



**OFFICE OF THE COLLECTOR &
DISTRICT MAGISTRATE, SAMBALPUR**

(Social Welfare Section)

E-mail: dswosambalpur@od.gov.in

Letter No. 5797 / SW

Date: 28.11.25

To

The Secretary Social Action for Rural Community (SARC)
Sambalpur

Sub: - Selection of Agency for setting up newly proposed One Stop Centre (SAKHI) inside the premises of Sub Division Hospital, Kuchinda

Sir,

With reference to the subject cited above it is to intimate you that as per the instruction of Collector Sambalpur the existing agency can be handed over for the newly proposed One Stop Centre (SAKHI) inside the premises of Sub Divisional Hospital, Kuchinda till selection of new agency by March 2026.

Therefore, you are instructed to do necessary procedure for setting up the OSC at Sub Division Hospital, Kuchinda.

Yours Faithfully,


District Social Welfare Officer
Sambalpur

Memo No 5798 /SW Date 28.11.25

Copy submitted to the Additional Secretary to Govt, W&CD Dept. Govt. of Odisha, Bhubaneswar for kind information.


District Social Welfare Officer
Sambalpur

Memo No 5799 /SW Date 28.11.25

Copy to PA to Collector, Sambalpur for information of the Collector, Sambalpur.


District Social Welfare Officer
Sambalpur

Memo No 5800 /SW Date 28.11.25

Copy forwarded to CDM&PHO, Sambalpur for information and necessary action.


District Social Welfare Officer
Sambalpur

Memo No 5801 /SW Date 28.11.25

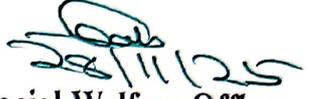
Copy to Sub Division Medical Officer, Kuchinda for information and necessary action.


District Social Welfare Officer
Sambalpur



Memo 5818 SW/ Date 28.11.2025

Copy forwarded to the DeGM, Sambalpur for information and publication of advertisement in district website.


District Social Welfare Officer

Sambalpur





SOCIAL ACTION FOR RURAL COMMUNITY (SARC)

AT: Sairam Nivas (Behind Nariseva Sadan), PO/Dist: Sambalpur ,

Pin: 788001, Odisha, Ph: 94399896264 / 9937455878

Email: sarc6607@rediffmail.com



Advertisement Notice

Date: 28th November 2025

Social Action For Rural Community (SARC), Voluntary Organisation, Sambalpur invites application from eligible candidates on contract basis for the following posts in One Stop Centre, SAKHI to be function, at Sub Divisional Hospital, Kuchinda , Sambalpur, Odisha .

Details of the post with requisite qualifications is given below:

S. N	Name of the Post/ (No of Vacancy)	Qualification	Experience	Age
1	Centre Administrator (1)	Master's degree in Law/ Social work/ Social Science/ Psychology	At least 5 years' experience of working on women related relevant domains in an administrative set-up with a Government or Non-Government project / programme and preferably with at least 1 year experience of counselling either within or outside the setup.	Female only 23-45 years
2	Para Legal Personnel/ Lawyer (1)	Degree in Law / with Legal Training Knowledge of Law	At least three years' experience of working within a Government or Non -Government woman related project / programme at the district level or to any practicing lawyer with at least 2 years' experience of litigation in any court of Law	Female only 23-45 years
3	Case Worker (2)	Law/ Social Work / Social Science/ Psychology	At least 3 years' experience of working on women related relevant domains in an administrative set-up with a Government or Non-Government project / programme with counselling skills.	Female only 21-40 Years
4	Psycho-Social Counsellor (1)	Degree /Diploma in Psychology / Psychiatry/ Neurosciences	At least 3 years' experience of working on women related relevant domains in an administrative set-up with a Government or Non-Government project / programme with counselling skills.	Female Only 21-40 Years
5	Para Medical Personnel (1)	Degree/ /Diploma in Paramedics (ANM/ GNM)	At least 3 years' experience of working Government & Non-Government health sector.	Female Only 21-40 Years
7	Office Assistance /IT Staff (1)	Any Graduate and Diploma in computers / IT	3 years of experience in data management, process documentation, accounting and web based reporting formats video conferencing etc.	Male/ Female 21-40 Years
8	Multi- purpose Helper (3)	HSC	3 years of experience of working as a helper & peon	Female Only 21-40 Years
9	Security Guard / Night Guard (3)	HSC	2 years of experience of working as a Security Guard	Male/ Female 21-40 Years

How to apply: - Interested candidates may send their applications with document in support of qualification/ experiences to the undersigned office by **speed post /courier latest by 5pm** on or before **12-12-2025**. Only shortlisted candidate will be called for interview for recruitment. The selection committee reserves the right for accepting, rejecting or relaxing the qualification and experience to applicant without assigning any reason thereof.

Mailing Address:-

Social Action for Rural Community (SARC)

At: Sairam Nivas (Behind Nariseva Sadan),

PO/Dist: Sambalpur Pin 788001, Odisha

Secretary
SARC, Sambalpur

Secretary SARC cum Implementing Agency
One Stop Centre, Sambalpur

