

SUBHADRA MAHATAB SEVA SADAN

AT-KOLATHIA, PO-AIGINIA, BHUBANESWAR, DIST-KHORDHA-751019

PROJECT/INSTITUTION: SPECIALIZED ADOPTION AGENCY (SAA)

ADVERTISEMENT FOR RECRUITMENT OF STAFF

Advertisement uploaded in

Subhadra Mahatab Seva Sadan website: www.smssodisha.org

Order No- SMSS/98/2025

dt- 24-04-2025

ADVERTISEMENT FOR RECRUITMENT

The Secretary of Subhadra Mahatab Seva Sadan invites application from the interested eligible candidates for engagement in the vacant posts in the Specialized Adoption Agency (SAA) on purely temporary and contractual in nature and remuneration will be paid as per ICPS norms. The applicants must have essential qualification along with adequate experience. The applicant must have good writing, speaking and reading knowledge in Odia and citizen of Odisha. Eligible candidates are to apply through online mode via email id: smssmohanty@yahoo.com and send hard copy with essential documents to the office of Secretary, Subhadra Mahatab Seva Sadan , At-Kolathia, Po-Aiginia, Dist-Khordha, Pin-751019 before dt.10-05-2025, 5.00 PM. The candidates who are interested to apply more than one post they should make separate application for each post. Applications for more than one post in a single application by the candidate shall be rejected. Application received after due date or time will be rejected. No other mode of application shall be accepted. Applicants must not be below 21 years or above 45 years age as on 01.04.2025. The undersigned is to not responsible for any delay and authority reserves the right to cancel the advertisement or any post without assigning any reason thereof

Sl. No	Name of the Post & Nature	Age as on 01.04.2025	No. of posts with Category	Qualification / Eligibility	Monthly Remuneration
1	Care Taker/ Ayah (Residential)	Lower age limit 21 and upper age limit 45	02 (Female)	Under Metric (8th to 10th) having experience in Child Care/Care of infants with sound health.	7,944/-
2	Chowkidar	Lower age limit 21 and upper age limit 45	01 (Male/Female)	Under Metric (8th to 10th) having experience in Child Safety/Security Guard with sound health.	7,944/-

Candidates can download Advertisement details & Bio-Data from organization website:- www.smssodisha.org

The following documents have to be attached with the application form:

1. Self-attested photocopy of Secondary, Higher Secondary, Graduation, Post Graduation or any other professional qualification certificates and mark sheets.
2. One recent self-attested Colour photograph (3.5 x 4.5 sizes) should be affixed to the application form.
3. Certificate of experience issued from previous employer.
4. Character Certificate from a Gazetted officer or Police Verification certificate.
5. Any ID Proof (Aadhar, Voter ID etc.)



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

SI 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	10
6	Work Experience	10
Total		100

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. In case more than one candidate has equal weightage 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. The panel will be valid for 1 year from the date of finalization.



Subhadra Mahtab Seva Sadan

BIO-DATA

1. Application for the Post :
2. Apply for which SAA :
3. Name of the Applicant :
4. Mother's Name :
5. Father's Name :
6. Present Address :
7. Permanent Address :
8. Date of Birth :
9. Age as on 01.04.2025 :
10. Religion :
11. Gender :
12. Nationality :
13. category (ST/SC/OBC/Gen) :
14. Mobile Number :
15. E-mail :
16. Language Known Read, Write & Speak :
 - Oriya :
 - English :
 - Hindi :
 - Other :



17. Educational Qualification :

Sl No.	Exam Level	Board/University/Recognized University	Subject	Year of Passing	Total Mark	Secured Mark	% Mark

18. Computer Literacy:

Package/ Application	Details of Exposure/Proficiency	Experience

19. Present Occupation:

Sl No	Name of the Organisation	Designation	From Date	To Date	Key Responsibility handled

20. Details of Experience:

Sl No	Name of the Organisation	Designation	From Date	To Date	Key Responsibility handled

Declaration

ISon/Daughter ofAddress
hereby declare that, the
 above information furnished as above is true to the best of my knowledge and belief.

Place:

Date:

Signature of the Applicant