

**UTKAL BALASHRAM, AT/PO, DIST-NABARANGPUR
(Child Care Institution)**

CONTRACTUAL APPOINTMENT

Letter No. 470/UKB/2021,

Dt: 21/10/2021

A contractual engagement will be given to select the candidates for filling up the vacancy positions in UTKAL BALASHRAM, Nabarangpur.

The eligible candidates may submit their application completely in every respect through email to utkalbalashramngpur@gmail.com & speed post/registered post to Utkal Balashram, Sindhiguda(Nandahandi), Post/Dist: Nabarangpur only by 05/11/2021 with all their self attested copy of original Certificates, Marks Sheets, Experience certificate with an attested photo copy of each of it and a recent passport size photograph along with the Application form. Separate application has to be submitted for each post . Any application received after due date will be rejected. The detail along with the application form is available in the district website www.nabarangpur.nic.in. No TA/DA would be provided for attending interview. The candidates not fulfilling criteria would not be considered for selection process.

SL. No	Name of the position	No	Remuneration per month	Qualification
1	House Mother/ House Father	1	11,000/- p.m	Graduate in Science referably in sociology/Psychology (Child Psychology)/ Social Work or Social Science with computer skill & 3 years working experience in Children Home/Hostel.
3	Nurse	1	9,000/-p.m	B.Sc Nursing /B.Pharma/pharmacist/ or GNM/ANM from the institution recognized by Govt. of India with 3 experience
4	Data Entry Operator	1	5,100/- p.m	Graduate with PGDCA and familiar with internet operating, teaching experience min.3 years.
5	Aaya(Care Taker) – only Women	3	6000/- p.m	Under Matric with 2 years experience, ability to work in night shifts.

For the posts from serial no 1 to 5 applicants must not be below 25 years or above 45 years age as on 01.01.2021 and must have passed Odia up to M.E Standard. Authority reserves the right to terminate the contractual recruitment/engagement process at any time without assigning any reason.

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TERMS & CONDITIONS:

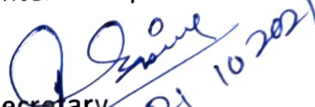
- H) The above posts will be filled up on contractual basis for a term of 11 months with monthly remuneration as noted against each and subject to renewal as per the society norms basing on the performance and subject to continuance of the programme. The selection will be made on merit basis. The selected candidate shall prepare him/her selves to stay in the Ashram for 24 hours in a day for caring of orphan/ abandoned/ surrendered/rescued children. Their usual Official Holidays and Casual leave/Medical leave/Maternity leave may be provided as per the norms. He or she will perform his/her duties as assigned to them by the higher officials from time to time.
- I) The shortlisted candidates will be invited for interview-cum-verification of certificates/personal interview. The candidates should submit the following documents with application form:
6. Self –Attested Photocopy of Secondary, HSC, Graduation, Post Graduation or any other professional qualification certificate, Mark sheet and experience certificates.
 7. One recent self –attested Colour Photograph(3.5*4.5 Size) should be affixed to the application form.
 8. Self attested Certificates of experience issued from previous employer if any.
 9. Self attested One Character Certificate from a gazette Officer.
 10. Applications should reach in Official email utkalbalashramngpur@gmail.com 5.00p.m of 05.11.2021 by email and by Regd post/Speed post and by hand or courier may not be accepted.

The recruitment shall be on the basis of Career marking as per weightage and followed with one personal interview as assigned below:

- J) The Merit list shall be drawn up on the basis of weighted percentage of marks obtained in all categories mentioned in the table above. In case more than one candidate has equal weightage of marks, the candidate with past experience of working with children will be given preference. The decision of the Selection Committee in this regard shall be final.
- K) The above Positions are purely temporary and also co-terminus at any time with the sanction of funds. Canvassing in any form will render the candidate disqualified for the position. Candidates who are already working in child Welfare/Child Development/any CCI/Civil Society or Govt. Sector either on regular or on contractual basis have to submit NO OBJECTION Certificate from Concerned employer during their joining.

- L) If any candidate is found to have suppressed any material information or furnished false information/documents, his/her case shall not be considered for the post applied for and in case already engaged on the basis of the said information/documents, he/her service shall be terminated from the Job at any time forthwith.
- M) The Candidates who have been disengaged from any Society / Organisation on administrative grounds such as disobedience/poor performances/misbehaviours/criminal activity/misconduct/consuming alcohol or tobacco or cigarette etc , are not eligible for this interview.
- N) No personal correspondences /enquiry/ putting pressure/recommendations will be entertained in this matter. Number of vacancies under this advertisement is provisional which may increase or decrease depending up requirement or otherwise at the time of actual engagement. The panel under the above posts shall also remain valid for one year for filling up consequential future vacancies. All the selection of the posts will be by the Selection Committee and decision of the Selection committee will be the final.

The undersigned reserves all the rights to cancel the interview process with or without assigning reason thereof

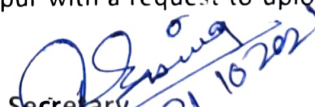

Secretary 21/10/2021
Utkal Balashram

At/po-Sindhiguda, Nandahandi, Dist-Nabarangpur

Memo No: 471/UKB/2021,

Date: 21/10/2021

Copy submitted to the District Information Officer, N.I.C ,Nabarangpur with a request to upload the same in the District Website for information of general public.


Secretary 21/10/2021
Utkal Balashram

At/po-Sindhiguda, Nandahandi, Dist-Nabarangpur

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APPLICATION FORM

Name of the Child Care Institution (CCI)/ Specialised Adoption Agency (SAA)		Photo
Application for the post of (Separate applications for Specific Posts)		
Applicant's Name (In Block Letters)		

Address for Correspondence	Permanent Address

Phone / Mobile Number		E-Mail ID	
Date of Birth (as per HSC)		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(10+2)							
Graduation							
Post Graduation							
Any Other							

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