

**SPECIALIZED ADOPTION AGENCY (SAA), UTKAL BALASHRAM, BHADRAK
(GOVT. RUN CHILDREN HOME)**

Letter No. **05/SAA/UBA/BDK/2026**

Date: **22.07.2026**

ADVERTISEMENT

Online applications are invited from eligible candidates for recruitment to **11 (Eleven)** posts under the **Specialized Adoption Agency (SAA), Utkal Balashram, Bhadrak**, through the prescribed online application form, which shall be made available on the district website www.bhadrak.odisha.gov.in. The online application link (<https://forms.gle/HNWoel5YoWYQibaB9>) shall remain active from **23-07-2026** to **06-08-2026** up to **05:00 P.M.** The recruitment is being conducted in accordance with **Resolution No. 10102-WCD-CW-MISC-0023/2020, dated 15.09.2020**, issued by the **Women & Child Development Department, Government of Odisha**. The appointments to the aforesaid posts are purely temporary, time-bound, and co-terminus with the Scheme, and their continuance shall be subject to the continuation of the Scheme and the satisfactory performance of the selected candidates.

After successful submission of the online application, candidates shall submit the duly filled-in prescribed application form along with self-attested copies of all relevant certificates, testimonials, and supporting documents through **Speed Post** or **Registered Post** only, addressed to the **Office of the District Child Protection Unit, Old District Headquarters Hospital Campus, 1st Floor, District Bhadrak, Odisha PIN- 756100**, so as to reach the office on or before **5:00 P.M. on 06-08-2026**. Candidates applying for more than one post shall submit separate applications in separate sealed envelopes for each post, clearly superscribing the name of the post applied for on the top of the respective envelope. Applications received after the prescribed date and time or found to be incomplete in any respect shall be summarily rejected. The competent authority reserves the right to cancel or withdraw the recruitment process for any one or all of the advertised posts at any stage without assigning any reason thereof. Candidates are advised to visit the district website www.bhadrak.odisha.gov.in regularly for the detailed advertisement and all subsequent notices, corrigendum, and updates relating to the recruitment process.

1. Details of the position to be engaged in SAA, Utkal Balashram, Dist-Bhadrak

Sl. No	Position	No. of Post	Conditions of Service	Educational Qualification	Remuneration	Age Limit	Experience
01	Manager / Coordinator	01 (M/F)	Purely contractual	Master in Sociology / Social Work and Psychology	Rs. 23,170/- per month	Age limit is 21 to 45 years of age as on _____ - - - -	Relevant experience will be given preference - - - -
02	Social worker cum Early Childhood Educator	01 (M/F)		Bachelors/Master in Sociology / Social Work and Psychology with background in early childhood education	Rs. 18,536/- per month		
03	Nurse	01 (M/F)		B.Sc. (Nursing) with experience in pediatrics preferable in case of no application from B.Sc. nursing then ANM candidate may be considered	Rs. 11,916/- per month		
04	Doctor (Part time)	01 (M/F)		Pediatrician with minimum 5years experience.	Rs. 9,930/- per month		
05	Ayabs	06 (Only women)		Under Matric (8th – 10th)	Rs. 7,944/- per month		
06	Chowkidar	01 (M/F)		Under Matric (8th – 10th)	Rs. 7,944/- per month		

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**Addl. District Magistrate
Bhadrak**

2. AGE LIMIT

The candidate must have attained the age of **21 (Twenty-One) years** and must not be above **45 (Forty-Five) years** as on **1st January, 2026**. No relaxation in the upper age limit shall be admissible under any circumstances. The date of birth recorded in the **High School Certificate** or an equivalent certificate issued by the concerned School, Board, or Council shall be treated as final and shall be accepted by the Selection Committee for determining the age of the candidate.

3. SELECTION PROCEDURE

Weightage 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

- The merit list shall be prepared on the basis of the weighted percentage of marks secured by the candidates in all the six categories specified in the above-mentioned table. In case two or more candidates secure equal marks, preference shall be given to the candidate having previous work experience in the field of child rights. The decision of the Selection Committee in this regard shall be final and binding.
- If required, an interview will be conducted for specific posts.
- The Selection Committee shall prepare and recommend a panel of **five candidates for each post**, in order of merit and preference, to the Governing Body/Management of the institution for appointment against the available vacancies. Candidates securing the highest marks shall be called for verification of their original certificates and documents before issuance of the appointment order. The panel shall remain valid for a period of **one year** from the date of its finalization. The Governing body of the Utkal Balashram, Bhadrak recognized as SAA will be the authority to issue the engagement order to the staff.
- The selection of candidates shall be conducted by the Selection Committee constituted in accordance with **Resolution No. 10102-WCD-CW-MISC-0023/2020, dated 15.09.2020**, issued by the **Women & Child Development Department, Government of Odisha**.
- The recruitment process shall be carried out on the basis of career marking as per the weightage assigned below, in accordance with the criteria and methodology determined by the Selection Committee as deemed appropriate.

4. CERTIFICATES/DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM

- Self-attested photocopy of 8th & 10th Passed certificate for the post of Chowkidar and Ayahs.
- Self-attested photocopy of HSC or equivalent certificate and mark sheet.
- Self-attested photocopy of 10+2 or equivalent certificate and mark sheet.
- Self-attested photocopy of degree certificate and mark sheet.
- Self-attested Post-Graduation, Computer or any other professional qualification certificate and mark sheet.
- One recent self-attested color photograph (3.5 X 4.5 size) should be affixed to the application form.
- Self-attested certificate of experience issued from the previous employer as applicable for the post.
- Self-declaration regarding non-involvement in any criminal activities especially child-related offenses.
- If In case the space provided in Annexure-II and Annexure-III of the application form is insufficient for Qualification and experience, candidates may attach additional sheets titled "Annexure-II" for qualifications and "Annexure-III" for experience to furnish further details.

