

NAYAGARH KALAPARISAD CHILD CARE INSTITUTION

At-Panipoila, Po-Balugaon, Ps/Dist-Nayagarh, Pin-752070

ADVERTISEMENT

Adv No-NKP/54/25

Date-20/09/2025

Applications are invited from eligible candidates for various posts at the Nayagarh Kalaparisd Child Care Institution, located At–Panipoila, PO–Balugaon, PS/Dist–Nayagarh, as per the procedure laid down in Resolution No. 10102-WCD-CW-MISC-0023-2020, dated 15.09.2020, which is now subsumed under the Mission Vatsalya Scheme issued by the Women & Child Development Department, Government of Odisha.

1. VACANCY POSITION:

Sl No	Name of the Post	Eligibility Criteria	No of Posts	Experience	Remuneration
1	Store-keeper cum Accountant	P.G Preferably in Commerce/ MBA (Finance)	01	N/A	18,536 /- per month
2	House 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.	01	N/A	14,564 /- per month
3	PT Instructor cum Yoga Trainer	BA. B.P. Ed from a recognized College	01	N/A	10,000 /- per month
4	Cook	Under Matric (8 th -10 th)	01	N/A	9,930 /- Per month
5	Helper cum Night Watchman	Under Matric (8 th -10 th)	01	N/A	7,944 /- Per month

6	Housekeeper	Under Matric (8 th -10 th)	01	N/A	7,944 /- Per Month
---	-------------	---------------------------------------------------	----	-----	-----------------------

2. **AGE LIMIT:**

- The candidate must be at least **21 (twenty-one)** years of age and not more than **45 (forty-five)** years of age as on **1st January 2025**. *No upper age relaxation shall be applicable.*
- The **date of birth** recorded in the **High School Certificate** or **equivalent certificate** issued by a recognized **School/Board/Council** shall only be accepted by the Selection Committee.

3. **HOW TO APPLY:**

- Candidates must apply online through the website www.nayagarhkalaparisad.org in the **Career** section for fill up the application form.
- Applications received through any mode other than the prescribed online mode shall **not be accepted** and will be **summarily rejected**.
- Candidates are advised to **submit their online applications well in advance**, without waiting until the closing date, in order to avoid last-minute congestion or technical issues.
- After submitting the online application, candidates must **send a hard copy** of the same application along with all enclosures for the post applied at **Nayagarh Kalaparisad Child Care Institution** to the following address:

**The Secretary, Nayagarh Kalaparisad Child Care Institution, At–
Panipoila, PO–Balugaon, PS/Dist–Nayagarh, PIN–752070**

The envelope must be sent via **Speed Post / Registered Post / Courier** only and should reach the above address **on or before 18/10/2025 by 5:00 PM**

- The candidates who are interest 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.
- Any application received **after the due date** shall be **rejected**. The **undersigned will not be responsible** for any postal or delivery delay. The **authority reserves the right to cancel the advertisement** at any time **without assigning any reason**.

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

- a) Self-attested Photocopy of HSC, +2, Graduation, Post graduation or any other professional qualification certificate and Mark Sheet.
- b) One recent self-attested color photograph should be affixed to the application.
- c) Certificate of experience issued from previous employer, as applicable for the post.
- d) Self-declaration regarding noninvolvement in any criminal activities especially child related offences.
- e) No Objection Certificate from the employer.

5. OTHER ELIGIBILITY CONDITIONS:

- a) The candidate must be a citizen of India.
- b) He / She must be good character and of sound health and free from any organic defect and physical infirmity.
- c) He / She must be able to speak, read and write Odia fluently and must have passed an examination in Odia language equivalent to that of middle school standard.
- d) He/She must not more than one spouse living.

6. GROUNDS OF REJECTION OF APPLICATION:

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

- a) Any application received after due date and time will be summarily rejected.
- b) Un-superscribed application.
- c) Non submission of online application.
- d) Non submission of self-attested photocopy documents/certificate/along with the online printout application.
- e) Not coming within the age limit as mentioned in para-2 of advertisement.
- f) Not having requisite qualification as provided under para-1 of advertisement.
- g) Submission of wrong information/false information about qualification/age etc.
- h) Any other ground as per the decision of the selection committee.

7. SELECTION PROCEDURE:

- a) The selection of candidates shall be carried out by the **Selection Committee**, constituted as per **Resolution No. 10102-WCD-CW-MISC-0023-2020**, dated **15.09.2020**, issued by the **Women & Child Development Department, Government of Odisha**, and as per **Office Order No. 414**, dated **06.09.2025**, issued by the **Additional District Magistrate (ADM), Nayagarh**.
- b) The recruitment shall be based on **career marking**, as per the **weightage assigned below**, or as may be **decided by the Selection Committee**, as deemed fit and proper.

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 child rights and its protection	10
	Total	100

- c) The merit list shall be prepared based on the **weighted percentage of marks** obtained in all six categories mentioned in the table above. In the event that two or more candidates have equal marks, the candidate with relevant **past experience** shall be given final preference.
- d) The Selection Committee shall **recommend the names of five candidates** for each position, in order of performance, to the Governing Body/Management of the institution for appointment against vacant positions. Candidates scoring the highest marks will be called for **verification of certificates** prior to the issuance of the appointment order. The panel list will be **valid for one year** from the date of finalization.
- e) The Secretary of the Child Care Institution shall be the **authorised authority to issue the engagement orders** to the selected staff.

8. OTHER TERMS AND CONDITIONS:

- a) All posts are purely temporary, time-bound, and co-terminus with the duration of the scheme, and are performance-based.
- b) Candidates already in service elsewhere are required to submit a No Objection Certificate (NOC) from their current employer.
- c) The undersigned reserves the right to cancel any or all applications without assigning any reason.
- d) The panel list of candidates shall be valid for one year from the date of finalization.
- e) Appointment to these posts does not confer any right, claim, or entitlement for future regular appointment.

9. CLOSING DATES:

The website for online application and submission shall be available in the CCI website www.nayagarhkalaparisad.org from Dt- 21.09.2025 to Dt- 11.10.2025 (11.59 PM) and last date for receiving hard copy of the application along with all documents is 18.10.2025


20/9/25
Secretary
SECRETARY
Nayagarh Kalaparisad
NAYAGARH KALAPARISAD
PANIPOLA NAYAGARH