

**UTKAL BALASHRAM, JAJPUR**  
**(Govt. run Child Care Institution)**

Letter No- 38/UB/ 2026

Date. 13 /02/2026

**CONTRACTUAL APPOINTMENT**

A contractual engagement will be given to selected candidates for filling up the vacancy positions in Govt. run Child Care Institution Utkal Balashram (Children Home & Specialized Adoption Agency), Jajpur. The eligible candidates may submit their applications completely in all respect through online mode via **Google Form** link- <https://forms.gle/hsPAgwUnVbmuX69ZA> by 5.00PM on 02.03.2026.. Any application received after this time & date shall be rejected. The details along with the application form is available in the District Website. [jajpur.odisha.gov.in](http://jajpur.odisha.gov.in) . No TA/DA would be provided to the shortlisted candidates for attending interview/certificate verification. The candidates not fulfilling criteria could not be consider for selection process.

**Details of contractual staff to be engaged for Children's Home & Specialized Adoption Agency**

Sl no	Name of the Post	No. of Post
1	Probation Officer /Case Worker/Child Welfare Officer	1
2	Educator	1
3	Art & Craft-cum-Music Teacher	1
4	PT Instructor-cum-Yoga Trainer	1
5	Helper-cum-Night Watchman	1
6	Manager/Coordinator in Utkal Balashram SAA	1

**1. Minimum Qualification, Remuneration and Experience in respect of the above posts.**

<b>CHILDREN'S HOME,(CCI)</b>				
Sl no	Name of the Post	No. of Post	Eligibility/ Qualification.	Remuneration
1	<b>Probation Officer/Case Worker/Child Welfare Officer</b>	1	Graduate preferably B.A in Social Work/ Sociology/ Social Sciences or LLB from a recognized university. Experience of at least 2 years of working with Govt./ NGO/ Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child rights & protection issues. Weightage for work experience candidate's proficiency in Computer.	₹ 23,170/-per month
3	<b>Educator</b> ( He/ She shall work minimum 2 hours per day except Sunday and local holidays)	1	Bachelor Degree in any discipline (Trained Science Graduate preferably in Math & Science )	₹ 10,000/-per month

4	<b>Art &amp; Craft-cum-Music Teacher</b> ( He/ She shall work minimum 3 hours per day @ thrice in a week)	1	Bachelor/ Diploma in Art & Craft with 3 years of experience	₹ 10,000/-per month
5	<b>PT Instructor-cum-Yoga Trainer</b> ( He/ She shall work minimum 2 hours per day @ 1hour in morning for yoga & 1 hour in evening for physical exercise)	1	Bachelor/ Diploma in Yoga / PET teacher with 3 years of experience	₹ 10,000/-per month
6	<b>Helper-cum-Night Watchman</b>	1 (preferably female)	Under Matric (8 <sup>th</sup> to 10 <sup>th</sup> )	₹ 7,944/-per month
7	<b>Manager/ Coordinator</b> post in Utkal Balashram SAA	1	Master Degree in Social Work /Sociology/ Psychology. At least 3 years of experience in Govt/ NGO, preferably in the field of Women & Child Development with computer skill.	₹ 23,170/-per month

## 2. GeneralAbility:

In order to be eligible for engagement to the above post a candidate must satisfy the following conditions also. He/She

- a) Should be a citizen of India.
- b) Should be a permanent resident of Odisha state.
- c) Should be of good health, good physique, active habits and free from any organic defect or bodily infirmity.
- d) Must be a good character and good mental health.
- e) Must not more than one spouse living .

3. **Age Limit:** The required age of candidates as on **15.02.2026** should be with limit to lower age 21 years and upper age 45 years.

## 4. Procedure and Selection:

- I. The recruitment shall be on the basis of Career Marking only as per weightage assigned below. (Except for the post in Sl. No-06)

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	10%
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II. The merit list shall be drawn up on the basis of weightage percentage of marks obtained in all respect of 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 Right will be given preference. The decision of the Selection Committee shall be final in this regard.

**5. Method of Engagement:**

- A. The Selection Committee shall make and recommend the name of 5 eligible 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 marks will be called for a verification of certificates prior to issue of appointment order. The Panel will be valid for 1 year from the date of finalization.
- B. Formula for conversion of Grade Point (CGPA) into % of marks be provided otherwise the institution will follow its own conversion formula.
- C. The Management of CCI will be the authority to issue the engagement order to the staff. The management will decide the continuance of service of its staff based on the annual performance appraisal.

**6. The following documents have to be attached along with the application form:**

- a. Self-attested photo copy of Secondary, HSC, Graduation, Post Graduation or any other professional qualification certificate and mark sheet.
- b. One recent self attested colour photograph (3.5x4.5 size) should be affixed on the application form.
- c. Certificate of experience issued from previous employer, as applicable for the post.
- d. No Objection certificate from the previous employer.
- e. Self-declaration regarding non-involvement in any criminal activities especially child related offences.

**7. Terms & Conditions:**

- (a) Appointment to be made on contractual basis.
- (b) The posts are purely temporary, Contractual, time bound and co-terminous with the scheme or depending on the satisfactory performance whichever is earlier.

(c) He/She may be terminated at any time without asking any reason thereof.

(d) The selected candidates will have to undertake that they will not claim any financial benefits other than the monthly consolidated remuneration, which they will receive.

(e) Separate application is to be submitted for each post.

(f) He/She will not stake claim to any regular post of Govt,/ Regular scale of pay and other allowances for continuing in the said post.

(g) He/ She will obey the Act and Rules prescribed in Juvenile Justice (Care & Protection of Children) Act,2015 & Central Model Rules, 2016.

(h) He/ She will try to the best of his/her effort for proper maintenance of Child Care Institution.

(i) He/ She will provide standard of care and protection to the children of the institution.

(j) He/ She will ensure compliance with the order of Board or Committee.

(k) He/ She will provide homely and enabling atmosphere of love, affection and care for the children.

(l) He/ She will strive for the development and welfare of the children.

(m) He/ She will maintain discipline and act for wellbeing of the children.

(n) The authority reserves the right for cancellation/ modification of the advertisement and also to reject any application without assigning any reason thereof.

(o) The authority also reserves the right to cancel or postpone the recruitment if so, warranted without assigning any reason thereof.

(p) The candidate will require to produce all original certificate if selected in the recruitment falling which he/she is liable to be disqualified.

*13/2/2026*  
Secretary  
District Social Welfare Office  
Utkal Balashram, Jajpur  
*Jajpur*

Memo No.39/UB, Dt. 13/02/2026  
Copy forwarded to the E-Governance Manager, OSWAN, Collectorate, Jajpur for information with request to publish the Advertisement matter in district website.

*13/2/2026*  
Secretary  
District Social Welfare Office  
Utkal Balashram, Jajpur  
*Jajpur*