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5. 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 Odia fluently and must have passed an examination in odia language equivalent to that of middle school standard
- D. He / She must not more than one spouse living.

6. GROUND 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 para-2 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.

* 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

7. OTHER TERMS AND CONDITIONS:-

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

NB: The candidates are expected to visit the district website www.bhadrak.odisha.gov.in regularly for detailed update concerning the process of recruitment.

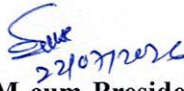
8. HOW TO APPLY

- A. Candidates are advised to carefully read the detailed advertisement available on the district website, www.bhadrak.odisha.gov.in, before filling out and submitting the online application form. Candidates must apply online through the district website "www.bhadrak.odisha.gov.in". Application received through any other mode would not be accepted and will be rejected.
- B. Candidates are advised to ensure that all information furnished in the online application form is accurate and complete before final submission. Once the application is submitted and confirmed, no request for modification or correction of the submitted particulars shall be entertained. The candidates are advised to submit the online application form well in advance without waiting for the closing date to avoid last hour rush.
- C. After successful submission of the online application, candidates shall submit the duly filled-in prescribed application form along with self-attested copies of all required certificates, testimonials, and supporting documents, as specified in **Paragraph 2** of this advertisement, through **Speed Post** or **Registered Post** only, addressed to the **Office of the District Child Protection Unit, Old District Headquarters Hospital Campus, 1st Floor, District Bhadrak PIN- 756100**, so as to reach the office on or before **5:00 P.M. on 06-08-2026**.
- D. Candidates applying for more than one post shall submit separate applications in separate sealed envelopes for each post. The name of the post applied for must be clearly superscribed on the top of the respective envelope.
- E. Applications received after the prescribed date and time shall be summarily rejected. The competent authority reserves the right to cancel or withdraw the recruitment process for any one or all of the advertised posts at any stage without assigning any reason thereof.


**Addl. District Magistrate
Bhadrak**

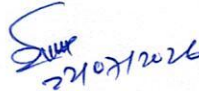
9. CLOSING DATES

THE ONLINE APPLICATION AND SUBMISSION RECEIVED BY SPEED POST OR REGISTERED POST INVITED FROM 23.07-2026 (10.00AM) TO 06-08-2026 (05.00 PM) AND LAST RECEIVING HARD COPY OF THE APPLICATION ALONG WITH ALL DOCUMENTS BY (05.00 PM) ON DATED 06-08-2026.


22/07/2026
ADM-cum-President,
SAA, Utkal Balashram,
Bhadrak

Memo No. ^{CB}06/SAA/DCPU-BDK Dt.

Copy to District E-Governance Manager, Bhadrak for information and he is requested to host the details of advertisement in the District Website for inviting application.


22/07/2026
ADM-cum-President,
SAA, Utkal Balashram,
Bhadrak

Memo No. ^{CB}07/SAA/DCPU-BDK Dt.

Copy to Sub-Collector, Bhadrak for information and necessary action


22/07/2026
ADM-cum-President,
SAA, Utkal Balashram,
Bhadrak
Addl. District Magistrate

APPLICATION FORM**Annexure- I**

Name of the Children Home (Child Care Institution) :	SPECIALIZED ADOPTION AGENCY (SAA), UTKAL BALASHRAM, Bhadrak DIST-BHADRAK, , Pin: 756100				
Application for the post of : <i>(Separate applications for Specific Posts)</i> *Tick only One	Manager / Coordinator:	☐	Photocopy of the Candidate		
	Social worker cum Early Childhood Educator:	☐			
	Nurse:	☐			
	Doctor (Part time):	☐			
	Ayahs:	☐			
	Chowkidar:	☐			
Applicant's Name (In Block Letters):					
Aadhaar Number:					
Date of Birth (as per HSC):					
SEX:	Male ☐ Female ☐ Other ☐				
Marital Status:	Married ☐ Unmarried ☐				
Caste:					
Religion:					
Father's Name:		Religion:		Caste:	
Mother's Name:		Religion:		Caste:	
Correspondence Address :					
Permanent Address:					
Phone / Mobile Number:					
E-Mail ID:					

(Attach Photocopies of Certificates, Mark sheets & other related documents with self-attested.)

Qualifications	Exam Passed	Year of Passing	Name of the Board / University / Recognized Institution	Subject / Specialization	Total Mark	Secure Mark	% or Grade of Marks

Language Proficiency

Have you passed an examination in Odiya language in Middle class standard?

Yes ☐ No ☐

If yes, which class:

Odiya Language (Yes/No)

Ability to Speak:

Ability to Read:

Ability to Write:

Yes: ☐ No: ☐Yes: ☐ No: ☐Yes: ☐ No: ☐

Computer Literacy:

Yes: ☐ No: ☐

If Yes Package/Application:

Details of Exposure/ Proficiency:

Employment Details (Previous) – Attach photocopies of Experience Certificates				
Name of Organization:	Designation:	Key responsibilities handled:	Period From:	Period To:

Current Employment – Attach proof of Current Employment				
Name of Organization:	Designation:	Key responsibilities handled:	Period From:	Period To:

Declaration:

I hereby declare that the foregoing information 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**

DECLARATION

I, _____ Son/ daughter of _____
_____ Address _____ do

hereby declare that forgoing information is genuine and correct to the best of my knowledge and belief and nothing has been concealed or distorted in it.

Further, I declared 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

By Regd. Post/ Speed Post

Application for the Post of " _____ "

From,

To

Office of the District Child Protection Unit, Old District Headquarters Hospital Campus, 1st Floor, District Bhadrak, Odisha PIN- 756100