

# Special Adoption Agency (SAA)

## UTKAL BALASHRAM BALASORE SAKHA

AT/PO – Sahadevkhunta, Dist-Balasore, PIN-756001

Adv No.: 06 ; Date: 30.04.2025

### ADVERTISEMENT

Applications are invited from intending candidates for the following posts at Special Adoption Agency (SAA), Utkal Balashram Balasore Sakha, Balasore.

Filled in application, complete in all respect along with relevant documents should reach to the Office of the Superintendent, Special Adoption Agency (SAA), Utkal Balashram Balasore Sakha, AT/PO – Sahadevkhunta, Dist-Balasore, PIN-756001 on or before 5.30 PM on Date: 30.05.2025 through Register Post/ Speed Post only.

Applications received after the due date and time shall not be taken into consideration. The authority reserve the right to cancel the advertisement in whole or in part without assigning any reason thereof.

The details of posts, educational qualifications, age, experience conditions of services, etc are given below.

#### 1. VACANCY POSITION:

| SL No | Position name                               | No. of post | Conditions of services | Remuneration on consolidated | Educational Qualification   | Age limit as on 01.01.2025 | Experience                                   |
|-------|---|-------------|------------------------|------------------------------|---|----------------------------|--|
| 1     | Manager                                     | 01          | Purely Contractual     | Rs.23,170/- per month        | Masters degree in social work, Sociology/Psychology and familiarity with computers.   | 21 to 45 years             | Relevant experience will be given preference |
| 2     | Social worker-cum- Early childhood Educator | 01          | Purely Contractual     | Rs.18,536/- per month        | Bachelor Degree / Masters Degree in Psychology (Child Psychology)/ Sociology/ Social work or Social science or any Masters Degree and familiarity with computers. | 21 to 45 years             | Relevant experience will be given preference |

|   |                    |    |                    |                      |  |                |  |
|---|--------------------|----|--------------------|----------------------|--|----------------|--|
| 3 | Ayah (Women)       | 02 | Purely Contractual | Rs.7,944/- per month | Under Matric (8 <sup>th</sup> – 10 <sup>th</sup> )                     | 21 to 45 years | Relevant experience will be given preference |
| 4 | Chowkidar          | 01 | Purely Contractual | Rs.7,944/- per month | Under Matric (8 <sup>th</sup> – 10 <sup>th</sup> )                     | 21 to 45 years | Relevant experience will be given preference |
| 5 | Doctor (Part-time) | 01 | Purely Contractual | Rs.9,930/- per month | MBBS, Pediatrician from any institutions recognized by Govt. of India. | 21 to 45 years | Relevant experience will be given preference |

## 2. AGE LIMIT:

The candidates must not be below 21 years of age and not above 45 years of age as on 1<sup>st</sup> January 2025 and there shall be no upper age relaxation. Date of birth entered in the high school certificate or equivalent certificate issued by the school/ Board / Council will only be accepted by the selection committee.

## 3. HOW TO APPLY:

- Candidates must go through the details of this advertisement available in the district website [www.balasore.odisha.gov.in](http://www.balasore.odisha.gov.in) before applying for any of the post.
- Candidates must go through the details of this advertisement available in the district website before filling of online application link <https://forms.gle/7nYswMoq2MDsLxE8>
- The candidates are required to submit the prescribed application form along with all required documents and testimonials as the advertisement through Registered Post / Speed Post only addressed to the **Office of the Superintendent, Special Adoption Agency (SAA), Utkal Balashram Balasore Sakha, AT/PO – Sahadevkhunta, Dist-Balasore, PIN-756001** on or before 5.30 PM on Date: 30.05.2025
- Separate applications in sealed cover is to be submitted against each post super scribing the post applied for on the top of the envelop.
- Any applications received after the due date shall be rejected. The authority reserves the right to cancel the advertisement in response to a single post or all posts without assigning any reason thereof.

## 4. CERTIFICATES/DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM:

The candidates are required to submit the following documents along with the application:

- Self attested photocopy of 8<sup>th</sup> & 9<sup>th</sup> passed certificate (For Under Matric Post only).
- Self attested photocopy of 10<sup>th</sup> HSC or equivalent certificate and mark sheet.

