



GANJAM COLLECTORATE, CHATRAPUR.
(ST & SC DEVELOPMENT SECTION.) ☎:06811-263977
DWO E-mail ID-dwoganjam@gmail.com

Letter No. 2493/SSD

Dt. 28/08/2018

ADVERTISEMENT FOR RECRUITMENT OF SIKHYA SAHAYAK UNDER ST & SC DEV.
DEPARTMENT IN GANJAM DISTRICT

Applications are invited in prescribed format from eligible candidates for recruitment of Sikhya Sahayak (+2 Arts / Com. CT, +2 Science CT, B.A B.Ed (Language), B.Sc B.Ed on contractual basis in different Schools under ST & SC Development Department in Ganjam District. The application should reach to District Welfare Office, At/Po: Chatrapur, District: Ganjam on or before 17/9/18 by Regd. Post / Speed Post only.

The detail information regarding this recruitment i.e details for engagement of Sikhya Sahayak / Sahayika, application format, selection procedure & service condition detail list of enclosures and check list to be attached etc. are available in the district website i.e www.ganjam.nic.in as well as Notice Board of Collectorate, Ganjam / District Welfare Office. Ganjam / Sub-Collector, Chatrapur, Berhampur & Bhanjanagar / DPC (SSA), Ganjam, Chatrapur/ District Education Officer, Ganjam, Berhampur/ all Block Offices of Ganjam Dist.

Collector, Ganjam reserves the right for modification or cancellation of advertisement without assigning any reason thereof.


Collector & District Magistrate,
Ganjam, Chatrapur

Memo No. 2494/SSD

Dt. 28/08/2018

Copy to Office Notice Board.

Copy to the ADM, Ganjam / Sub-Collector, Chatrapur, Berhampur & Bhanjanagar / P.D, DRDA, Ganjam / DPC (SSA), Ganjam, Chatrapur/ District Education Officer, Ganjam, Berhampur/ all B.D.Os / all Tahasildars/ all BEOs of Ganjam District for information & necessary action.

Copy to the DIPRO, Ganjam for information & necessary action.

Copy to the Inspector of Schools (SSD), Kandhamal / D.I of Schools (SSD), Kandhamal for information & necessary action.

Copy to District Informatics Officer, NIC, Ganjam with a request to upload the aforesaid advertisement, detail information and others in the district website for wide publication.


District Welfare Officer,
Ganjam, Chatrapur

**ADVERTISEMENT FOR ENGAGEMENT FOR THE POST OF SIKHYA
SAHAYAK / SAHAYIKA**

Applications as per format appended hereto are invited from eligible candidates for engagement in the post of Sikhya Sahayak (+2 Arts / Com. CT, +2 Science CT, B.A B.Ed. (Language), B.Sc B.Ed. on contractual basis in different Schools running under ST & SC Development Department in Ganjam District. The application should reach to District Welfare Office, Ganjam on or before 17/9/18 by **Regd. Post / Speed Post only.**

Category	Category-wise Vacancy-in-position					PWD
	UR	ST	SC	SEBC	Total	
+2 Arts / Com. CT	5 (W-2)	3 (W-1)	1	--	9	
+2 Science CT	4 (W-1)	--	2	--	6	One post is reserved for PWD candidate
B.A B.Ed (Language)	2	2	--	--	4	--
B.Sc B.Ed	8 (W-3)	4 (W-1)	2	--	14	One post is reserved for PWD candidate
B.A B.Ed	--	2	1	--	3	One post is reserved for PWD candidate
TOTAL	19	11	6	0	36	

ENGAGEMENT:

1. Sikshya Sahayaks will be engaged in the District by a Selection Committee to be headed by the Collector & District Magistrate as Chairman, District Project Co-ordinator (SSA), Ganjam, Chatrapur, Inspector of School (SSD), SZ, Kandhamal, Regional Asst. Director of Employment, Berhampur. The District Welfare Officer, Ganjam, Chatrapur as Convener of the Committee, who shall prepared draft selected list & place the same before the Collector with due approval.
2. Selection shall be made only on merit i.e on the basis of percentage of marks.
 - a. In case of candidates having qualification of Higher Secondary (+2 or its equivalent) with 2 year Diploma in Elementary Education of C.T/ 2 year Diploma in Education (Special Education), the percentage of marks secured by the candidates in HSC Examination + percentage of marks secured by the candidates at Higher Secondary (+2) Examination + percentage of marks secured in the 2 year Diploma in Elementary Education or C.T/ Diploma in Education (Special Education) Examination as the case may be shall be considered.
 - b. In case of candidates having qualification of Graduation with B.Ed, the percentage of marks secured by the candidates in HSC Examination + percentage of marks secured by the candidates in Pass/ Hons subject+ percentage of marks secured in the B.Ed./ Spl. B.Ed. Examination shall be considered.
 - c. In case, two or more candidates secured the same marks, the candidates older in age and if ages are same, the candidates passing High School Certificate Examination earlier will be placed above the other in the select list.

