



UTKAL BALASHRAM, KENDUPADAR, PHULBANI, KANDHAMAL
(GOVT. RUN CHILDREN HOME)
At- Kendupadar, Po/Ps- Phulbani, Dist.- Kandhamal, Pin-762001
Email-utkalbalashram23@gmail.com, Ph No-06842-256038



Advertisement

Advertisement No. 386/UB/PLB/KDML

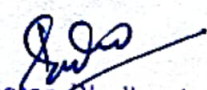
Date: 27.05.2026

Applications are invited from the eligible candidates for different post in **Utkal Balashram, Phulbani, At- Kendupadar, Po/Ps- Phulbani, Dist.- Kandhamal** 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 Women & Child Development Department, Govt 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://kandhamal.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. Applications in prescribed format duly filled in with self-attested certificates, mark sheets & other required documents should be submitted to the **Secretary Utkal Balashram, Kendupadar, Phulbani, Kandhamal** through Email Id: utkalbalashram23@gmail.com and hard copy of the same should also be submitted by Registered/ Speed post address to **The Secretary Utkal Balashram, Phulbani, At- Kendupadar, Ps/Po-Phulbani, Dist.- Kandhamal, Pin 762001.** The application along with all required documents must be attached in the office of the **Secretary Utkal Balashram, Kandhamal** on before **30.06.2026** by 5.00 P.M. The candidate 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 1 year and may be extended further depending on the satisfactory performance and performance appraisal report of the candidates in every year.

1.Details of the post to be engaged in Child Care Institution (CCI)Utkal Balashram, Phulbani Kandhamal

Sl. No	Position	No of Post	Category	Condition of Service	Salary (Consolidated)	Educational Qualification	Age limit as on 01.01.2024	Experience
01	Store Keeper-cum-Accountant	01	Male/Female	Purely contractual	18,536/- Per Month	PG preferably in Commerce/ MBA (Finance)	21 to 45 years	Relevant experience will be given preference.
02	House Father	02	Male	Purely contractual	14,564/- Per Month	Graduation in arts discipline, an among Arts Graduate preference will be for Home Science Psychology, Sociology Graduates.	21 to 45 years	Relevant experience will be given preference.


**Sub-Collector, Phulbani-Cum-
Secretary, Utkal Balashram
Phulbani**

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

- a) Self-attested photocopy of Secondary, HSC, Graduation, Post Graduation or any other equivalent qualification certificate and mark sheet.
- b) One recent self-attested colour photograph (3.5cm *4.5cm size) which should be affixed to the application form.
- c) Certificate of Experience issued from previous employer as applicable for the post.
- d) Self-declaration regarding non-involvement in any criminal activities especially child related offence.
- e) No objection certificate from the employer.
- f) Character certificate issued by any Gazetted officer.
- g) Self-attested photocopy of Aadhaar (Identity Proof)

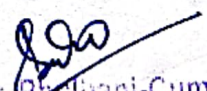
2. AGE LIMIT: -

The candidate must not be below 21(twenty-One) years of age and not above 45 (forty-five) years of age as on **01.06.2026** 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 / Birth Certificate will only be accepted by the selection committee.

3. HOW TO APPLY: -

- a) Candidates must go through the details of this advertisement available in the district website before filing of online application.
- b) Before filing the information, ensure that accurate information is filled and on confirmation there is no scope for further edit
- c) Candidates must apply online through the Email Id: utkalbalashram23@gmail.com application received through any other mode would not be accepted and summarily rejected.
- d) The candidates are advised to submit the online application form well in advance without waiting for the closing date to avoid last hours rush.
- e) After submission of online application, the candidates are required to submit the prescribed application form along with all required documents and testimonials as per advertisement through Speed post. Registered Post only addressed to the **Secretary Utkal Balashram, At-Kendupadar, Po/Ps-Phulbani, Dist.-Kandhamal, Pin-762001 latest by 5.00 P.M on Dt. 30.06.2026.**
- f) Separate application in sealed cover is to be submitted against each post superscribing the post applied for on the top of the envelop.
- g) 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 post without assigning any reason thereof.**
- h) Selection of candidates will be made on the basis of procedure specified in the resolution No.10102WCD-CW-MISC-0023/2020. Dt-15.09.2020 issued by the Women & Child Development Department, Govt of Odisha, as decided by the Selection Committee constituted for the purpose.