- c. Self attested photocopy of +2 or equivalent certificate and mark sheet.
- d. Self attested photocopy of Graduation Degree or equivalent certificate and mark sheet.
- e. Self attested photocopy of Post Graduation, Computer or any other professional qualification certificate and mark sheet.
- f. One recent self attested colour photograph (3.5 x 4.5 size) which should be affixed to the application form.
- g. Self attested certificate of experience issued from previous employer as applicable for the post.
- h. Self declaration regarding non-involvement in any criminal activities especially child related offences.

**5. OTHER ELIGIBILITY CONDITIONS:**

- a. The candidates must be a citizen of India.
- b. He/She must be good character and sound health and free from any organic defect and physical infirmity.
- c. He/She must be able to speak, read and write odia language fluently and must have passed an examination in odia language equivalent to that of middle school standard.

**6. GROUND OF REJECTION OF APPLICATION:**

Applications of the candidates will be rejected by the selection committee on any of the following ground:

- a. Any application received after the due date and time will be summarily rejected.
- b. Un-super scribed application.
- c. Inappropriate format.
- d. Incomplete application form.
- e. Non submission of self attested photocopy of documents / certificates along with the application form.
- f. Not signing declaration (Full signature) in the application form.
- g. Not coming within the age limit as mentioned in the advertisement.
- h. Not having requisite qualification as provided in the advertisement.
- i. Not submitted No Objection Certificate from the employer.
- j. Submission of wrong information / false information about qualification / age etc.
- k. Any other ground as per the decision of the selection committee.

**N.B. – Application / Candidature of candidate shall be rejected at any stage of the recruitment process, when discrepancy is detected.**

**7. GROUND OF REJECTION OF APPLICATION:**

- a. All the posts are purely temporary, time bound and co-terminus with the duration of the scheme and performance based.
- b. No Objection Certificate from the employer is preferred if already in the service elsewhere.



c. The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.

d. The panel list of the candidates will be valid for one year from the date of finalization.

e. The appointment will not confer any right/ claim/ entitlement for appointment on regular basis in the future.

f. The decision of the Governing body will be final and binding on all aspects.

**N.B. – These posts required 24x7 availability for child related works and best interest of the children.**

  
Collector-cum-Chairman  
SAA, Utkal Balashram, Balasore

Memo No. 07 ; Date: 30.04.2025

1. Copy to the DIO, NIC, Balasore for information and requested to hoist the details of advertisement in the District website for inviting application.
2. Copy to the DIPRO, Balasore for information and requested to facilitate in public of advertisement at least two widely circulated odia daily newspaper for inviting application.
3. Copy to Notice Board, O/o the Collector & DM, Balasore/ SP, Balasore/ ADM, Balasore/ PD, DRDA, Balasore/ CDMO, Balasore/ DSWO, Balasore/ DWO, Balasore/ All BDOs and ULBs of Balasore District for widely circulate of the advertisement.
4. Copy to Superintendent / Secretary, Utkal Balashram, Balasore for information and necessary action as per guideline issued vide letter no. 10102-WCD-CW-MISC-0023-2020, Dt-15.02.2020 by the Deptt of WCDMS.
5. Copy to the Member Secretary, Odisha State Council for Child Welfare (OSCCW), Bhubaneswar for kind information and necessary action.
6. Copy to the Additional Director, OSCPS, W & CD Deptt, Govt. of Odisha, Bhubaneswar for kind information and necessary action.

  
Collector-cum-Chairman  
SAA, Utkal Balashram, Balasore

## 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 01.08.02024 |  | Sex           | Marital Status |
| Mother's Name   |  | Father's Name |                |

### 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 | Secure Mark | Percentage of Marks |
|-----------------------|-------------|-----------------|--|--------------------------|------------|-------------|---------------------|
| Matriculation         |             |                 |  |                          |            |             |                     |
| Higher Secondary (+2) |             |                 |  |                          |            |             |                     |
| Graduation            |             |                 |  |                          |            |             |                     |
| Post Graduation       |             |                 |  |                          |            |             |                     |
| Any Other             |             |                 |  |                          |            |             |                     |

Signature of Applicant

**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 |
|---------------------|----------------------------------|
|                     |                                  |

**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