3. Orders of engagement shall be issued by the Collector & District Magistrate, Ganjam.
4. The engagement will be on annual contract basis. Contract will be renewed in subsequent years depending on performance of the candidates. While renewing the contract of the Sikshya Sahayaks , the SMC of the concerned school must have given positive certificate in his/ her favour about regular attendance and satisfactory teaching. S.Ss shall be abided by the terms & conditions of engagement order & contract. The Sikshya Sahayak can be removed from engagement with a prior notice of 30 days, if she/he violates the conditions of the contract on the basis of adverse report of the SMC i.e. on unauthorised absence / misconduct/ involvement in criminal cases.
5. That, engagement of all Sikshya Sahayak (SSs) will be made by the Collector & District Magistrate, Ganjam under each category as per the **Govt. Resolution No-25605/S&ME dated 26.12.2016** under School & Mass Education Department Govt. of Odisha regarding engagement of Sikshya Sahayak and for implementation of the RTE Act. TGT (Science) means TGT (Physics, Chemistry & Mathematics) or TGT (CBZ / Life Science), TGT (Language) means TGT (Arts) having Odia or English as one of the optional subjects. The applicant applied with grade marking should submit the relevant calculation sheet approved by the concerned Universities or Institution.
6. The relaxation of 5% in minimum qualifying marks in Higher Secondary (+2) or in Graduation level, as the case may be, shall be allowed to the candidates belonging to SC, ST, OBC/SEBC category and PWDs. The persons with disabilities shall claim the vacancies reserved for the categories to which they belong.
7. For the purpose of degree in Teacher Education (B.Ed.), B.Ed. degree of other Universities declared equivalent with corresponding degree of the universities of Odisha and a course recognized by the NCTE shall be considered.

Mode of Application

1. An in-service candidate can apply for the post on submission of NOC from the concerned authority while submission of the application.
2. If any wrong information will be submitted by a candidate deliberately, his/ her candidature will be rejected and further there will be no consideration.
3. Document verification will be done at District level, the date will be published through district website i.e www.ganjam.nic.in. The list of the absent and rejected candidates will be prepared after document verification and will be published in district website.
4. Post wise & category wise 100% merit list will be prepared & published in district website.
5. If an eligible candidate does not join within the stipulated date his/ her candidature will be rejected.
6. 2nd round selection procedure will be repeated for vacancies arising out of non-joining of candidates, if any and is only applicable to the eligible candidates who have already applied but not get selected.

Eligibility

For the post of +2 Arts / Com. CT & +2 Science CT

- a) Higher Secondary (+2 or its equivalent) with at least 50% marks and 2 year Diploma in Elementary Education (CT or D.El.Ed.).

Or

Higher Secondary (or its equivalent) with at least 45% of marks and 2 year Diploma in Education (by what ever name known), in accordance with the NCTE (Recognition Norms and procedure) Regulation, 2002.

Or

Higher Secondary (or its equivalent) with at least 50% of marks and 4 year Bachelor of Elementary Education (B.El.Ed.)

Or

Higher Secondary (or its equivalent) with at least 50% of marks and 2 year Diploma in Education (Special Education)

Or

Graduation and 2 year Diploma in Elementary Education (by what ever name known).

And

- b) Pass in the Odisha Teacher Eligibility Test (OTET-Category-I)
- c) Candidates must have Odia as MIL up to Class-X or pass in Odia language test equivalent to Matric standards conducted or declared by BSE(O).

For the post of B.A B.Ed. & B.Sc. B.Ed.

- a) Graduation and 2 year Diploma in Elementary Education (by what ever name known).

Or

Graduation with 50% marks and 1- year Bachelor in Education (B.Ed.).

Or

Graduation with at least 45% of marks and 1 years Bachelor in Education (B.Ed.) in accordance with NCTE (Recognition Norms and procedure) Regulation issued from time to time in this regard.

Or

Higher Secondary (or its equivalent) with at least 50% marks and 4 year Bachelor in Elementary Education (B. El. Ed.)

Or

Higher Secondary (or its equivalent) with at least 50% marks and 4 year B.A/B.Sc.Ed. or B.A Ed./ B.Sc.Ed.

Or

Graduation with at least 50% marks and 1- year B.Ed.(Special Education).

And

- b) Pass in the Odisha Teacher Eligibility Test (OTET-Category-II).
- c) Candidates must have Odia as MIL up to Class-X or pass in Odia language test equivalent to Matric standards conducted or declared by BSE(O).

