

**Utkal Balashram**  
**At-Narendrakona, Ps-Kumbharpara, Dist-Puri**

Advertisement No: - 585/SW Dt. 01/03/2023

Applications are invited from eligible candidates for different post of on purely contractual basis and process of engagement as laid down in the resolution no. 10102/ WCD-CW-MISC-0023/2020 of dt.15.09.2020 issued by Women and Child Development Department, Govt of Odisha regarding "Revised guidelines for Grant in Aid to registered Child Care Institutions and use thereof.

Eligible candidates may submit their applications with all required enclosures complete in every respect addressed to **District Social Welfare Officer, Puri, At-Utkal Balashram near Narendrakona, PS-Kumbharpara, Dist-Puri, Pin-752001 latest by 5PM on dt-21.03.2023** by speed post or registered post only. Separate application in sealed cover has to be submitted for each post quoting the position applied for on the top of the envelope. The interested candidates should download the application form and submit the hard copy along with enclosures with all information for the specific post. Application received after due date or time will be rejected. The selected candidate shall be the staff of this Children's Home. The offer for engagement will be issued by the Children's Home / the Management Concerned. The authority reserves rights to cancel the advertisement or any post without assigning any reason thereof. Selection of candidates will be made on the basis of marking as per the weightage. The details of eligibility, criteria, application form, other term and conditions are available in the district website: [www.puri.nic.in](http://www.puri.nic.in).

Sd/-  
DSWO,Puri

**The following documents have to be attached with the application format:**

- a) Self attested photocopy of Secondary, HSC, Graduation, Post Graduation or any other professional qualification certificate and mark sheet.
- b) One recent passport size photograph (3.5 ×4.5 size) should be affixed to the application form.
- c) Certificate of experience issued from previous employer.
- d) Self-Declaration regarding non-involvement in any criminal activities especially child relatd offenses.

**The recruitment shall be on the basis of career marking only as per weightage assigned below:**

Sl. No	Qualification	Weightate
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 M Phil, PhD etc.	10
6	Work Experience	10
<b>Total</b>		<b>100</b>

Accordingly, the merit list shall be drawn up on the basis of weighted percentage of marks obtained in all the 6 categories mentioned in the table above. The decision of the Selection Committee w.r.t the engagement process is final. Please refer details from the guideline Annexure-VII Protocol for engaging new staff for CCIs.

*ceah*  
**Secretary**  
**CCI Name**

**Required qualification for the various positions (Contractual) in Child Care Institutions**

**CCIs (As per the resolution no. 10102/WCD-CW-MISC-0023-2020 Dt.15.09.2020**

<b>Sl. No</b>	<b>Position</b>	<b>Required Qualification</b>	<b>Age limit</b>
<b>1.</b>	<b>House Father</b>	<b>Graduate in Science</b>	<b>21-45 years</b>
<b>2.</b>	<b>Helper</b>	<b>Under Matric (8<sup>th</sup> - 10<sup>th</sup> standard)</b>	<b>21-45 years</b>
<b>3.</b>	<b>House Keeper</b>	<b>Under Matric (8<sup>th</sup> - 10<sup>th</sup> standard)</b>	<b>21-45 years</b>

**Sd/-  
DSWO,Puri**

Utkal Balashram, Narendra Kona Puri  
Vacancy List.

Sl No.	Name of the Position (Full Time)	No of Post
01.	House Father (Male 01, Science)	01.
02.	Helper (Male)	01.
03.	House Keeper (Male)	01
Total		03.

PAY/SALARY STRUCTURE:

The consolidated salary for the following posts.

01. One House Father @ Rs. 14,564/- per month
02. One Helper cum Night Watchman @ Rs. 7,944/- per month
03. One House Keeper @ Rs. 7,944/- per month.

*CRAB* 113/23

District Social Welfare Officer. Puri

## APPLICATION FORM

<b>Name of the Children's Home:</b>		<b>Affix duly self attested recent passport size colour photograph</b>					
<b>Application for the Post of (Separate applications for Specific Posts)</b>							
<b>Applicant's Name (In BLOCK Letters)</b>							
<b>Address for Correspondences</b>		<b>Permanent Address</b>					
<b>Date of Birth (as per HSC)</b>		<b>Age as on Date of Application</b>					
<b>Phone / Mobile Number &amp; E-Mail ID</b>		<b>Gender</b>	<b>Nationality</b>				
<b>Mother's Name</b>		<b>Father's Name</b>					
<b>Educational Details-Attach Self attested Photocopy of Certificates and Mark sheets</b>							
Sl No	Exam Passed	Year of Passing	Name of the Board / University / Recognized Institution	Subject	Total Mark*	Secured Mark*	Percentage of mark*
Matriculation							
+2							
Graduation							
Post Graduation							
Training / Professional Course							
<small>*You may submit Circular/ Notification w.r.t Grade/CGPA or any other such kind of evaluation describing equivalent to secure mark from total mark as a reference document for computation of percentage for preparation of merit list.</small>							

**Employment Details(Previous)-Attach Photocopies of Experience Certificate**

Name of Organization	Designation	Key Responsibilities Handled	Period	
			From	To

**Current Employment-Attach proof of Current employment**

Name of Organization	Designation	Responsibilities Handled	Working From	Monthly Remuneration

**Computer Literacy**

Package/Application	Details of Exposure/Proficiency

**Language Proficiency**

Language	Ability to Converse			Ability to read			Ability to write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									
Bengali									

**Declaration:**

I hereby declare that the above information furnished by me 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: