

**Government of Odisha  
Department of Women & Child Development**

**Lokaseva Bhawan, Sachivalaya Marg, Bhubaneswar, PIN: 751001**

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**NOTICE**

No. WCD-CW-MISC-0050-2017- 13824 /WCD, Date: 05/08/2025

**SUB: APPLICATION FOR SELECTION AS CHAIRPERSON AND MEMBER OF THE CHILD WELFARE COMMITTEE**

In pursuance of the provisions contained under section 27 of the Juvenile Justice (Care and Protection of Children) Act, 2015 along with section 9 of the Juvenile Justice (Care and Protection of Children) Amendment Act, 2021 read with Rules 22 and 105 of Odisha Juvenile Justice (Care and Protection of Children) Rules, 2018, applications in the prescribed format are hereby invited from eligible and intending applicants for the positions of Chairperson/Members of the Child Welfare Committee (in short "CWC") in respect of 16 CWCs of 15 districts i.e. Balangir, Bargarh, Bhadrak, Cuttack, Dhenkanal, Gajapati, Jharsuguda, Kalahandi, Kandhamal, Khordha, Koraput, Mayurbhanj, Rayagada, Sambalpur and Sundargarh. The details of eligibility criteria, other conditions and format for application are available in the website of this Department, <https://wcd.odisha.gov.in> which may be accessed /downloaded.

Applications in the format prescribed along with self-attested copies of relevant certificates/ documents etc. kept in a sealed cover superscribed with the words "**Application for Selection as Chairperson/Member of the Child Welfare Committee**" may be sent by Speed Post. / Registered Post so as to reach the office of the District Child Protection Unit [DCPU] of the District concerned during the office hours on any working day on or before 5 PM of 21<sup>st</sup> June, 2025.

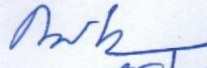
  
**Director, ICDS & SW-cum-Member Secretary,**

**State Level Selection Committee**

MEMO NO. 13825

DATE: 05/08/2025

Copy along with detailed instructions forwarded to the Under Secretary, IT, W&CD Department/ Director, OSCPS with a request to web host the Notice in the website of the Department/ in the website of the OSCPS.

  
05/06/2025  
Under Secretary to Govt.



MEMO NO. 13826

DATE: 05/06/2025

Copy along with detailed instructions forwarded to the Collectors of all the Districts for kind information and necessary action.

They are requested to cause wide publicity of the Notice [including due publication of the same in the Notice Board of their offices and other subordinate offices under their jurisdiction] for information of all concerned and web host the same in the District portal.

*Drh*  
05/06/2025

Under Secretary to Govt.

MEMO NO. 13827

DATE: 05/08/2025

Copy along with detailed instructions forwarded to the DCPOs for information and immediate necessary action.

*Drh*  
05/06/2025

Under Secretary to Govt.



**INSTRUCTIONS FOR SELECTION OF APPLICANTS AS CHAIRPERSON OR MEMBER  
OF THE CHILD WELFARE COMMITTEE**

Sub -section (1) of section 27 of the Juvenile Justice ( Care and Protection of Children ) Act, 2015 read with Rule 22 Odisha Juvenile Justice (Care and Protection of Children) Rules, 2018 provides for constitution of a Child Welfare Committee for each district and further in pursuance of the provisions contained under Rule 105 of the aforesaid Rules for the purpose of which applications are hereby invited from the eligible and intending applicants in the manner delineated below to constitute the said Committees in respect of all 31 CWCs of 30 districts.

**[1] SUBMISSION OF APPLICATION:**

Applications are to be submitted in the format prescribed below:

FORMAT FOR CHAIRPERSON OR MEMBER OF THE CHILD WELFARE COMMITTEE  
(CWC) OF THE DISTRICT .....

APPLICATION SUBMITTED FOR THE POSITION [S] OF.....

[Please indicate (i) Chairperson or (ii) Member or (iii) Both]

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To

The Collector

District .....