Age:

Candidates shall not be below **18 years of age and above 32** years of age as on the date of publication of advertisement. In case of ST/SC, Women, Ex-Servicemen & SEBC candidates the upper age limit may be relaxed by **5 (five) years** and in case of PH candidates, the upper age limit may be relaxed by **10 (Ten) years**.

Reservation:

- (a) The Orissa Reservation Vacancies (in posts and services for ST& SC) Act, 1975 and rules made there under and OCS (Reservation of vacancies for Women in Public Service) Rules, 1994 such other principles of reservation as prescribed by the State Government from time to time shall be followed. In case of PH candidates provisions contained in the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995 and G.A Department instructions thereof shall be followed. For relaxation of upper age limit to different category of candidates, The OCS (Fixation of Upper Age Limit) Rules, 1989 shall be followed.
- (b) The candidates having temporary disability shall not be entertained for engagement. The candidates those will avail the reservation/ relaxation of age limit under provisions contained in the rules under PH category shall have to appear before the State Medical Board before their engagement.

P/AN

Other

- (i) The select list will be valid for one (1) year from the date of its final publication.
- (ii) The application should be super scribed as Application for the post of _____ on the top of the envelope.

The above posts may increase / decrease on creation / reduction of the post by the Government. **The Collector, Ganjam reserves the right for modification / cancellation of advertisement without assigning any reason thereof.**


**Collector & District Magistrate,
Ganjam**

24/8

APPLICATION FORMAT FOR ENGAGEMENT OF SIKHYA SAHAYAK-2018-19 IN GANJAM DISTRICT

(To be filled by the candidates in his / her own handwriting)

Advertisement No. _____ / Date _____

1. Name of the post applied for :
2. Full name (in Capital letters) :
3. Father's / Husband's Name :
4. Date of Birth : Age as on date of advertisement: _____
5. Address for Correspondence :
- (a) Present: At: _____ (b) Permanent: At: _____
 Po: _____ Po: _____
 Via: _____ Dist: _____ Via: _____ Dist: _____
 Contact No. _____
6. Sex: M/F _____ 7. Whether Married / Unmarried - Y/N _____
8. Whether Ex-Servicemen / Physically Handicapped / Sports person (Mention): _____
9. If Physically handicapped mention type: (Visual / Hearing / Locomotor) : _____
10. Caste: S.C / S.T / S.E.B.C / U.R : _____
11. Training: C.T / B.Ed / Spl. B.Ed : _____
12. OTET (I & II) qualifying certificate Sl.No : _____
13. Educational qualification details : _____

Paste your
recent self-
attested
Passport Size
photograph

Sl No.	Educational Qualification	Name of the Board / Council / University / Institution	Year of Passing	Full Marks	Secured Marks without extra optional	Percentage of Marks secured	Division in which passed
1	2	3	4	5	6	7	8

13. Name of the Employment Exchange _____ Regd No. _____ & Date _____
14. Resident certificate No. _____ / Date _____
15. Caste certificate No. / Date _____ issued by _____

DECLARATION

I do hereby declare that the entries and statements made in this application form and all the attachments and enclosures are true to the best of my knowledge and belief. I have carefully read the details in the Advertisement of the Collector, Ganjam and I fulfil all the conditions of eligibility prescribed for the post. If it will be detected false / forged / incorrect / ineligibility at any time in future before or after the selection, my candidature will be rejected / cancelled / terminated and legal action will be taken.

Place

Date

Signature of the Candidate

P2011

2. Enclosures to be attached with the application form

1. Xerox copies of certificate showing Academic qualification with mark sheets as required for the post.
2. Xerox copy of OTET pass.
3. Xerox copy of caste certificates from the competent authority in case of ST/SC/SEBC candidates. In case of SC & SEBC recent caste certificate requires.
4. Xerox copy of certificate in support of physically handicapped persons.
(The PH candidates shall be referred to Appellate Medical Board constituted by W&CD Deptt. Vide Notification No.16430 Dt.06.09.2011 for examination.)
5. Xerox copy of Certificate of Army personnel for Ex-Servicemen.
6. Xerox copy of Identity card of sports person issued by the competent authority of the State.
7. Xerox copy of recent residential certificate issued by competent authority.
8. Valid employment registration card issued by the competent authority.
9. Two recent passport size photographs self attested by candidate to be affixed in the application form.
10. 2 Nos. of good quality self addressed stamped envelope with Rs.25/- stamp for each envelope.
11. The category & post applied for should be clearly mentioned in the front cover of the envelope.
12. Application completed in all respect along with the above enclosures should be sent in Registered post / Speed post in closed cover addressed to the **DISTRICT WELFARE OFFICE, GANJAM, COLLECTORATE, GANJAM, CHATRAPUR, PIN:761020** so as to reach this Office on or before 17/09/18 during Office hour.
13. No T.A / D.A will be allowed at the time of verification of original certificates.
14. The incomplete applications and application received after due date will be summarily rejected.
15. All relevant documents shall be duly self attested by the candidates. Otherwise, their candidature will be rejected.
16. The applicant applied with grade marking should submit the relevant calculation sheet approved by the concerned Universities or Institution.
17. C.T & B.Ed candidates other than passed C.T or B.Ed in Govt. Institution of Odisha should submit the affiliation copy or equivalence certificate approved by the State Government / NCTE or Universities of Odisha.

