

OFFICE OF THE UTKAL BALASHRAM, KORAPUT.
(GOVT. RUN CHILDREN HOME)

No.113/UBA/KPT/2024

Date: 23 .07.2024

ADVERTISEMENT

Online applications are invited from the perspective candidates for the different posts through the proforma application form to be made available on the district website (www.koraput.odisha.gov.in). The link for online application and submission shall be available (<https://forms.gle/4mhfznwbGXoFRkSFA>) from 23.07.2024 to 05.08.2024 for recruitment to 07 posts of Utkal Balashram, Koraput as per the Mission Vatsalya implementation guideline and resolution vide No.10102-WCD-CW-MISC-0023-2020, Dated.15.09.2020 of Women & Child Development Department, Govt. of Odisha. The posts are purely temporary, time bound and co-terminus with the scheme of depending on the satisfactory performance.

After submission of online application the candidates are required to submit the prescribed application form along with all required documents and testimonials through Speed post, Registered post only addressed to **Office of the Utkal Balashram, Koraput, at. In front of Block Office, Parabada, Jeypore, Koraput-764001, latest by 5.PM on Dt.10.08.2024.** Separate applications in sealed cover is to be submitted against each post “**Super scribing**” the post applied for on the top of the envelop. Any applications received after due date shall be rejected. The authority reserves the right to cancel the advertisement in response to a single post or shall post without assigning any reason thereof. The candidates are required to find the details of advertisement in the district website (www.koraput.nic.in).

Details of post & vacancies-

S.L NO	Name of the Posts	No.of Vacancies	Remuneration (Per Month)	Age
01	Case Worker	01	23,170/-	Age Limit is 21 to 45 years of age as on 01.01.2024
02	House Father	01	14,564/-	
03	Educator	01	10,000/-	
04	Art & Craft-cum-Music Teacher	01	10,000/-	
05	PT-Instructor-cum-Yoga Trainer	01	10,000/-	
06	Cook	01	9,930/-	
07	Helper-cum-Night Watchman	01	7,944/-	

DETAILS GUIDELINE AND PROTOCOL FOR ENGAGING OF NEW STAFFS.

The Utkal Balashram, Koraput intends to engage dedicated professional staff on a purely contractual basis under Mission Vatsalya & as per the resolution **No.10102-WCD-CW-MISC-0023-2020 Dated.15.09.2020** of Women & Child Development Department, Govt. of Odisha. The posts are purely temporary, time bound and co-terminus with the scheme of depending on the satisfactory performance.

1. VACANCY POSITION-

Sl. No	Position	No. of post	Educational Qualification	Remuneration As Per Mission Vatsalya Guideline	Age Limit
01	Case Worker	01 (Male/Fe male)	Master degree in social work/sociology/psychology OR Graduate preferably in B.A in Social Work/ Sociology/ Social Sciences or LLB from a recognized university. Experience of at least 2 years of working with Govt./ NGO/ Legal Matters preferably in the field of Women & Child Rights. Good understanding of Women & Child right & protection issues. Weightage for work experience candidate Proficiency in Computers.	23,170/- (Per Month)	Age Limit is 21 to 45 years of age as on 01.01.20 24
02	House Father	01 (Male)	Bachelor degree in any discipline. Preference will be for Home-Science, Psychology & Sociology.	Rs.14,564/- (Per Month)	
03	Educator	01 (Male /Female)	Bachelor degree in any discipline	Rs.10,000/- (Per Month)	
04	Art& Craft-cum-Music Teacher	01 (Male/ Female)	Bachelor /Diploma in Fine Art & Craft and Music.	Rs.10,000/- (Per Month)	
05	PT Instructor -Cum- Yoga Trainer	01 (Male/Fe male)	Bachelor/Diploma in Yoga Training OR PT	Rs.10,000/- (Per Month)	
06	Cook	01 (Male/Fe male)	Under Matric (8 th Passed - 10 th)	Rs.9,930/- (Per Month)	
07	Helper-cum-Night Watchman	01 (Male/Fe male)	Under Matric (8 th Passed - 10 th)	Rs.7,944/- (Per Month)	

2. **AGE LIMIT**

The candidate must not be below **21(Twenty One)** years of age and not above **45(Forty Five)** years of age as on 1st January 2024 and there shall be no upper age relaxation. Date of birth entered in the high school certificate or equivalent certificate issued by the School/Board/Council will only be accepted by the selection committee.

