

UTKAL BALASHRAM, GAJAPATI

Address: O/o- the Dist. Child Protection Unit, Gajapati
At-Room No.303, 2ndFloor,Collectorate,Po- Paralakhemundi,
PIN- 761200, Dist-Gajapati
e-mail ID:utkalbalashram.gajapati@gmail.com
(Societies Act 1860 Regd.No-42/2022-23 and JJ (C&PC) Act 2015 Regd. No.35-A/GJP/2023 for Girls Unit &Regd.
No.35-B/GJP/2023For Boys Unit)

Letter No. 794/UB/Gpt


Date: 10-04-2025

Advertisement

The President, Utkal Balashram, Gajapati invites application from the interested eligible candidates for filling up of the following vacant post in the said Child Care Institution.

Sl. No.	Name of the post	Qualification Required	Age Limit	No. of post	Remuneration per month
1	Child Welfare Officer/ Probation Officer/ Case Worker	Master Degree in Social Work, Sociology, Anthropology, Psychology or any other related field of Humanities or MBA (HR) or any other Master's Degree and familiarity with Computer	21 years 45 years as on Dt. 01.01.2025	1	Rs. 23,170/-
2	Store Keeper-cum-Accountant	P.G. preferably in Commerce/ MBA (Finance)	21 years 45 years as on Dt. 01.01.2025	1	Rs. 18,536/-
3	Para Medical Staff	Compounder/Pharmacists having diploma in Ayurvedic / Homeopathic / Unani from Institution recognized by Govt. of India	21 years 45 years as on dt-01-01-2024	2 (Female-1)	Rs. 11,916/-

The posts are purely temporary, contractual in nature and remuneration/honorarium will be paid as per the norms of Mission Vatsalya under the W&CD Department, Govt. of Odisha. The Selection will be made by the management of the Institution after short listing by the Selection Committee on the basis of academic carrier & experience of the candidates on a 100 point scale. Application duly filled in with self attested specific certificates, mark sheets & other required documents with prescribed form should be submitted through online mode via e-mail id: utkalbalashram.gajapati@gmail.com on or before 23/04/2025.by 5.30PM.The candidates who are interested to apply more than one post they should make separate application for each post. Applications for more than one post in a single application by the candidate shall be rejected. Application received after due date or time will be rejected. No other mode of application will be accepted. The undersigned is not responsible for any delay and authority reserve the right to cancel the advertisement without assigning any reason thereof.


Addl. District Magistrate (Rev.)-cum- President,
Utkal Balashram, Gajapati.



The following documents have to be attached with application forms.

1. Self attested photocopy of Secondary, Higher Secondary, Graduation, Post Graduation, MBA, Diploma related to the field of post applied or any other professional qualification certificate and mark sheet.
2. Candidate should passed 7th class in Odia language.
3. One recent self-attested color photograph (3.5×4.5 cm size) should be affixed to the application form.
4. Certificate of experience issued from employer relating to the field of post applied for.
5. Character Certificate from a Gazetted Officer.
6. Preference for widow or destitute.

The recruitment shall be on the basis of carrier marking only as per weightage assigned below

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 M. Phil, PhD etc.	10
6	Work Experience	10
	Total	100

The merit list shall be prepared on the basis of weightage percentage of marks obtained in all the 6 categories mentioned in the table above. In case more than one candidate has equal marks, the candidate with past experience will be given preference. The decision of the Selection Committee in this regard shall be final.


Addl. District Magistrate (Rev.)-cum- President,
Utkal Balashram, Gajapati.

APPLICATION FORM

<u>PERSONAL DETAILS</u>		
Application for the post of (separate applications for specific post)		Affix duly self-attested recent passport Color Photograph
Applicant's Name (In BLOCK Letters)		

Address or Correspondence		Permanent Address			
Phone Number		Email ID			
Date of Birth (DD/MM/YYYY)		Sex	Male	Marital Status (Please ✓/Tick)	Unmarried
			Female		Married
Caste					
Mother's Name		Father's Name			
Nationality					

Educational Details-Attach Photo copies of Certificates & Mark Sheets

Qualification	Exam Passed	Year of Passing	Name of the Board/ University/ Recognized Institution	Subject/ Specialization	Total Mark*	Secured Mark*	Percentage of Mark*
Matriculation							
Higher Secondary Education (+2)							
Graduation							
Post Graduation							
Others							

* You may submit Circular/Notification w.r.t. Grade/ CGPA or any other such kind of evaluation describing equivalent to secure mark from total mark as a reference document for computation of percentage for preparation of merit list.



Employment Details (Previous) Attach self-Attested photocopies of Experience Certificate

Sl. No.	Name of the Organization	Designation	Key responsibilities Handled	Period	
				From	To

Current Employment-Attach proof of current Employment: -

Name of the Organization	Designation	Responsibilities Handled	Working From (Date)	Monthly Remuneration

Computer Literacy :-

Package/Applications	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									
Odia									
Other (Please Specify)									

Declaration

I Sri./Smt./Miss. _____ son/daughter of _____ address _____ do hereby declare that the foregoing information is genuine and correct to the best of my knowledge and belief and nothing has been concealed.

Further, I declare 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 punitive action under law.

Date:
Place:

Signature of The Applicant