

UTKAL BALASHRAM

AT/PO/DIST- JAJPUR, PIN- 755001

Phone- 06728-222101, Email ID- utkalbalashramsajipur@gmail.com

Letter No: UB/JPR/091/2023

Date: 10 / 08 / 2023

ADVERTISEMENT

Applications are invited from eligible candidates of Jajpur district to be engaged on purely contractual basic with consolidated remuneration basis for different posts lying vacant in Utkal Balashram & Specialized Adoption Agency (SAA), Jajpur as mentioned below. Application in prescribed format complete in all respect along with desired documents duly self-attested may be submitted to the Secretary, Utkal Balashram & SAA, Jajpur in the official mail ID sec-utkalbalashramjip@gov.in on or before 25/08/2023 till 5 pm. Prescribed application form and other details may be downloaded from the District Website: www.jajpur.nic.in. Candidates willing to apply for more than one post shall submit separate application. Incomplete application or any application received after the due date shall be rejected. The post wise Vacancy in Utkal Balashram and SAA, Jajpur and eligibility criteria, Consolidated remuneration, experience etc are mentioned against each.

Vacancy in Utkal Balashram

Sl. No	Name of the Post/Position	Monthly Consolidated Remuneration	No.of Vacancy	Eligibility Criteria/ Educational Qualification	Experience
1	Counsellor	Rs.23,170/-	01	Master in Sociology/ Psychology (Child Psychology)/Social work /Counselling from a recognized university. OR PG Diploma in Counselling and Communication. At least 1 year of working experience with the Govt/NGO preferably in the field of Women &Child Development. Proficiency in Computer skill.	Relevant Experience will be given preference
2	Cook	Rs.9,930/-	01	Under Matric (8 th 10 th)	Relevant Experience will be given preference
3	Helper-cum-Night watchman	Rs.7,944/-	01	Under Matric (8 th 10 th)	Relevant Experience will be given preference
4	House Keeper	Rs.7,944/-	01	Under Matric (8 th 10 th)	Relevant Experience will be given preference

[Signature]
9/8/23
O.S.M.O. & Honry
Secretary
Utkal Balashram &
JAJPUR

Vacancy in Specialized Adoption Agency (SAA)

Sl. No	Name of the Post/Position	Monthly Consolidated Remuneration	No.of Vacancy	Eligibility Criteria/ Educational Qualification	Experience
1	Manager/ Coordinator	Rs.23,170/-	01	Masters in Sociology/ Social Work/Psychology At least 1 year of working experience with the Govt/NGO preferably in the field of Women &Child Development. Proficiency in Computer skill.	Relevant Experience will be given preference
2	Social Worker cum Early Childhood Educator	Rs.18,536/-	01	Bachelors / Masters in Sociology/ Social Work/ Psychology with Specialisation in early childhood education At least 1 year of working experience with the Govt/NGO preferably in the field of Women &Child Development. Proficiency in Computer skill.	Relevant Experience will be given preference
3	Nurse	Rs.11,916/-	01	B.Sc Nursing/ANM(Experience in Pediatrics)	Relevant Experience will be given preference

Applicants must not be below 21 years or above 45 years as on 01.07.2023. All the Posts are purely contractual in nature but may be continued as long as the scheme supported by the Central and State Government is in force. The Secretary may renew the agreement of individual staff based on the work performance with the approval of the Collector and authority also reserves the right to terminate the contractual appointment at any time without assigning any reason thereof. Free single accommodation may be provided to the recruited candidates subject to availability.

[Handwritten Signature]
DSWO-cum- Hon Secretary,
Utkal Balashram, Jajpur

[Handwritten Date]
05.07.2023
Utkal Balashram &
JAJPUR

TERMS & CONDITIONS:

1. The above posts will be filled up on contractual basis for a term of 11 months with monthly consolidated remuneration as mentioned against each and subject to renewal as per the society norms basing on the performance and subject to continuation 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 allowed as per norms. He/she will perform his/her duties as assigned to him/her by the authority from time to time.
2. The shortlisted candidates shall be called for verification of certificates and the selection shall be made on the basis of career 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 etc.	10%
6	Work Experience	10%
	Total	100%

3. The candidates should submit the following documents. *along with the application.*
 - I) Self attested photocopy of Secondary, Higher Secondary, Graduation, Post Graduation or any other professional qualification certificate, mark sheet and experience certificate as per eligibility criteria.
 - 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) Two character Certificates (Non Involvement in any criminal activities especially child related offence) from different Gazatted officers.
 - V) Applications should be submitted by E-mail in the official mail ID sec-utklbalashramjip@gov.in on or before 25/08/2023 till 5 pm.

