

**Government of Odisha**  
**Department of Women & Child Development**

**Lokaseva Bhawan, Sachivalaya Marg, Bhubaneswar, PIN: 751001**

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**NOTICE**

No. WCD-CW-MISC-0050-2017- 29262 /WCD, Date: 17/11/2025

**SUB: APPLICATION FOR SELECTION AS CHAIRPERSON AND MEMBER OF THE CHILD WELFARE COMMITTEE**

In pursuance of the provisions contained under section 27 of the Juvenile Justice (Care and Protection of Children) Act, 2015 along with section 9 of the Juvenile Justice (Care and Protection of Children) Amendment Act, 2021 read with Rules 22 and 105 of Odisha Juvenile Justice (Care and Protection of Children) Rules, 2018, applications in the prescribed format are hereby invited from eligible and intending applicants for the positions of Chairperson/Members of the Child Welfare Committee (in short "CWC") in respect of 10 CWCs of 10 districts i.e. Angul, Boudh, Kendrapara, Keonjhar, Malkangiri, Nuapada, Balasore, Deogarh, Nayagarh, and Subarnapur. The details of eligibility criteria, other conditions and format for application are available in the website of this Department, <https://wcd.odisha.gov.in> which may be accessed /downloaded.

Applications in the format prescribed along with self-attested copies of relevant certificates/ documents etc. kept in a sealed cover superscribed with the words "**Application for Selection as Chairperson/Member of the Child Welfare Committee**" may be sent by Speed Post. / Registered Post so as to reach the office of the District Child Protection Unit [DCPU] of the District concerned during the office hours on any working day on or before 5 PM of 2nd December, 2025.

  
**Director, ICDS & SW-cum-Member Secretary,**

**State Level Selection Committee**

MEMO NO. 29263

DATE: 17/11/2025

Copy along with detailed instructions forwarded to the Under Secretary, IT, W&CD Department/ Director, OSCPS with a request to web host the Notice in the website of the Department/ in the website of the OSCPS.

*[Signature]*  
17/11/2025  
Under Secretary to Govt.

MEMO NO. 29264

DATE: 17/11/2025

Copy along with detailed instructions forwarded to the Collectors of all the Districts for kind information and necessary action.

They are requested to cause wide publicity of the Notice [including due publication of the same in the Notice Board of their offices and other subordinate offices under their jurisdiction] for information of all concerned and web host the same in the District portal.

*[Signature]*  
17/11/2025  
Under Secretary to Govt.

MEMO NO. 29265

DATE: 17/11/2025

Copy along with detailed instructions forwarded to the DCPOs for information and immediate necessary action.

*[Signature]*  
17/11/2025  
Under Secretary to Govt.

**INSTRUCTIONS FOR SELECTION OF APPLICANTS AS CHAIRPERSON OR MEMBER  
OF THE CHILD WELFARE COMMITTEE**

Sub -section (1) of section 27 of the Juvenile Justice ( Care and Protection of Children ) Act, 2015 read with Rule 22 Odisha Juvenile Justice (Care and Protection of Children) Rules, 2018 provides for constitution of a Child Welfare Committee for each district and further in pursuance of the provisions contained under Rule 105 of the aforesaid Rules for the purpose of which applications are hereby invited from the eligible and intending applicants in the manner delineated below to constitute the said Committees in respect of Angul, Boudh, Kendrapara, Keonjhar, Malkangiri, Nuapada, Balasore, Deogarh, Nayagarh and Subarnapur districts.

**[1] SUBMISSION OF APPLICATION:**

Applications are to be submitted in the format prescribed below:

FORMAT FOR CHAIRPERSON OR MEMBER OF THE CHILD WELFARE COMMITTEE  
(CWC) OF THE DISTRICT .....

APPLICATION SUBMITTED FOR THE POSITION [S] OF.....

[Please indicate (i) Chairperson or (ii) Member or (iii) Both]

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To

The Collector

District .....

SUB: Submission of application for selection as a Chairperson or Member or  
both of the Child Welfare Committee.

1. Name of the Applicant:

2. Mother's Name:

3. Father's Name:

4. Present Address:

5. Permanent address:

6. i. Date of Birth:

[Photocopy of Document on proof to be attached]

ii. Age as on 01.11.2025:

7. Gender:

8. Nationality:

9. ID Type and reference number:

ID Type [Electors' Photo Identity Card /PAN/AADHAR/DL etc.] .....

Number assigned in one of these documents may be indicated.....

10. Phone number :

Email ID, if any :

11. Details of Experience of working with children in the following field pertaining to children for at least seven years:

Subject	Activities in Brief along with name of organisation, if any	Years of experience in one or all subjects	Duration to be mentioned against each (from - to)
1. Health			
2. Education			
3. Welfare			
TOTAL YEARS			

12. Educational Qualification

[i] [10<sup>th</sup> or equivalent/ 12<sup>th</sup> or equivalent/ Graduation & Above]:

Qualification	Passing Year	Educational Institution & Board/ University/Examination Conducting Body	Secured Mark (without extra optional)	Total Mark (without extra optional)	Percentage (without extra optional)

[ii] If applicant is a practicing professional in child psychology or psychiatry or law or social work or sociology or human health or education or human development or special education for differently abled children, details of Degree:



Name of the University or recognized Institution	Name of the Degree	Subject [Degree in child psychology or psychiatry or law or social work or sociology or human health or education or human development or special education for differently abled children]	Year of Passing	Present Occupation
(1)	(2)	(3)	(4)	(5)

13. If applicant is a retired judicial officer, please mention the posts, duration and experience details :

14. Whether she / he holds or previously held any position in CWC/JJBs, if yes, mention:

i) Name of the district[s]

i) Position and

i) Tenure

Place:

Date:

Signature in full

#### DECLARATION

I, Shri/Ms..... Daughter/Wife/Son of  
 Shri..... Village / Ward .....Block /  
 Town .....Police Station.....  
 District.....PIN.....State..... do hereby declare that, I am not  
 disqualified in terms of the stipulations made under Section 9 of the Juvenile Justice ( Care and Protection of Children) Amendment Act, 2021 and Rule-24 of Odisha Juvenile Justice (Care and Protection of Children) Rules, 2018.

Place:

Signature in full

Date:

#### [2].CHECKLIST OF DOCUMENTS:

Photocopy of documents (self-attested) to be enclosed with the application:

1. Certificates indicating date of birth (HSC Certificate/Birth Certificate/PAN Card/Driving License/ Any other document issued by the authorities of the State Govt. or Govt. of India)
2. Proof of Identity (Elector's Photo Identity Card /PAN/Aadhar/DL etc.)

3. Certificates on experience against Sl. No. 11 above
4. Certificates on Educational Qualification along with the mark sheets of 10<sup>th</sup> or equivalent , 12<sup>th</sup> or equivalent, Graduation & above against of Sl. No.12 above
5. Proof related to Sl. No 13 above.
6. Documents related to Sl. No. 14 above, if any
7. Affidavit as per Form-49

**EXCEPT THE ABOVE MENTIONED NO OTHER DOCUMENTS BE SUBMITTED.**

**[3]. EXPERIENCE, QUALIFICATION, AGE AND CRITERIA FOR THE CHAIRPERSON AND MEMBER OF THE CWC:**

The eligibility criteria for selection of Chairperson and Members of the CWC shall now be governed by the provisions of the **Juvenile Justice (Care and Protection of Children) Model Rules, 2016 as amended in 2022**, and the Odisha Juvenile Justice (Care and Protection of Children) Rules, 2018.

For appointment as Chairperson or Member of the Committee, the applicant should have been:

1. The Chairperson and the members shall be above the age of thirty-five years and not more than sixty five years as on 01.11.2025 and shall have a degree in child psychology or psychiatry or law or social work or sociology or human health or education or human development or special education for differently abled children and has been actively involved in health, education or welfare activities pertaining to children for seven years or is a practicing professional with a degree in child psychology or psychiatry or law or social work or sociology or human health or education or human development or special education for differently abled children.
2. A member of the Committee shall be eligible for appointment of maximum of two terms, which shall not be continuous. "Provided that nothing contained in this sub-rule shall be a bar in case of a member being appointed as Chairperson".
3. The person applying for the post of the Chairperson or member of the Committee shall submit an affidavit, as per Form 49, certifying that the applicant is not barred by any of the conditions laid down in sub section 4A of section 27 of the Act.
4. A person associated with an organisation receiving foreign contribution shall not be eligible to be a Chairperson or member of the Committee.
5. Any person working in the implementation of the Act in any Non-Government Organisation or any organisation, performing such functions which may cause conflict of interest in discharge of their duties as the Chairperson or member of the Committee shall not be eligible for appointment as the Chairperson and member of the Committee.

**Explanation:** For the removal of doubt, it is hereby clarified that, this may include but is not limited to any of the following situations within the territorial jurisdiction of the Committee:

- (a) any family member is a member of any non-governmental organisation;
- (b) close relation is a member of any non-governmental organisation ;
- (c) cases of non-governmental organisations or persons working in a district for rescue and rehabilitation;
- (d) a person representing a person who runs a Child Care Institution or member of the Board or Trust of any non-governmental organisation.

