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**UTKAL BALASHRAM, SINDHIGUDA, NABARANGPUR**  
**(Child Care Institution)**

Order No. 22/UB/2026

Date 10 / 02 /2026


**CONTRACTUAL APPOINTMENT**

A Contractual engagement will be given to selected candidates for filling up the vacancy positions in Utkal Balashram (Govt run Children home), Sindhiguda, Block -Nandahandi, Dist - Nabarangpur at serial no 1 to 4 and one position in Special Adoption Agency, Utkal Balashram, Nabarangpur at sl No.-5

The eligible candidates may submit their applications completely in every respect through online mode via Google Form link-<https://forms.gle/KdvBMCUUiU8KccEf6> by 6 Pm on 20.02.2026 along with all their self attested copy of original certificates, Mark Sheets, Experience Certificates and an attested photo copy of recent Pass Photo size photograph along with the application form. Separate application has to be submitted for each post. Any application received after this time & date shall be rejected. The details along with the application form is available in the District Website [nabarangpur.odisha.gov.in](http://nabarangpur.odisha.gov.in). No TA/DA would be provided to the shortlisted candidates for attending interview/Certificate verification. 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	Store Keeper-cum-Accountant	1	18,536/-	PG preferably in Commerce/MBA (Finance) with computer proficiency. (preferable 3 years in CCI experience)	(25-45)
2	Art & Craft-cum-Music Teacher	1	10,000/-	Bachelor or Diploma in Art & Craft (Preferable 3 years' experience). Retired Trained professional can also applied)	Lower Age Limit 25 years Up per Age Limit 45 years as on 01-12-2025
3	House Keeper	1	7,944/-	Under Matric (8 <sup>th</sup> to 10 <sup>th</sup> ) (Preferable 3 years' experience)	
4	Helper-cum-Night Watchman	1	7,944/-	Under Matric (8 <sup>th</sup> to 10 <sup>th</sup> ) (preferable 2 years' experience/in CCI/Hostel/school)	

For the posts from serial no. 1 to 3 applicants must not be below 25 years or above 45 years age as on 01.01.2026 and must have passed Odiya up to M.E. Standard. Authority reserves the right to terminate the contractual recruitment /engagement process at any time without assigning any reason thereof.

  
**Secretary, Utkal Balashram**  
**Sindhiguda, 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. Self Declaration regarding non-involvement in any criminal activities especially child related offence.
  7. 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.
  8. Applications shall reach online mode via Google Form link- <https://forms.gle/KdvBMCUUiU8KccEf6> by 6.00 pm 30.08.2026.
  9. 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.

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The candidates who have been resigned in this institution for any cause/disengaged from any Society/Organisation or 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 upon 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.



Secretary, Utkal Balashram  
Sindhiguda, Nabarangpur

### 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

(3)

## APPLICATION FORM

<b>Address for Correspondence</b>		<b>Permanent Address</b>			
<b>Contact Number</b>		<b>Email ID</b>		<b>Marital Status (Please Tick)</b>	<b>Unmarried</b>
<b>Date of Birth (DD.MM.YYYY)</b>		<b>Sex (Please Tick)</b>	Male		Married
			Female		
<b>Mother's Name</b>		<b>Father's Name</b>			

<b>PERSONAL DETAILS</b>		
<b>Application for the post of (Separate applications for specific post)</b>		<b>Affix Recent self-attested Color Photograph</b>
<b>Applicant's Name (In Block Letters)</b>		

### Educational Details-Attach Photocopies of Certificates & Mark Sheets

Qualification	Name of the qualification Awarded	Duration		School/College/University	Full Marks	Marks Obtained	% of Marks	Division/Grade	Full time/Part time/Distance learning
		From	To						
Under Metric (only for the post of Helper and Cook)									
Secondary (Matriculation)									
Higher Secondary Education (+2)									
Graduation									

(2)

Graduation

Others

**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)			

(e)

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

	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 here by 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

(6)

**By Regd. Post/Speed Post**

Application for the Post of:“ \_\_\_\_\_”

To,

UTKAL BALASHRAM

At/Po-Sindhiguda, Via - Mirganguda

Dist - Nabarangpur.(Odisha)PIN-764063

From

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**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

(7)