SUB: Submission of application for selection as a Chairperson or Member or  
both of the Child Welfare Committee.

1. Name of the Applicant:

2. Mother's Name:

3. Father's Name:

4. Present Address:

5. Permanent address:

6. i. Date of Birth:

[Photocopy of Document on proof to be attached]

ii. Age as on 01.05.2025:



7. Gender:

8. Nationality:

9. ID Type and reference number:

ID Type [Electors' Photo Identity Card /PAN/AADHAR/DL etc.] .....

Number assigned in one of these documents may be indicated.....

10. Phone number :

Email ID, if any :

11. Details of Experience of working with children in the following field pertaining to children for at least seven years:

Subject	Activities in Brief along with name of organisation, if any	Years of experience in one or all subjects	Duration to be mentioned against each (from - to)
1. Health			
2. Education			
3. Welfare			
TOTAL YEARS			

12. Educational Qualification

[i] [10<sup>th</sup> or equivalent/ 12<sup>th</sup> or equivalent/ Graduation & Above]:

Qualification	Passing Year	Educational Institution & Board/ University/Examination Conducting Body	Secured Mark (without extra optional)	Total Mark (without extra optional)	Percentage (without extra optional)

[ii] If applicant is a practicing professional in child psychology or psychiatry or law or social work or sociology or human health or education or human development or special education for differently abled children, details of Degree:



Name of the University or recognized Institution	Name of the Degree	Subject [Degree in child psychology or psychiatry or law or social work or sociology or human health or education or human development or special education for differently abled children]	Year of Passing	Present Occupation
(1)	(2)	(3)	(4)	(5)

13. If applicant is a retired judicial officer, please mention the posts, duration and experience details :

14. Whether she / he holds or previously held any position in CWC/JJBs, if yes, mention:

i) Name of the district[s]

i) Position and

i) Tenure

Place:

Date:

Signature in full

### DECLARATION

I, Shri/Ms..... Daughter/Wife/Son of  
 Shri..... Village / Ward .....Block /  
 Town .....Police Station.....  
 District.....PIN.....State..... do hereby declare that, I am not  
 disqualified in terms of the stipulations made under Section 9 of the Juvenile Justice ( Care and Protection of Children) Amendment Act, 2021 and Rule-24 of Odisha Juvenile Justice (Care and Protection of Children) Rules, 2018.

Place:

Signature in full

Date:

### [2].CHECKLIST OF DOCUMENTS:

Photocopy of documents (self-attested) to be enclosed with the application:

1. Certificates indicating date of birth (HSC Certificate/Birth Certificate/PAN Card/Driving



License/ Any other document issued by the authorities of the State Govt. or Govt. of India)

2. Proof of Identity (Elector's Photo Identity Card /PAN/Aadhar/DL etc.)

3. Certificates on experience against Sl. No. 11 above

4. Certificates on Educational Qualification along with the mark sheets of 10<sup>th</sup> or equivalent , 12<sup>th</sup> or equivalent, Graduation & above against of Sl. No.12 above

5. Proof related to Sl. No 13 above.

6. Documents related to Sl. No. 14 above, if any

**EXCEPT THE ABOVE MENTIONED NO OTHER DOCUMENTS BE SUBMITTED.**

**[3]. EXPERIENCE, QUALIFICATION, AGE AND CRITERIA FOR THE CHAIRPERSON AND MEMBER OF THE CWC:**

For appointment as Chairperson or Member of the Committee, the applicant should have been:

[1] A. A degree in child psychology or psychiatry or law or social work or sociology or human health or education or human development or special education for differently abled children and has been actively involved in health, education or welfare activities pertaining to children for seven years; or

B. A practicing professional with a degree in child psychology or psychiatry or law or social work or sociology or human health or education or human development or special education for differently abled children.; or

C. A retired judicial officer

[2] Above the age of thirty-five years as on 1st May, 2025.

[3] The Committee which consists of a Chairperson and four other Members shall have at least a woman and another, an expert on the matters concerning children.

