

**COLLECTORATE, NAYAGARH**  
(ST & SC DEV. SECTION)  
**ADVERTISEMENT**

Order No. 59 /DWO/ Dt: 14.01.19

Applications in prescribed format are invited for engagement of **Sikshya Sahayak** on annual contract basis in different Schools running under ST & SC Dev. Deptt. in Nayagarh District. The Sikshya Sahayaks (trained and untrained) will get consolidated monthly remuneration as decided by the Government from time to time. Intended eligible candidates may apply for Nayagarh District only. The candidates have to furnish an affidavit/undertaking to the effect that he/she has not applied for engagement of Sikshya Sahayak in any Revenue District other than the Revenue District of Nayagarh. If, on verification, it is found that the candidate has applied in more than one Revenue District for engagement of Sikshya Sahayak his/her application shall be rejected without assigning any reason thereof. In case of submission of defective affidavit/undertaking, the applications shall also be rejected. If any fraudulent testimonial is detected, action will be taken as per law and his/her candidature will be cancelled. The application shall reach the Collectorate(Welfare Section), Nayagarh(Office of the District Welfare Officer, Nayagarh) on or before 14.02.19 till 5.00P.M. through Registered Post/Speed Post only through Postal Deptt..

The application form, mode of application, eligibility and other details is available in District Website- [www.nayagarh.nic.in](http://www.nayagarh.nic.in).

**Category-wise Vacancy Position: -**

**1. SIKSHYA SAHAYAK**

Sl. No.	Name of the Post	Category wise Vacancy-in-position					Special Reservation
		ST	SC	SEBC	UR	TOTAL	
1	2 Science CT	02(W=01)	01	0	01	04(W=01)	1-Ex-serviceman 1-PH(VI) Sub- category-(B or LV)
2	2 Arts/ Commerce CT	0	0	0	01	01	
3	B.Sc. B.Ed.	05(W=02)	0	01	02	08(W=02)	1-PH(OH) Sub- category- (OA, BA (having writing ability), OL and BL.) 1-Ex-serviceman 1-Sportsperson
4	B.A.B. Ed. (Social Science)	04(W=01)	0	01	01	06(W=01)	
5	B.A.B. Ed. & Language)	03(W=01)	0	0	02	05(W=01)	

N.B:- W=Women

Details of Sikshya Sahayak- Annexure-A



Collector, Nayagarh

**DETAILS OF SIKSHYA SAHAYAKS RECRUITMENT**

Applications in prescribed format are invited for engagement of Sikshya Sahayak on annual contract basis in different Schools running under ST & SC Dev. Deptt. in Nayagarh District. The Sikshya Sahayaks (trained and untrained) will get consolidated monthly remuneration as decided by the Government from time to time. Intended eligible candidates may apply for Nayagarh District only. The candidates have to furnish an affidavit/undertaking to the effect that he/she has not applied for engagement of Sikshya Sahayak in any Revenue District other than the Revenue District of Nayagarh. If, on verification, it is found that the candidate has applied in more than one Revenue District for engagement of Sikshya Sahayak his/her application shall be rejected without assigning any reason thereof. In case of submission of defective affidavit/undertaking, the applications shall also be rejected. If any fraudulent testimonial is detected, action will be taken as per law and his/her candidature will be cancelled. The application should reach this office on or before 14.02.2019 till 5.00P.M. through

**1. Category-wise Vacancy Position: -**

Sl. No.	Name of the Post	Category wise Vacancy-in-position					Special Reservation
		ST	SC	SEBC	UR	TOTAL	
1	+2 Science CT	02(W=01)	01	0	01	04(W=01)	1-Ex-serviceman
2	+2 Arts/ Commerce CT	0	0	0	01	01	1-PH(VI) Sub- category-(B or LV)
3	B.Sc. B.Ed.	05(W=02)	0	01	02	08(W=02)	1-PH(OH) Sub- category- (OA, BA (having writing ability), OL and BL)
4	B.A.B. Ed. (Social Science)	04(W-01)	0	01	01	06(W-01)	1-Ex-serviceman
5	B.A.B. Ed. & Language)	03(W-01)	0	0	02	05(W-01)	1-Sportsperson
<b>TOTAL</b>		<b>14(W-05)</b>	<b>01</b>	<b>02</b>	<b>07</b>	<b>24(W-5)</b>	

N.B:- (i) W=Women

**2. How to Apply:-**

Intended candidates have to submit the prescribed application form along with the required documents to the office of the District Welfare Officer, Nayagarh by **5.00 P.M. of 14.02.2019** through registered post/speed post only through postal department. The application should be addressed to **“The District Welfare Officer, Nayagarh”** and the envelope containing the application should be super-scribed with **“APPLICATION FOR THE POST OF SIKHYA SAHAYAK- B.Sc. B.Ed./B.A. B.Ed. (Language/Social Science)/+2 ARTS & COMMERCE (CT) / +2 SCIENCE (CT)”** which ever the case may be. The authority will not be responsible for any postal delay and loss in transit. Application received after the last date, in any other format or by any other means or incomplete in any respect will not be accepted.