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4. OTHER ELIGIBILITY CONDITION: -

- a) The candidate must be a citizen of India.
- b) He/she must be good character and sound health and free from any organic defect and physical deformities.
- 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.

5. GROUND OF REJECTION OF APPLICATION: -


Application 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 form.
- c) Non submission of application form.
- d) Inappropriate format.
- e) Non submission of offline application form & incomplete application form.
- f) Non-submission of self-attested photocopy document/ Certificate along with the application form.
- g) Not signing declaration (Full signature) in the application form.
- h) Not coming within the age limit as mentioned in para-2 of advertisement.
- i) Not having requisite qualification as provided under para-1 of advertisement.
- j) Not submitted No Objection Certificate from the employer.
- k) Submission of wrong information/ false information about qualification/age etc.
- l) Any misrepresentation/ suppression / furnishing of wrong information/ manipulation by the candidate in the online application shall result in cancellation/disqualification of his/her candidature at any stage of recruitment process, even after issue of appointment order.
- m) Any other ground as per the decision of the selection committee.

N: B- Application/candidature of a candidate shall be rejected at any stage of recruitment process, when discrepancy is detected.

6. 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 weightage assigned below or the selection committee decides as think fit and proper.


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Weight-age-of Mark: -

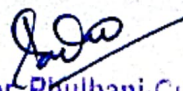
SL. No	Qualification	Weightage
1	Secondary	10
2	Higher Secondary	15
3	Graduation	25
4	Post-Graduation	30
5	Ay other professional course / Training related to child rights and its protection or MPhil, Ph.D. etc.	10
6	Work Experience	10
	Total	100

- 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 Home Management 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.

7. OTHER TERMS AND CONDITIONS: -

- ❖ All the posts are purely temporary, time bound and co-terminus with the duration of the scheme and performance based.
- ❖ 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.
- ❖ No objection certificate from the employer is preferred if already in the services elsewhere.
- ❖ The undersigned reserves the right to cancel any or all the application without assigning any reason thereof.
- ❖ The panel list of the candidates will be valid for one year from the date of finalization.
- ❖ The appointment will not confer any right/ claim/ entitlement for appointment regular basis in future.
- ❖ The decision of the Governing Body will be final and biding on all aspects.

NB: The candidates are expected to visit the district website <https://kandhamal.odisha.gov.in> regularly for detailed update concerning the process of recruitment.


Sub-Collector, Phulbani-Cum-
Secretary, Utkal Balashram
Phulbani

CLOSING DATES

THE ONLINE APPLICATION AND SUBMISSION RECEIVED BY E-MAIL FROM 01.06.2026 (10.00AM) TO 20.06.2026 (5.00 PM) AND LAST RECEIVING HARD COPY OF THE APPLICATION ALONG WITH ALL DOCUMENTS BY 5.00PM ON DATED 30.06.2026.

[Handwritten Signature]
27/5/26
Sub-Collector Phulbani-Cum-
Secretary Utkal Balashram Phulbani-Cum-
Sub-Collector, Phulbani-Cum-
Secretary, Utkal Balashram
Phulbani

Memo No 387 Date. 27/05/26.

1. Copy to Odisha State Child Protection Societies, BBSR, Odisha for kind information.
2. Copy to Chairman- Cum- District Collector, Kandhamal for kind information and necessary action.
3. Copy to District E-Governance Manager, Kandhamal for information and requested to hoist the details advertisement in the District Website for inviting application.
4. Copy to District Child Protection Officer, Kandhamal for information with reference to his/her office letter No- 329/DCPU, Dt. 30.04.2026.

[Handwritten Signature]
27/5/26
Sub-Collector Phulbani-Cum-
Secretary Utkal Balashram Phulbani-Cum-
Sub-Collector, Phulbani-Cum-
Secretary, Utkal Balashram
Phulbani

APPLICATION FORM

Name of the Child Care Institution (CCI)		Photo					
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 01.06.2026		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

Declaration for the post of House Father

I _____ Son / Daughter of _____

Address _____ do hereby declare

that I am willing to stay in Utkal Balashram with children for all the time during my job tenure except emergency leave.

Date :

Place:

Signature of the Applicant

By Regd. Post/ Speed Post

Application for the Post of “ _____ ”

From,

To

**SECRETARY UTKAL BALASHRAM, PHULBANI
At- Kendupadar, Po/Ps- Phulbani
Dist.- Kandhamal, (Odisha) Pin- 762001**