[4] A member of the Committee shall be eligible for appointment of maximum of two terms, which shall not be continuous.

[5] A member selected by the Selection Committee should not:

(i) have any past record of violation of human rights or child rights,

(ii) have been convicted of an offence involving moral turpitude, and such conviction has not been reversed or has not been granted full pardon in respect of such offence,

(iii) have been removed or dismissed from service of the Government of India or State Government or an undertaking or corporation owned or controlled by the Government of India or State Government,

(iv) have ever indulged in child abuse or employment of child labour or immoral act or any



other violation of human rights or immoral acts, or

(v) be holding such full-time occupation that may not allow the person to give necessary time and attention to the work of the Committee as per the Act and rules;

(vi) be associated with any Child Care Institution, directly or indirectly, during his tenure as a member of the Committee or have any other conflict of interest.

(vii) hold any office in any political party during his tenure, or

(viii) be insolvent.

#### **[4]. PROCESS OF SELECTION:**

[1] All the applications received within the stipulated period in the office of the District Child Protection Unit of the District concerned shall be opened by the District Level Screening Committee having members nominated by the Collector and chaired by the Collector of the District concerned or any other senior officer like ADM / CDO -cum- EO, Zilla Parishad authorised by the Collector, in presence of the applicants or his / her authorised representative.

In case, any such applicant or his / her authorised representative, does not turn up, the same shall be opened in absence of the said applicant / representative, in the office of the Collector concerned on 25.06.2025 at 11.00 A.M.

[2] The applications so received shall be taken up for scrutiny one after another.

[a] Applications received late or found to be incomplete shall be kept separately, duly listed.

[b] Preliminary scrutiny of all the documents with reference to the conditions of eligibility shall be taken up and thereafter all the documents in original shall be verified, photocopies of which have been attached to the application form on being produced by the applicant or his / her authorized representative, if present.

[c] In case the applicant /his or her authorized representative is found absent for which the District Level Screening Committee would not be able to verify the documents in original, the said application shall be forwarded to the State Level Selection Committee with an endorsement to that effect.

[d] Upon such scrutiny all the applications duly sorted, shall be forwarded along with the Proceedings of the District Level Screening Committee to the Director, OSCPS.

[3] The State Level Selection Committee shall evaluate the candidates on the basis of qualifications, experience of working with children and personal interaction with the applicant.

[4] The State Level Selection Committee shall select and recommend a panel of names in order of merit to the State Government for appointment as Chairperson or Members of the



Committee as the case may be.

[5] Panel shall be drawn up for the positions of the Chairperson and Members to fill up the subsequent vacancies arising if any, at any point of time during the tenure of the Committee by the Government.

**[5]. TENTATIVE SCHEDULE:**

SL. NO.	DATE	EVENT
1.	21.06.2025	LAST DATE FOR SUBMISSION OF APPLICATION IN THE OFFICE OF THE DCPU OF THE DISTRICT CONCERNED
2.	25.06.2025	SCRUTINY OF APPLICATIONS AND VERIFICATION OF DOCUMENTS IN ORIGINAL BY THE DISTRICT LEVEL SCREENING COMMITTEE
3.	10.07.2025	SUBMISSION OF APPLICATIONS BY THE DCPUs TO THE DIRECTOR, OSCPS

**[6].GENERAL:**

[1] Incomplete and / or applications received after the stipulated date shall be summarily rejected.

[2] Cases of misrepresentation / manipulation of records/ documents etc. in any manner shall be liable for prosecution.

[3] Applicants while attending the scrutiny, in person or through authorized representative on the scheduled date shall produce all the documents in original of which self-attested photocopies have been enclosed with his / her applications, failing which it may be liable for rejection.

[4] The decision of Govt. in Department of W&CD shall be final in the matter ancillary and incidental to the selection of the applicants as Chairperson or Member of the Committee.

  
**Director, ICDS & SW-cum-Member Secretary,**

**State Level Selection Committee**