### **3. ELIGIBILITY:-**

#### **For B.Sc. B.Ed. and B.A. B.Ed. candidates**

- (a) Candidates must have secured Graduation with at least 50% marks and 1 year bachelor in Education (B.Ed.).  
Or  
Graduation with 50% marks and 1 year B.Ed.(special Education)  
Or  
Higher Secondary (+2 or its equivalent)with at least 50% marks and 4 years B.A.Ed./B.Sc.Ed.  
And
- (b) Pass in the Odisha Teacher Eligibility Test(OTET-Category-II)
- (c) Candidates must have Odia as MIL up to Class-X.

#### **For +2 Science CT and +2Arts/Commerce CT candidates**

- (a) Candidates must have passed +2 (Arts, Science, and Commerce) with at least 50% marks & 2 year Diploma in Elementary Education (CT).  
Or  
+2 (Arts, Science, Commerce) with at least 50% marks & 2 years Diploma in Education (Special Education).
- (b) Candidates must have Odia as MIL upto M.E. standard/Class-VII.
- (c) Pass in the Odisha Teachers Eligibility Test(OTET-category-I)  
Provided that 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,SEBC & PwD category.

Provided further that if trained candidates having the above percentage of marks in higher Secondary or graduation level the case may be, are not available and posts remained unfilled, trained candidates having the minimum percentage of marks prescribed at the time of admission in teachers education course with OTET pass shall also be considered for engagement.

- 3.1 In case trained qualified candidate of the above categories are not available. The untrained candidates having the requisite academic qualification required for teachers training courses as decided by NCTE from time to time and passing of OTET may be given engagement with the stipulation that such untrained candidates will acquire training qualification within the stipulation date given by the Govt. of India.
- 3.2 The untrained candidates selected as per relaxed standard shall have to furnish an affidavit at the time of engagement to the effect that they shall acquire the required training qualification within the stipulated period in accordance with the provisions of the Orissa right of Children to free and compulsory education Act. 2009 or as decided by the Govt. of India from time to time. Candidates unable to acquire the training qualification within the stipulation period shall be disengaged automatically.
- 3.3. Candidates who are in employment shall furnish the No objection certificate issued by the employer at the time of joining.

#### **4. Age:-**

The candidate shall not be below 18 years of age and above 35 years of age as on date of publication of the advertisement. In case of ST/SC, Women, Ex-Service Man & SEBC candidates the upper age limit may be relaxed by 05 years and in case of P.H. candidates the upper age limit may be relaxed by 10 years.

## 5. Reservation:-

The Odisha Reservation Vacancies (in post and services for ST & SC) Act, 1975 and rules made there under and such other principles of reservation as prescribed by the state Govt., from time to time, shall be followed. Up to  $33\frac{1}{3}\%$  posts will be reserved for women candidates. Out of the above posts to be filled up 4 % post will be reserved for Physically Handicapped candidates as per the provision of Section 33 of "The Persons with Disabilities (equal opportunities, Protection of Right and full participation Act, 1995) 1% for eminent sports personnel and 3% for Ex-Servicemen and G.A. Deptt. Resolution No. 25384 dt. 20.09.2005 shall be followed.

## 6. 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 (ST & SC Dev. Deptt.).
- (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 enrollment 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 apprise 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 rationalize of teachers policy of Govt. as issued from time to time.
- (xii) Whenever applicable they will work under the administrative control of Head Sevak or Head Sevika/ Headmaster or Headmistress 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 Sevak or Head Sevika/ Headmaster or Headmistress.
- (xiii) They may be assigned any other work in furtherance of the objective of universalization of "Primary Education/ RTE Act by any other authority as decided by Government in ST & SC Dev. Deptt. from time to time.
- (xiv) The engagement shall be cancelled if any fraudulent testimonial is detected in future & he/she is to criminally proceeded against.

## 7. Employment Registration Certificate:-

The B.Ed. qualified candidates should registered their names at any state level employment exchanges such as (Special Employment exchange at Bhubaneswar and exchanges at Vanivihar (Bhubaneswar), Jyotivihar (Sambalpur) & Bhanjavihar (Berhampur) and state employment exchange at Bhubaneswar and all other candidates must registered at any employment exchange in the State with validity at the time of application.