3. **HOW TO APPLY-**

- a. Candidates must go through the details of this advertisement available in the district website before filling of online application link <https://forms.gle/4mhfznwbGXoFRkSFA>.
- b. Candidates must apply online through the district website "www.koraput.odisha.gov.in. Application received through any other mode would not be accepted and will be rejected.
- c. Before filling of the information, ensure that accurate information is fed and on confirmation there is no scope for further edit.
- d. The candidates are advised to submit the online application form well in advance without waiting for the closing date to avoid last hour rush.
- e. After submission of online application, the candidates are required to submit the prescribed application form along with all required documents and testimonials as per para- 4 of advertisement through Speed post, Registered post only addressed to the **Office of the Utkal Balashram, Koraput, In front of Block Office, Parabada, Jeyapore, Dist.Koraput-764001 latest by 5.00PM on Dt.10/07/2024.**
- f. Separate applications in sealed cover is to be submitted against each post **super scribing the post applied for on the top of the envelop.**
- g. Any applications received after the due date shall be rejected. The authority reserves the right to cancel the advertisement in response to a single post or all posts without assigning any reason thereof.

4. **SELECTION PROCEDURE :-**

- a. The selection of the candidates shall be made by the selection committee constituted as per the resolution vide No -10102-WCD-CW-MISC-0023-2020, Dated-15-09-2020 of Women & Child development Department, Govt. of Odisha.
- b. The recruitment shall be on the basis of career marking as per weight-age assigned below or the selection committee decides as think fit and proper.

Weight-age of Marks:-

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 MPhil, PhD, etc.	10
6	Work Experience	10
	Total	100

- c. The merit list shall be drawn upon the basis of weighted 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 of working in child rights will be given preference. The decision of the Selection Committee in this regard shall be final.

- d. The Selection Committee shall make and recommend the name of 5 candidates for each position in order of preference to the Governing Body/ management of the institution for appointment against vacant positions. The candidates scoring the highest marks will be called for a verification of certificates prior to issue of appointment order. The panel list will be valid for 1 year from the date of finalization.
- e. The Governing body of the Utkal Balashram, Koraput will be the authority to issue the engagement order to the staff.

5. CERTIFICATE/DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM:-

- a. Self –attested photocopy of 8th & 9th Passed certificate.
- b. Self-attested photocopy of HSC or equivalent certificate and mark sheet.
- c. Self-attested photocopy of 10+2 or equivalent certificate and mark sheet.
- d. Self-attested photocopy of degree certificate and mark sheet.
- e. Self attested Post-Graduation, Computer or any other professional qualification certificate and mark sheet.
- f. One recent self-attested colour photograph (3.5 X 4.5 size) should be affixed to the application form.
- g. Self attested certificate of experience issued from the previous employer as applicable for the post.
- h. Self-declaration regarding non-involvement in any criminal activities especially child-related offenses.

6. OTHER ELIGIBILITY CONDITIONS:-

- a. The candidate must be a citizen of India.
- b. He/She must be good character and sound health and free from any organic defect and physical infirmity.
- c. He/She must be able to speak, read, and write Odiya fluently and must have passed an examination in Odiya language equivalent to that of middle school standard.
- d. He/She must not more than one spouse living.

7. GROUNDS OF REJECTION OF APPLICATION:-

Applications of candidates will be rejected by the selection committee on any of the following grounds -

- a. Any application received after due date and time will be summarily rejected.
- b. Un-subscribed application.
- c. Non submission of online application.
- d. Inappropriate format,
- e. Non submission of online application & incomplete application form.
- f. Non submission of self-attested photocopy documents/Certificate/along with the application.
- g. Not signing declaration (Full signature) in the application form.
- h. Not coming within the age limit as mentioned in para2 of advertisement.
- i. Not having requisite qualification as provided under para-1 of advertisement.
- j. Not submitted No Objection Certificate from the employer.
- k. Submission of wrong information/false information about qualification/age etc.

i. Any other ground as per the decision of the selection committee.

N:B - Application/candidature of a candidate shall be rejected at any stage of recruitment process, when discrepancy is detected.

8. OTHER TERM AND CONDITION

- All the posts are purely temporary, time-bound, and co-terminus with the duration of the scheme and performance-based.
- No objection certificate from the employer is preferred if already in the service elsewhere.
- The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.
- The panel list of the candidates will be valid for one year from the date of finalization.
- The appointment will not confer any right/claim/entitlement for appointment on regular basis in the future.
- The decision of the Governing Body will be final and binding on all aspects.

CLOSING DATES

THE LINK FOR ONLINE APPLICATION AND SUBMISSION SHALL BE AVAILABLE IN THE DISTRICT WEBSITE(www.koraput.odisha.gov.in) FROM 23.07.2024 TO 05.08.2024(11.59 PM) AND LAST DATE FOR RECEIVING HARD COPY OF THE APPLICATION ALONG WITH ALL DOCUMENTS IS 10.08.2024.

BDO, Jeypore cum Secretary
Utkal Balashram, Koraput

Memo No:- 114/2024 , Date. 23/07/2024

1. Copy to the District e-Governance, Officer, Koraput for information and he is requested to hoist the details of advertisement in the District Website for inviting application.
2. Copy to the District Child Protection Officer, Koraput for information with reference to her letter No.521/DCPU/KORAPUT,Dated.09.07.2024.

BDO, Jeypore cum Secretary
Utkal Balashram, Koraput