

Government of Odisha

Department of Women & Child Development

No. WCD-ICDS-G-MISC-0007-2023 - 24546 /WCD, Date: 09.10.2026

From

Smt. Swayamprava Mohanty, IAS

Additional Secretary to Government

To

All Collectors.

Sub: Display of advertisement inviting applications for engagement of Assistant Instructress and Instructress at SIWC, Bhubaneswar and SIWC, Barpali.

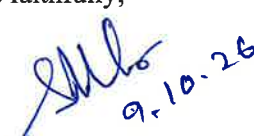
Madam/Sir,

I am directed to invite a reference to the subject cited above and to bring to your kind attention the advertisement issued by the Women & Child Development Department inviting applications from eligible **Supervisors for the post of Assistant Instructress** and eligible **CDPOs for the post of Instructress** at the State Institute for Women and Child Development (SIWC), Bhubaneswar and SIWC, Barpali. The copy of the advertisement is enclosed herewith for your reference.

In this connection, you are requested to kindly display the advertisement on the Notice Board of the Collectorate and kindly be brought to the notice of all eligible Supervisors and CDPOs working in the district, so as to enable them to submit their applications within the stipulated time, i.e by 25.10.2026, 05:00 P.M.

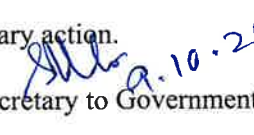
Further, while forwarding the list of eligible candidates to this Department, you are requested to kindly certify the service particulars and communication address of the candidates and furnish a No Objection Certificate (NOC) in respect of each candidate, along with a certificate to the effect that no disciplinary/vigilance proceeding is pending or contemplated against the candidate.

Yours faithfully,


Additional Secretary to Government

Memo No 24547 /WCD/Date 09.10.2026

Copy submitted to all DSWOs/ all CDPOs for information and necessary action.


Additional Secretary to Government

Memo No 24548 /WCD/Date 09.10.2026

Copy submitted to CI, SIWC, Barpali/ CI, Ex-officio Additional Secretary to Govt., SIWC, Bhubaneswar for information and necessary action.

Additional Secretary to Government

Memo No 24549 /WCD/Date 09.10.2026

Copy forwarded along with a copy of the advertisement to the IT Cell for uploading the same on the official website of the Department.

Additional Secretary to Government

GOVERNMENT OF ODISHA
WOMEN & CHILD DEVELOPMENT DEPARTMENT

NOTICE

File No. 24545 / WCD, , Dated 09.10.2026

Sub: Invitation of applications from eligible CDPOs and Supervisors for selection as Instructress and Assistant Instructress on deputation to SIWC, Bhubaneswar and SIWC, Barpali.

1. Invitation of Applications

Applications are invited from eligible officers of the Department for filling up the vacant posts of Instructress and Assistant Instructress at the State Institute for Women and Children (SIWC), Bhubaneswar and SIWC, Barpali, on deputation basis.

1. **Instructress** – from eligible Child Development Project Officers (CDPOs).

2. **Assistant Instructress** – from eligible Supervisors (ICDS).

2. Vacancy

The number of posts likely to be filled is given below. The number may increase or decrease at the discretion of the Department.

Institution	Instructress (from CDPOs)	Assistant Instructress (from Supervisors)
SIWC, Bhubaneswar	3	5
SIWC, Barpali	Nil	5
Total	3	10

3. Eligibility and Terms of Deputation

Criteria	Instructress	Assistant Instructress
Eligible cadre	Regular CDPO	Regular Supervisor (ICDS)
Experience	Minimum 5 years as CDPO	Minimum 5 years as Supervisor
Essential qualification	Post-Graduation in Nutrition / Home Science / Child Development / Psychology /	Post-Graduation in Nutrition / Home Science / Child Development / Psychology /

	Social Work / Sociology / Extension Education	Social Work / Sociology / Extension Education
Desirable	B.Ed.	B.Ed.

4. Terms of deputation:

1. Clean service record, with no disciplinary, vigilance or criminal case pending or contemplated, and satisfactory performance.
2. Tenure of 3 years per term, subject to satisfactory performance; maximum 2 terms.
3. No deputation allowance is admissible.
4. On completion of tenure, the officer shall revert to her parent district cadre.

5. Selection Procedure

1. Applications received within the due date will be scrutinised and shortlisted as per the prescribed Selection Procedure and Guidelines.
2. Shortlisted candidates will be required to deliver a **mock lecture** before the Selection Committee constituted by the Department. The date, time, venue and topic will be communicated separately.
3. Selection for Instructress and Assistant Instructress will be made separately, on the basis of the overall assessment by the Selection Committee.
4. No TA/DA will be admissible for appearing in the mock lecture.
5. The decision of the Department regarding selection and posting shall be final.

6. How to Apply

1. Eligible officers may apply in the prescribed format (Annexure) through proper channel. Applications of CDPOs shall be forwarded through the DSWO and Collector; applications of Supervisors through the CDPO and DSWO.
2. The forwarding authority shall certify the service particulars and furnish a No Objection Certificate and a certificate that no disciplinary/vigilance proceeding is pending or contemplated.
3. Self-attested copies of educational qualification certificates and relevant experience/training certificates are to be enclosed.
4. Applications must reach the Department at the address below within **15 (fifteen) days** from the date of publication of this notice on the Department website, i.e. by

25 /10/2026, 5:00 PM. An advance copy may be sent by e-mail to **wcdmsfesection@gmail.com**

5. Applications received after the last date, incomplete applications, or applications not routed through proper channel shall not be considered.
6. All Collectors are requested to display this notice on the District Collectorate notice board and circulate it among all eligible CDPOs and Supervisors of the district.

Address for submission: Additional Secretary to Government, Women & Child Development Department, Lok Seva Bhawan, Bhubaneswar – 751001


21.10.26

Additional Secretary to Government

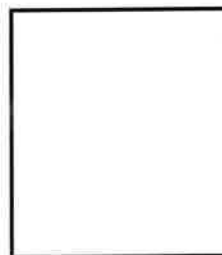
Women & Child Development Department

Annexure

Application Format

Application for the post of Instructress / Assistant Instructress (strike out whichever is not applicable) on deputation to SIWC, Bhubaneswar / SIWC, Barpali

Affix recent passport-size photograph -



Sl.	Particulars	Details
1	Name of the applicant (in BLOCK letters)	
2	Present designation	
3	Present place of posting (Project / District)	
4	Date of birth	
5	Educational qualification(s) with year and institution	
6	Date of entry into Government service	
7	Date of joining in the present cadre (CDPO / Supervisor)	
8	Total length of service in the present cadre	

9	Training / teaching / resource person experience, if any	
10	Whether previously posted at SIWC (if yes, period and number of terms)	
11	Preference of institution (SIWC Bhubaneswar / SIWC Barpali)	
12	Whether any disciplinary / vigilance / criminal case pending	
13	Whether B.Ed. certificate possessed (Yes / No)	
14	Mobile number and e-mail ID	

Declaration: I hereby declare that the information furnished above is true to the best of my knowledge and belief. If any information is found to be false, my candidature shall be liable to be cancelled.

Place:

Signature of the applicant:

Date:

Certificate of the forwarding authority: Certified that the particulars furnished by the applicant have been verified from service records and found correct. No disciplinary / vigilance proceeding is pending or contemplated against the applicant, and this office has no objection to the applicant's deputation to SIWC, if selected.

Signature, name and seal of the forwarding authority
(CDPO / DSWO / Collector)
