

**UTKAL BALASHRAM**  
**AT/PO, DIST- JAJPUR, PIN- 755001**  
(Child Care Institution)

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Letter No: UB/216/2022 Date: 01/12/2022


**ADVERTISEMENT**

Applications are invited eligible candidates of Odisha to be engaged on purely contractual and consolidated remuneration basis for different posts lying vacant in Children's Home Utkal Balashram, Jajpur and one post of Nurse for Specialized Adoption Agency(SAA), Jajpur as mentioned below. Application in prescribed format complete in every respect and documents duly self-attested should will be received in the office of the **Hon.Secy,Utkal Balashram,Jajpur, At/Po/Dist-Jajpur-755001** latest by 5pm on or before 15.12.2022 through speed post/registered post. Prescribed application form and other details my be downloaded from the District Website:[www.jajpur.nic.in](http://www.jajpur.nic.in) Candidates willing to apply for more than one post shall submit separate application. In-complete application or any application received after the due date shall be rejected. Details of Vacancy posting in Utkal Balashram, Jajpur & SAA, Jajpur is as follows.

Sl.No	Name of the Post/Position	Monthly Remuneration	No.of Post	Eligibility Qualification
1	Cook	7500/-	01	(8 <sup>th</sup> -10 <sup>th</sup> )
2	Cook Helper	6000/-	01	(8 <sup>th</sup> -10 <sup>th</sup> )
3	House Keeper	6000/-	01	(8 <sup>th</sup> -10 <sup>th</sup> )
4	Nurse for SAA	9000/-	01	B.Sc Nursing/ANM(Experience in Pediatrics)

**N: B:** For the post of Cook, Cook Helper and House keeper Male candidate with Jajpur locality are given to first preference.

Applicants most not be below 21 years or above 45years as on 01.01.2022. All the Posts are purely contractual in nature but to be continued as long as the scheme supported by the Central and State Government is in force. The Secretary will renew the agreement of individual staff based on the work performance. Also the authority reserves the right to terminate the contractual appointment at any time without assigning reason thereof .Free single accommodation may be provided to the recruited candidates subject to availability.

  
Hon.DSWO-cum-Secretary,  
Utkal Balashram, Jajpur  
Utkal Balashram  
JAJPUR

## **TERMS & CONDITIONS:**

1. 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 continuing 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 Children. Their usual official Holidays and casual leave/Medical leave/maternity leave may be provided as per norms. He/she will perform his/her duties as assigned to them by the higher officials from time to time.
2. The shortlisted candidates will be invited for interview-cum-verification of certificates/personal interview. The candidates should submit the following documents.
  - I) Self –Attested photocopy of secondary, HSC, Graduation, Post Graduation or any other professional qualification certificate, mark sheet and experience certificate.
  - II) One recent self –attested colour passport size photograph (3.5X4.5 size) should be affixed to the application form.
  - III) Self attested Certificate of experience issued from previous employer if any.
  - IV) Self attested one character Certificate from Gazatted officer.
  - V) Applications should reach in the office of the **Hon.Secy,Utkal Balashram,Jajpur, At/Po/Dist-Jajpur-755001** latest by 5pm on or before 15.12.2022 through speed post/registered post. The recruitment shall be on the basis of Career marking as per weight age and followed with one personal interview as assigned below.


Sl. No	Qualification	Weightage
1	Secondary	10%
2	Higher Secondary	15%
3	Graduation	25%
4	Post-Graduation	35%
5	Any other professional course/training related to child rights and its protection etc.	10%
6	Work Experience	10%
	<b>Total</b>	<b>100%</b>

- a) 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 of more than one candidates has equal weightage of marks, the candidate its past experience of working with children will be given preference. The decision of selection committee in this regard shall be final.



- b) The above position is 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 working in Child welfare/Child Development/any CCI/Civil Society of Govt.sector either on regular or contractual basis have to submit NO OBEJECTION Certificate from concerned employer during their joining.
- c) If any candidate is found to have expressed any material information or furnishing 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/Document, her /his services shall be terminated from the job at any time forthwith.
- d) The candidates who have been disengaged from any society/Organization on administrative grounds such as disobedience/poor performances/misbehaviors/criminal activity/misconduct/consuming alcohol or tobacco cigarette etc, are not eligible for this interview.
- e) No personal correspondences/enquiry/putting pressure/recommendation will be entertained in this matter. Number of vacancies under this advertisement is provisional which any 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 & decision of selection committee will be final.


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

  
Hon. DSWO-cum- Secretary,  
Utkal Balashram, Jajpur  
Utkal Balashram Sakha  
JAJPUR

Memo No:UB/217 /2022

Date: 01 /12 /2022

Copy submitted to the District Information Officer, NIC, Jajpur with a request to upload the same in the District Website for information of general public.

  
Hon. DSWO-cum- Secretary,  
Utkal Balashram, Jajpur  
Utkal Balashram Sakha  
JAJPUR

APPLICATION FOR THE POST OF.....

1. Name( In Block Letters):.....

2. Name of Father/Husband: .....

3. Date of Birth: .....

Age as on 01.01.2022.....yrs

4. (a)Permanent Address .....

(b)Correspondence (Present) Address:.....

5. Educational Qualification:

Name of the Examination	Years of Passing	Division	Total Marks	Mark Secured	Percentage	Subject taken
H.S.C						
+2(Higher Secondary)						
Graduation						
Post Graduation						
Any Other						

**N.B:** Self attested certificates, Mark Sheets must be enclosed.

(In case of the post of Cook, Cook Helper and House Keeper the certificate in support of school leaving certificate/Mark Sheet of Matriculation for failed candidates etc shall be submitted)

6. Previous Experience(if any).....

(Original Certificates will verify during verification among the shortlisted candidates )

7. Telephone No/Mobile No:.....

8. Email ID:.....

**SELF DECLARATION:**

I do 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:

Signature of Applicant

Date:

One Self  
attested  
Photo



**Recruitment Procedure for the Various Position (Contractual)in Child Care Institutions(CClS)**

The terms of reference for all the positions has been prescribed as per the Model JJ Rule 2015(Odisha)

Sl. No	Name of the Post	Qualification	Age as on Date of Application	TOR	Remuneration
1	Cook	Under Matric	Low age limit 21, Upper age limit 45	1. Ensure timely and hygienic meals for the children (4 times a day) as per the planned menu. 2.Ensure quality of food by purchasing good Quality locally available items. 3.Provide specials meals on holidays, festivals, and for sick children.	Rs.7500/- Per month
2	Cook Helper	Under Matric	Low age limit 21, Upper age limit 45	1. Provide Support to the Cook in maintaining timeliness and quality of meals being cooked for Children. 2.Clean the Cooking Utensils and the Kitchen Post every round of Cooking	Rs.6000/- Per month
3	House Keeper	Under Matric	Low age limit 21, Upper age limit 45	1.Maintain Cleanliness in the premises 2. Ensure washing and cleaning of utensils, Clothes, Bed sheets etc... 3. Sweeping and cleaning of Bath rooms and Boundary areas.	Rs.6000/- Per month
4	Nurse	B.Sc Nursing/A.N.M (Experience in Pediatrics)	Low age limit 21, Upper age limit 45	1. Provide technical inputs on the health and nutrition of the Children. 2.Provide Care to sick children in the SAA	Rs.9000/- Per month



**D.S.W.O. & HONRY**

Secretary

Utkal Balasahram Sakha  
JAJPUR