8. **Selection process: -**

- i. Selection shall be made only on merit basis i.e. on percentage of marks calculated as follows.  
In case of +2 with CT candidates, the percentage (%) of marks secured by the candidates in the HSC Examination + percentage (%) of marks in the Higher Secondary (+2) + percentage (%) of marks in the C.T/ 2 year Diploma in Special Education..

In case of untrained +2 candidates, the percentage (%) of marks in the HSC Examination+ percentage (%) of marks in the Higher Secondary (+2) exam.

**Explanation: -**

- i. The marks secured in 4<sup>th</sup> optional or extra optional subject in HSC examination/ Higher Secondary (+2) Examination is to be deducted from the total marks for arriving at the effective percentage of marks.
  - ii. In case of compartmental examination the fail marks secured in the subjects is to be deducted from the total marks and pass marks of the compartmental examination shall be added to the total marks for arriving at the effective percentage of marks.
  - iii. For the purpose of equivalency of +2 examination conducting by the institution declared equivalent by the CHSE, Odisha shall be considered.
  - iv. For the purpose of 2 year Diploma in Education (Special Education), recognized by RCI (Rehabilitation Council of India) shall be considered.
9. In case of candidates having qualification of graduation with B.Ed. the percentage of marks secured by the candidates in HSC examinations + percentage of marks secured by the candidates in Pass/Hons. Subjects + percentage of marks secured in the B.Ed./ 1 year Spl. B.Ed. examination shall be considered.  
In case of untrained graduate candidates, percentage of marks secured in HSC examination + percentage of marks secured in Pass /Honors subjects shall be considered.

**Explanation: -**

- i. 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. The NCTE approval & equivalency certificate must be produced by such type of applicant.
  - ii. While calculating percentage of marks of pass students, marks obtained in pass subjects only will be considered for calculation of percentage.
  - iii. In case of Honors students, marks obtained in Honors subjects only will be considered for calculation of percentage.
  - iv. For the purpose of the calculation of percentage of marks, marks secured in extra optional/Ancillary/ Foundation / compulsory courses are to be deducted from the total marks. The mark sheet having grade point will be considered if the candidate submit the numerical equivalency of that grade point mark sheet issued by concerned University.
  - v. Candidates of the B.Ed. category TGT Science will mean TGT(Physics, Chemistry & Math) or TGT(CBZ/Life Science). TGT Social Science will mean TGT(Arts) having any two of the optional subjects such as History, Geography, Pol. Sc. & Economic and TGT (Language) will mean TGT (Arts) having Odia or English as one of the optional subject.
6. In case, two or more candidates secure 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.

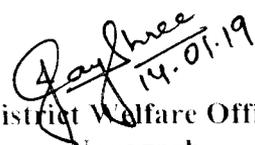
9. **Other Service Conditions: -**

- i. The Sikhya Sahayaks (trained and untrained) will get consolidated monthly remuneration as decided by the Government from time to time.
- ii. The Sikhya Sahayaks (SS) would attend training program as may be fixed by Government, from time to time.

- iii. The Sikhya Sahayak 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 She/He does not have any authorized leave at her/his credit, the proportionate amount from consolidated remuneration shall be deducted.
- iv. Any Lady Sikhya 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.
- v. The agreement as prescribed by the Government, between the Collector and Sikhya Sahayak (SS) is to be executed on stamped paper.
- vi. Decision taken in the matter of engagement of Sikhya Sahayak (SS) in S&ME Department will also be applied *mutatis mutandis* to the institutions looked after by the ST & SC Development Department.
- vii. The engagement will be on an annual contract basis. Contract will be renewed in subsequent years depending on the performance of the candidate. In case Collector decides not to renew the contract, appeal shall lie to the Government within three months of non-renewal contract. While renewing the contract of Sikhya Sahayak, the concerned Collector must see that the school Management committee/ SMDC of the concerned school has given positive certificate in his favour about regular attendance and satisfactory teaching. The Sikhya Sahayak can be removed from engagement with a prior notice of 30 days, if she/he violates the condition of contract or on the basis of adverse report of the SMC/SMDC i.e. on unauthorized absence/ misconduct/ involvement in criminal cases.