6. A member selected by the Selection Committee should not:

- (i) has any past record of violation of human rights or child rights,
- (ii) has been convicted of an offence involving moral turpitude, and such conviction has not been reversed or has not been granted full pardon in respect of such offence,
- (iii) has been removed or dismissed from service of the Government of India or State Government or an undertaking or corporation owned or controlled by the Government of India or State Government,
- (iv) has ever indulged in child abuse or employment of child labour or immoral act or any other violation of human rights or immoral acts, or
- (v) be holding such fulltime occupation that may not allow the person to give necessary time and attention to the work of the Committee as per the Act and Rules;
- (vi) be associated with any Child Care Institution, directly or indirectly, during his tenure as a member of the Board or Committee or have any other conflict of interest;
- (vii) hold any office in any political party during his tenure, or
- (viii) be insolvent

#### **[4]. PROCESS OF SELECTION:**

1. All the applications received within the stipulated period in the office of the District Child Protection Unit of the District concerned shall be opened by the District Level Screening Committee having members nominated by the Collector and chaired by the Collector of the District concerned or any other senior officer like ADM / CDO - cum- EO, Zilla Parishad authorised by the Collector, in presence of the applicants or his / her authorised representative.

In case, any such applicant or his / her authorised representative, does not turn up, the



same shall be opened in absence of the said applicant / representative, in the office of the Collector concerned on 05.12.2025 at 11.00 A.M.

2. The applications so received shall be taken up for scrutiny one after another.
  - a. Applications received late or found to be incomplete shall be kept separately, duly listed.
  - b. Preliminary scrutiny of all the documents with reference to the conditions of eligibility shall be taken up and thereafter all the documents in original shall be verified, photocopies of which have been attached to the application form on being produced by the applicant or his / her authorized representative, if present.
  - c. In case the applicant /his or her authorized representative is found absent for which the District Level Screening Committee would not be able to verify the documents in original, the said application shall be forwarded to the State Level Selection Committee with an endorsement to that effect.
  - d. Upon such scrutiny all the applications duly sorted, shall be forwarded along with the Proceedings of the District Level Screening Committee to the Director, OSCPS.
3. The State Level Selection Committee shall evaluate the candidates on the basis of qualifications, experience of working with children and personal interaction with the applicant.
4. The State Level Selection Committee shall select and recommend a panel of names in order of merit to the State Government for appointment as Chairperson or Members of the Committee as the case may be.
5. Panel shall be drawn up for the positions of the Chairperson and Members to fill up the subsequent vacancies arising if any, at any point of time during the tenure of the Committee by the Government.

**[5]. TENTATIVE SCHEDULE:**

SL. NO.	DATE	EVENT
1.	02.12.2025	LAST DATE FOR SUBMISSION OF APPLICATION IN THE OFFICE OF THE DCPU OF THE DISTRICT CONCERNED
2.	05.12.2025	SCRUTINY OF APPLICATIONS AND VERIFICATION OF DOCUMENTS IN ORIGINAL BY THE DISTRICT LEVEL SCREENING COMMITTEE
3.	12.12.2025	SUBMISSION OF APPLICATIONS BY THE DCPUs TO THE DIRECTOR, OSCPS



**[6].GENERAL:**

1. Incomplete and / or applications received after the stipulated date shall be summarily rejected.
2. Cases of misrepresentation / manipulation of records/ documents etc. in any manner shall be liable for prosecution.
3. Applicants while attending the scrutiny, in person or through authorized representative on the scheduled date shall produce all the documents in original of which self-attested photocopies have been enclosed with his / her applications, failing which it may be liable for rejection.
4. The decision of Govt. in Department of W&CD shall be final in the matter ancillary and incidental to the selection of the applicants as Chairperson or Member of the Committee.

  
**Director, ICDS & SW-cum-Member Secretary,**

**State Level Selection Committee**

**Address of DCPUs**

Sl. No.	District	Postal Address
1	Angul	District Child Protection Unit, Sub-Collector Building, Collectorate Angul, Dist- Angul,Pin- 759122
2	Boudh	District Child Protection Unit, Old Collectorate, Museum Campus, Dist- Boudh, Pin-762014
3	Kendrapara	District Child Protection Unit, At- Collectorate Office, Old Bus Stand, Near District Court, Dist-Kendrapara, Pin-754211
4	Keonjhar	District Child Protection Unit, Collectorate Campus, Near Election Office, Dist-Keonjhar, Pin-758001

5	Malkangiri	District Child Protection Unit, At- Old Collectorate, Mission Shakti Building, Ground Floor, DNK, Dist- Malkangiri, Pin-764045
6	Nuapada	District Child Protection Unit, New Collectorate Building, 2nd Floor, District Child Protection Unit, Dist- Nuapada, Pin-766105
7	Balasore	District Child Protection Unit, Collectorate Campus, Dist-Balasore, Pin-756001
8	Deogarh	District Child Protection Unit, Municipality Sahi, At/Po-Dist-Deogarh, Pin-768108
9	Nayagarh	District Child Protection Unit, Room No 5, Collectorate, Dist-Nayagarh, Pin-752069
10	Subarnapur	District Child Protection Unit, Collectorate, 1st Floor, At/Po- Sonepur Dist- Subarnapur, Pin- 767017