CHECK LIST (TO BE TICK BY THE CANDIDATE OF DOCUMENTS SUBMITTED BY HIM / HER

- | | | | | |
|-----|---|-----------------------|-----------------|-----------------------|
| 1. | HSC Board certificate | <input type="radio"/> | Mark Sheet | <input type="radio"/> |
| 2. | +2 Certificate | <input type="radio"/> | Mark Sheet | <input type="radio"/> |
| 3. | +3 Certificate | <input type="radio"/> | Mark Sheet | <input type="radio"/> |
| 4. | OTET Certificate | <input type="radio"/> | OTET Mark sheet | <input type="radio"/> |
| 5. | Training certificate CT <input type="radio"/> B.Ed <input type="radio"/> Spl. B.Ed. <input type="radio"/> | <input type="radio"/> | Mark sheet | <input type="radio"/> |
| 6. | Caste certificate | | | <input type="radio"/> |
| 7. | Residence certificate | | | <input type="radio"/> |
| 8. | Employment Registration card | | | <input type="radio"/> |
| 9. | Physically handicapped certificate | | | <input type="radio"/> |
| 10. | Proof of Service as Army personnel | | | <input type="radio"/> |
| 11. | Identity card issued by Directorate of Sports Authority of Odisha | | | <input type="radio"/> |
| 12. | Self Attested passport size photograph | | | <input type="radio"/> |
| 13. | Two good quality stamped self addressed Envelope | | | <input type="radio"/> |

ASSIGNMENT

The Sikhya Sahayaks shall perform the following duties:

- i) Teaching in the School shall be the main duty of the Sikhya Sahayaks.
- ii) They must maintain regularity and punctuality in attending School.
- iii) They must ensure completion of entire curriculum within the specified time.
- iv) They must assess the learning ability of each child and accordingly supplement additional instructions if any as required.
- v) They must ensure minimum level of learning (MLL) for the students as prescribed by the Competent Authority (School & Mass Education Department).
- vi) They must ensure at least 90% attendance of the children in respective schools in all classes.
- vii) They shall reduce the dropout of the children in school below 10%.
- viii) They shall motivate the parents / guardians of the village in which Primary School is situated for enrolment of children within the age group of 6 to 14 years. It shall be his / her duty to contact parents / guardians in case children fail to attend classes regularly and get back such children to the classes.
- ix) They will hold regular meeting with parents and guardians and appraised them about the regularity in attendance, ability to learn, progress made in learning and any relevant information about the child.
- x) They shall perform all such other duties as assigned to them by the competent authority as and when required.
- xi) They shall abide by the rationalization of teachers policy of Govt. as issued from time to time.
- xii) Whenever applicable they will work under the administrative control of Head Pandit / Head Master or Head Mistress in charge of the School to which he/she assigned. They shall perform the duties as will be entrusted upon him / her by the concerned Head Pandit / Headmaster or Headmistress.
- xiii) They may be assigned any other work in furtherance of the objective of universalisation of Primary Education / RTE Act by Chief Executive Officer, Zillaparishad or any other authority as decided by Government in School & Mass Education Department from time to time.
- xiv) The engagement shall be cancelled, if any fraudulent testimonial is detected in future, if he/she is criminally proceeded against.
- xv) The data of all newly recruited Sikshya Sahayaks should be recorded in the teacher profile at District Level.
- xvi) The Sikhya Sahayaks will get consolidated monthly remuneration as decided by the Govt. from time to time.
- xvii) The Sikhya Sahayaks (SS) would attend training programme as may be fixed by Government, from time to time.
- xviii) The engagement would be on the basis of annual contract. In case Collector decided not to renew the contract, appeal shall lie to the Government within three months of non renewal of contract.
- xix) The Sikhya Sahayaks shall be eligible for casual leave of 12 days during one calendar year. She / He shall not be entitled to any other authorized absence beyond the above-mentioned period. If he/she remains absent with permission and if he/she does not have any authorized leave at her/his credit, the proportionate amount from consolidated remuneration shall be deducted.
- xx) Any Lady Sikshya Sahayak who is having less than two surviving children is entitled to avail leave on account of maternity as decided by Government from time to time.
- xxi) The engagement as prescribed by the Government between the Collector and Sikshya Sahayak (SS) is to be executed on stamped paper.