**10. Self-attested documents to be attached along with application form:-**

- 1) HSC Certificate & Marksheet
- 2) +2 Certificate & Marksheet
- 3) +3 Certificate & Marksheet
- 4) CT Certificate & Marksheet
- 5) B.Ed. Certificate & Marksheet
- 6) The numerical equivalence certificate of the mark sheet having grade point.
- 7) The NCTE recognized & equivalence certificate for other than Odisha University.
- 8) In case of Special Education, RCI Certificate
- 9) OIET Certificate
- 10) Caste Certificate
- 11) Residence Certificate
- 12) Affidavit in Original about applying for the post of Sikhya Sahayak to one District only.
- 13) Valid Employment Registration Card
- 14) Undertaking for acquiring Training qualification within stipulated period
- 15) Physically Handicapped Certificate (if any).
- 16) Proof of Service as Army Personnel (if any) (Sainika Board, Cuttack
- 17) Identity card issued by Directorate of Sports Authority of Odisha (if any) for sports person.
- 18) One No of Self-attested passport size photograph.(Excluding attached photos)
- 19) Two self-addressed Envelope (25 X 11 C.M. having Postal stamp worth Rs. 22/- each)
- 20) Copy of Identity card issued by Govt. such as Aadhar Card/Voter ID/ Driving License/ Passport /Pancard.
- 21) NOC in case of any employee.

  
 14.01.19  
 District Welfare Officer,  
 Nayagarh

## APPLICATION FORMAT

(For the post of SIKSHIYA SAHAYAK-2018-19 under ST & SC Dev. Deptt. of  
Nayagarh District.)

(To be filled up by the Candidate only)

Space for  
photograph with  
full signature of the  
candidate on the  
front side

1. Name of the Post Applied for :B.Sc. B.Ed./ BA B.Ed.(Social Science)/  
BA. B.Ed.(Language)/ +2 Arts CT/  
+2 Sc. CT ( Tick which ever is applicable)
2. Name of the Applicant (in Capital Letter):
3. Name of the Father:
4. Permanent Address with pin code:
  
5. Present Address for correspondence with Pin code:  
(if other than of at point No. 4)
  
6. Nationality:
7. Religion:
8. Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
(As recorded in HSC)
9. Age as on the date of Notification: Year \_\_\_\_\_ Month \_\_\_\_\_ Days \_\_\_\_\_
10. Category belongs to (SC/ST/SEBC/UR) : \_\_\_\_\_ / Sub-Caste: \_\_\_\_\_
11. Gender :
12. Special Reserved Category :  
(PH/Ex-Servicemen/Sports Person)
13. Whether Trained or Untrained :
14. Martial Status : Married  Un married
15. Academic Qualification:

Sl. No.	Name of the Examination Passed(HSC onwards)	Name of the Board/College/University	Year of Passing	Subject studied	Detail of Marks		
					Total Marks (Excluding 4 <sup>th</sup> optional)	Mark Obtained ((Excluding 4 <sup>th</sup> optional)	% of Marks
1	2	3	4	5	6	7	8
1	HSC						
2	+2/+3						
3	CT/B.Ed.						

16. OTET Paper- \_\_\_\_\_, Certificate No. \_\_\_\_\_ & Roll No. \_\_\_\_\_
17. M.I.L.(Odia) studied upto \_\_\_\_\_.

18. Name of the Employment Exchange: \_\_\_\_\_
19. Employment Registration No.: \_\_\_\_\_
20. Caste Certificate: Misc Case No. Date: Issued by:
21. Residence Certificate: Misc Case No. Date:
22. Mobile No. \_\_\_\_\_
23. List of Enclosure (Self attested enclosures to be attached with the application form)

(put Tick Mark which ever are applicable)

- 1) HSC Certificate & Marksheet
- 2) +2 Certificate & Marksheet
- 3) +3 Certificate & Marksheet
- 4) CT Certificate & Marksheet
- 5) B.Ed. Certificate & Marksheet
- 6) OTET Certificate
- 7) In case of Special Education, RCI Certificate
- 8) In case any grade point mark sheet, the numerical equivalency certificate.
- 9) NCTE recognition & equivalency certificate for outer University.
- 10) Caste Certificate
- 11) Residence Certificate
- 12) Affidavit in Original for applying the post to one District
- 13) Employment Registration Card
- 14) Undertaking to be acquired Training qualification within stipulated period
- 15) Physically Handicapped Certificate (if any).
- 16) Proof of Service as Army Personnel (if any) (Sainika Board, Cuttack
- 17) Identity card issued by Directorate of Sports Authority of Odisha (if any)
- 18) One No. of Self attested passport size photograph.
- 19) Two self-addressed Envelope (25 X 11 C.M. having Postal stamp worth Rs. 22/- each)
- 20) Copy of Identity card issued by Govt. Authority such as Aadhar Card/Voter ID/ Driving License/Passport & Pancard.
- 21) NOC in case of any employee
- 22) No. of documents attached as per check list

### **DECLARATION**

I, \_\_\_\_\_ do hereby declare that (i) I have applied for above stated post for Nayagarh District only, (ii) The particulars furnished by me in the application form are true to the best of my knowledge & belief and any of the information/documents supplied by me in the application form found incorrect. I shall be legally responsible for it and my candidature shall be cancelled.

Place:

Date:

**Full Signature of the Applicant.**