

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

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**NOTICE**

No. WCD-CW-MISC-0066-2025- **26521** Date: **16-10-2025**

**SUB: APPLICATION FOR SELECTION AS MEMBERS OF THE JUVENILE JUSTICE BOARDS.**

In pursuance of the provisions contained under section 4 of the Juvenile Justice (Care and Protection of Children) Act, 2015 along with its Amendment Act, 2021 read with Rules 3 and 105 of Odisha Juvenile Justice (Care and Protection of Children) Rules, 2018, and Juvenile Justice (Care and Protection of Children) Model Amendment Rules, 2022, applications in the prescribed format are hereby invited from eligible and intending applicants for the positions of Members of the Juvenile Justice Boards (in short "JJB") in respect of districts –Bhadrak, Boudh, Cuttack, Dhenkanal, Kandhamal, Keonjhar, Malkangiri, Nawarangpur, Nayagarh, Subarnapur, 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 Member of the Juvenile Justice Boards**" 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 **3rd November, 2025**.

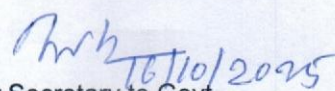
  
**Director, ICDS & SW-cum-Member Secretary,**

**State Level Selection Committee**

MEMO NO. **26522**

DATE: **16-10-2025**

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.

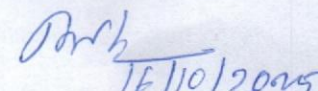
  
Under Secretary to Govt.

MEMO NO. **26523**

DATE: **16-10-2025**

Copy along with detailed instructions forwarded to all Collector 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.

  
Under Secretary to Govt.

MEMO NO. 26524

DATE: 16-10-2025

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

*Drk*  
16/10/2025  
Under Secretary to Govt.

**INSTRUCTIONS FOR SELECTION OF APPLICANTS AS MEMBER OF THE JUVENILE JUSTICE BOARDS.**

Sub -section (1) of section 4 of the Juvenile Justice ( Care and Protection of Children ) Act, 2015 read with Rule 3 and 105 of Odisha Juvenile Justice (Care and Protection of Children) Rules, 2018 and Juvenile Justice ( Care and Protection of Children ) Model Amendment Rules, 2022 provides for constitution of a Juvenile Justice Board or more than one Juvenile Justice Board for each district and selection of two members of the said JJBs for purpose of which applications are hereby invited from the eligible and interested applicants in the manner delineated below in respect of Bhadrak, Boudh, Cuttack, Dhenkanal, Kandhamal, Keonjhar, Malkangiri, Nawarangpur, Nayagarh, Subarnapur and Sundargarh districts as mentioned in the Notice .

**[1] SUBMISSION OF APPLICATION:**

Applications are to be submitted in the format prescribed below:

FORMAT FOR MEMBER OF THE JUVENILE JUSTICE BOARDS (JJB) OF THE DISTRICT .....

The Collector

District .....

SUB: Submission of application for selection as a Member  
Of the Juvenile Justice Board.

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 date of issue of this Notice.

7. Gender:

8. Nationality:

9. ID Type and reference number:

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

( A recent photograph of the applicant to be attached )

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<br>[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:

i) Tenure/s:

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
7. Affidavit as per Form- 49.

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

**[3]. EXPERIENCE, QUALIFICATION, AGE AND CRITERIA FOR THE MEMBER OF THE JUVENILE JUSTICE BOARDS .**

The eligibility criteria for selection of Members of the JJB shall be governed by the provisions of the **Juvenile Justice (Care and Protection of Children) Model Rules, 2016 as amended in 2022**, and the Odisha Juvenile Justice (Care and Protection of Children) Rules, 2018.

For appointment as Member of the JJB:

1. The applicant should be above the age of thirty-five years and not more than sixty five years as on date of issue of this Notice and shall have 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 is 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.
2. A member of the Board shall be eligible for appointment of maximum of two terms.
3. The person applying for the post of the member of the Board shall submit an affidavit, as per Form 49, certifying that the applicant is not barred by any of the conditions laid down in sub section 4 of section 4 of the Act.
4. A member selected by the Selection Committee should not:

- (i) has any past record of violation of human rights or child rights,
- (ii) has 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) has 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) has ever indulged in child abuse or employment of child labour or immoral act or any other violation of human rights or immoral act,
- (v) be holding such fulltime occupation that may not allow the person to give necessary time and attention to the work of the Board 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 Board 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 **11.11.2025** 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 Members of the Board .
5. Panel shall be drawn up for the positions of the **Female Members** and **Male members** to fill up the subsequent vacancies arising if any, at any point of time during the tenure of the Board by the Government.

#### [5]. TENTATIVE SCHEDULE:

| SL. NO. | DATE | EVENT |
|---------|------|-------|
|         |      |       |

|    |            |                                                                                                              |
|----|------------|--------------------------------------------------------------------------------------------------------------|
| 1. | 3.11.2025  | LAST DATE FOR SUBMISSION OF APPLICATION IN THE OFFICE OF THE DCPU OF THE DISTRICT CONCERNED                  |
| 2. | 7.11.2025  | SCRUTINY OF APPLICATIONS AND VERIFICATION OF DOCUMENTS IN ORIGINAL BY THE DISTRICT LEVEL SCREENING COMMITTEE |
| 3. | 15.11.2025 | 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 Member of the Board..

  
**Director, ICDS & SW-cum-Member Secretary,**  
**State Level Selection Committee**

**Address of District Child Protection Unit(DCPU)s:**

1. **Bhadrak:** District Child Protection Unit, Old Collectorate, Bhadrak, Pin-756100
2. **Boudh:** District Child Protection Unit, Old Collectorate, Museum Campus, At/Po/Dist-Boudh, Pin-762014
3. **Cuttack:** District Child Protection Unit, Collectorate Building, 2nd Floor, Room No-54, Chandini Chowk, Dist-Cuttack, Pin-753002
4. **Dhenkanal:** District Child Protection Unit, Ground Floor of the Settlement Office, Sub-Collectorate, In front of Civil court, Dist-Dhenkanal, Pin-759001
5. **Kandhamal:** District Child Protection Unit, At- Mission Shakti Bhawan, DRDA Square, Po- Phulbani, Dist - Kandhamal pin- 762001
6. **Keonjhar:** District Child Protection Unit, Collectorate Campus, Near Election Office, Dist- Keonjhar, Pin-758001
7. **Malkangiri:** District Child Protection Unit, At- Old Collectorate, Mission Shakti Building, Ground Floor, Dist-Malkangiri, Pin-764045
8. **Nawarangpur:** District Child Protection Unit, At- Collecaatorate Campus, Majhiguda, Po/Dist- Nabarangpur, Pin-764059
9. **Nayagarh:** District Child Protection Unit, Room No-5, Collectorate Campus, Nayagarh, Pin-752069.
10. **Subarnapur:** District Child Protection Unit, Subarnapur 1st Floor Collectorate Building Subarnapur, Pin- 767017

**11. Sundargarh:** District Child Protection Unit, At-Patrapada, Block Colony, Back site of District Court, Po/Dist-Sundargarh, Pin-770001