by any Gazetted Officer.
- g) Self-attested photocopy of Aadhaar (Identity proof)

**2. Selection Procedure: -**

- a. The selection of the candidates shall made by the selection committee constituted as per the resolution vide No -10102-WCD-CW-0023-2020, Dt. 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 the selection committee decides as think fit and proper.

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

- c. The merit list shall be drawn up on the basis of weighted of marks obtain in all the 6 categories mentioned in the table above. In case more than 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 appointment against vacant positions. The candidates scoring the highest mark will be called for a verification of certificates prior to issue of appointment order. The panel list will be valid for 1 year from the date of finalization.
- e. Finalize merit list as per advertisement will be send through valid Email Id of candidates.
- f. 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.

  
**Secretary,**  
**Utkal Balashram.**




**3. Other Terms And Conditions:-**

- a. All the posts are purely temporary, time bound and co-terminus with the duration of the Scheme and performance based.
- b. Provided that the staff of the institutions shall be disengaged on attaining 60 years of age as children in need of care and protection require constant care and individual attention.
- c. No objection certificate from the employer is preferred if already in the services elsewhere.
- d. The undersigned reserves the right to cancel any or all the application without assigning any reason thereof.
- e. The panel list of the candidates will be valid for one year from the date of finalization.
- f. The appointment will not confer any right/ claim/ entitlement for appointment regular Basis in future.
- g. The decision of the Governing Body will be final and binding on all aspects.

**4. Age Limit:**

The required age of candidates as on 1.01.2025 or the first day of the year of the publication of recruitment notice shall be with limit not below 21 (twenty one) and not above 45 (forty five) and there shall no upper age relaxation.

Date of birth entered in the high school certificate or equivalent certificate issued by the school/ Board/ Council/ Birth Certificate will only be accepted by the selection committee.

  
29/04/25  
**Secretary,  
Utkal Balashram,  
Dhankauda**



## APPLICATION FORM

Name of the Child Care Institution (CCI)		<b>Photo</b>					
Application for the post of (Separate applications for Specific Posts) in Block Letter							
Applicant's Name (In Block Letters)							
Address for Correspondence		Permanent Address					
Phone / Mobile Number		E-Mail ID					
Date of Birth (as per HSC) / Age as on date 01.01.2025		Sex		Marital Status			
Mother's Name		Father's Name					
<b>Educational Details - Attach Photocopies of Certificates &amp; Mark sheets</b>							
Qualification	Exam Passed	Year of passing	Name of the Board/ University/Recognized Institution	Subject / Specialization	Total Mark	Secure Mark	Percentage of Marks
Matriculation							
Higher Secondary (+2)							
Graduation							
Post Graduation							
Any Other							



**Employment Details (Previous) – Attach photocopies of Experience Certificates**

Name of Organization	Designation	Key responsibilities handled	Period	
			From	To

**Current Employment- Attach proof of Current Employment**

Name of Organization	Designation	Key responsibilities handled	Working Form	Monthly Remuneration

**Computer Literacy-**

Package/Application	Details of Exposure/ Proficiency
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**Language Proficiency**

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other Specify									

**Declaration:**

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

Place:

Date:

Signature of Applicant

**DECLARATION**

I \_\_\_\_\_ Son/daughter of \_\_\_\_\_ address

do hereby declare that forgoing information is genuine and correct to the best of my knowledge and belief and nothing has been concealed or distorted in it.

Further, I declared 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 " "**

**From,**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To,**

**SUPERINTENDENT**

**UTKAL BALASHRAM, DHANKAUDA**

**At- DHANKAUDA , Po- REMED,Ps- SADAR,**

**Dist.- SAMBALPUR, (Odisha) Pin- 768006**