

UTKAL BALASHRAM, UNIT-2, MAJHIGUDA, NABARANGPUR
(Child Care Institution)

Letter No. 18/UB/2024

Date 15/02/2024

CONTRACTUAL APPOINTMENT

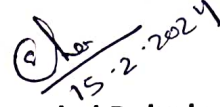
A Contractual engagement will be given to selected candidates (Female only) for filling up the vacancy positions in Utkal Balashram, Unit-2 (Govt run Children home), Majhiguda, Block – Nandahandi, Dist – Nabarangpur.

The eligible candidates may submit their applications completely in every respect through Speed post/Regd. Post only by 5 Pm of 25.02.2024 with all their self attested copy of original certificates, Mark Sheets, Experience Certificates with an attested photo copy of each of it and a recent Pass Photo size photograph along with the application form. Separate application has to be submitted for each post. Any application received after the due date shall 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 could not be consider for selection process.

SL No	Name of the Posts	No. of Vacancies	Remuneration as per Mission Vatsalya (Per Month)	Required Qualification	Age
1	Officer-in-Charge (Superintendent)	1/Female	33,100/-	Post Graduate degree in Social Work/Sociology/MSW from a recognized University. At least 3 years of experience of working with the Govt. /Non-Govt. Organization. Widow/Single Women may be given preferable.	(25-38) Lower Age Limit 25 years Upper Age Limit 38 years as on dtd 01-01-2024
2	House Mother	2/Female	14,564/-	Graduate in Science/ Social Science/ Home Science. (preferable 3 years' experience in Child Care Institution/any hostel)	
3	Paramedical Staff	1/Female	11,916/-	Compounder/Pharmacist/ having Diploma in Ayurvedic Homeopathic/ Unani from institutions recognized by Govt. of India. (preferable 3 years' experience)	
4	Store Keeper-cum-Accountant	1/Female	18,536/-	PG preferably in Commerce/MBA (Finance) with computer proficiency. (preferable 2 years' experience)	
5	Art & Craft-cum-Music Teacher	1/Male Female	10,000/-	Bachelor or Diploma in Art & Craft (Preferable 2 years' experience). Retired trained professional can also applied.	
6	PET Instructor-cum- Yoga Teacher	1/Male Female	10,000/-	Bachelor or Diploma in Yoga Training/PET teacher (preferable 2 years' experience) Age relaxation up to 60 years.	
7	Cook	1/Female	9,930/-	Under Matric (8 th to 10 th) (preferable 2 years' experience)	
8	Helper-cum-Night	1/Female	7,944/-	Under Matric (8 th to 10 th)	

	Watchman			(preferable 2 years' experience)
9	House Keeper	1/Female	7,944/-	Under Matric (8th to 10th) (preferable 3 years' experience)
10	Data Entry Operator (Out of Contingency)	1/Female	5,100/-	Graduate with PGDCA (preferable 2 years' experience)

For the posts from serial no. 1 to 10 applicants must not be below 25 years or above 38 years age as on 01.01.2024 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 thereof.


15.2.2024

Secretary, Utkal Balashram
Unit-2, Majhiguda, Nabarangpur

TERMS & CONDITIONS:

- A. 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 candidates shall prepare him/her 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. They will perform their duties as assigned them by the higher officials from time to time.
- B. The shortlisted candidates will be invited for interview-cum-verification of certificates/written or Computer test & personal Interview. The candidates should submit the following documents have to be attached with the application forms:
1. Self - Attested Photocopy of Secondary, HSC, Graduation, Post-Graduation, Computer Course or any other professional qualification certificate and Mark sheets.
 2. One recent self-attested Colour Photograph (3.5 x 4.5 Size) should be affixed to the application form.
 3. Self Attested Certificate of experience issued from previous employer if any.
 4. Self attested Police verification certificate. (If any)
 5. One Self attested recent Character Certificate from a gazetted Officer.
 6. The Applicants are requested to write on the Cover of envelop - "Application for the post of _____ in the UTKAL BALASHRAM, Unit-2, Majhiguda, Nabarangpur." (It is mandatory).
 7. Self Declaration regarding non-involvement in any criminal activities especially child related offence.
 8. For the post of House Mother and Helper-cum-Watchman, the candidates should submit an undertaking that she/he is willing to stay in Ashram with children for all the time during her/his job tenure except emergency leaves. There is less scope to go home.
 9. Applications shall reach in the Office of the **UTKAL BALASHRAM, Unit-2, At/Po-Majhiguda, Dist-Nabarangpur, Pin - 764059** by 5.00 p.m. of 25.02.2024 by Speed Post/Registered Post only. By hand 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:

- C. 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.

Sl. No.	Qualification	Weightage
1	Secondary	10
2	Higher Secondary	15
3	Graduation	25
4	Post-Graduation	30
5	Experience in any other sector/ Other Professional Course/Training related to child Rights and its Protection	10
6	Work Experience	10
	Total	100

- D. 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/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.
- E. 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.
- F. The candidates who have been disengaged from any Society/ Organisation on administrative grounds such as disobedience/poor performances/misbehaviour/criminal activity/misconduct/consuming alcohol or Tobacco or cigarettes etc. are not eligible for this interview.
- G. 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 any reason thereof.


15-2-2024

Secretary, Utkal Balashram
Unit-2, Majhiguda, Nabarangpur

Employment Details (Previous) attach self – Attested photocopies of Experience Certificate

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
English			
Hindi			
Odia			
Other (Specify)			

Referees two persons to whom you have reported professionally in the recent past whom we immediately approach for reference.

	Referee 1	Referee 2
Name		
Address		
Organization		
Designation		
Phone/Mobile		
e-mail ID		
Your professional Relationship with the Referee		

DECLARATION

I _____ 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 or distorted in it.

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 disciplinary action.

Date:

Place:

Signature of the applicant

**Declaration for the post of House
Mother/Helper-cum-watchman**

I _____ son/daughter of _____
address _____ do hereby declare
that I am willing to stay in Ashram with children for all the time during my job tenure except emergency
leaves.

Date:

Place:

Signature of the applicant

By Regd. Post/ Speed Post

Application for the Post of: “ _____ ”

To,

UTKAL BALASHRAM, Unit-2

At/Po-Majhiguda,

Dist - Nabarangpur. (Odisha)PIN-764059

From