N:B- The Candidates must be familiar with computer.

- 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 have equal weightage of marks, the candidate with past experience of working in child rights will be given preference. The decision of selection committee in this regard shall be final.

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9/8/23
D.S.W.O. & Honry
Secretary
Utkal Balashram S

- b) The above position is purely temporary and can be terminated at any time without assigning any reason thereof. It depends on the continuation of relevant scheme and sanction of funds from Govt. 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 OBJECTION Certificate from concerned employer on the day of verification of certificates.
- 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 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 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. The selection of the posts will be done by the selection committee & decision of selection committee will be final.

The authority reserves all the rights to cancel the selection process with or without assigning any reason thereof.

Harsh
21/8/23
D.S.W.O. & Honary
Secretary,
Utkal Balashram, Jajpur.
JAJPUR

Memo No:UB/JPR/092/2023

Date: 10 /08/2023

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

Harsh
21/8/23
D.S.W.O. cum Hon Secretary,
Utkal Balashram, Jajpur
Utkal Balashram 3
JAJPUR

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

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	TOR	Remuneratio
1	Counselor	Master in Sociology/ Psychology (Child Psychology)/Social work / Counselling from a recognized university. OR PG Diploma in Counselling and Communication. At least 1 year of working experience with the Govt/NGO preferably in the field of Women &Child Development. Proficiency in Computer skill.	1.The Counsellor shall provide counseling service to children in conflict with law/ Children in need of care and protection as well as their parents and families. 2.Counselor shall also help the CWC/JJB as and when required. 3.He/ She will produce the child before CWC. 4.He/ She will prepare plan of action for social integration.	Rs.23,170/- Per month
2	Cook	Under Matric (8 th -10 th)	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.9,930/- Per month
3	Helper-cum-Night watchman	Under Matric (8 th -10 th)	1. To ensure the safety and security inside the premises. 2. Check the unauthorized entry of the outsider in to the premises. 3.Ensure the main gate of the institution are locked properly 4. Help in other assigned work given by office in-charge.	Rs.7,944/- Per month
4	House Keeper	Under Matric (8 th -10 th)	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.7,944/- Per month

Handwritten signature and date
6/12/2019

D.S.W.O. & Honary

Secretary

Uttal Balasubramanian

JALPUR

Recruitment Procedure for the Various Position (Contractual) in Specialized Adoption Agency(SAA)

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	TOR	Remuneration
5	Manager/Coordinator	Masters in Sociology/ Social Work/ Psychology At least 1 year of working experience with the Govt./NGO preferably in the field of Women & Child Development. Proficiency in Computer skill.	1. Manage HR, Administrative issues of the SAA. 2. Registration of PAPs. 3. Maintaining all records. 4. Manage Court Procedure.	Rs.23,170/- Per month
6	Social Worker cum Early Childhood Educator	Bachelors / Masters in Sociology/ Social Work/ Psychology with specialisation in early childhood education At least 1 year of working experience with the Govt./NGO preferably in the field of Women & Child Development. Proficiency in Computer skill.	1. Prepare CSR and HSR. 2. Provide Counselling Support to children and Prospective Parents. 3. Provide Early Childhood Education to Children. 4. Conduct follow up Visit.	Rs.18,536/- Per month
7	Nurse	B.Sc Nursing/A.N.M (Experience in Pediatrics)	1. Provide technical inputs on the health and nutrition of the Children. 2. Provide Care to sick children in the SAA	Rs.11,916/- Per month

18/11/2019
Hong DSWO - Joint Secretary,
Utkal Balasadan, Jaipur
Utkal Balasadan-3
JAIPUR

To

The Secretary,
Utkal Balashram & SAA,
Jajpur

APPLICATION FOR THE POST OF.....

1. Name (In Block Letters):.....
2. Name of Father/Husband:
3. Date of Birth:.....Age as on 01.07.2023.....yrs
4. (a)Permanent Address

One Self
attested Photo

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

5. Educational Qualification:

Name of the Examination	Years of Passing	Division/ Grade	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, Helper-cum-Night Watchman 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 of shortlisted candidates will be verified on the date of verification to be intimated later)

7. Telephone No/Mobile No:.....
8. Email ID:.....

SELF DECLARATION:

I do hereby declare that the information furnished above 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