

**OFFICE OF THE COLLECTOR, CUTTACK  
(SOCIAL SECURITY SECTION)**

**ADVERTISEMENT No.-IS-01/2023- 1135 /SS;Date: 06.05.2023**

**Recruitment for 27nos. of Teaching and Non-Teaching Staffs of different Special Schools in respect of Cuttack district under the Grant-in-Aid fold of SSEPD Department, Odisha, Bhubaneswar.**

**IMPORTANT:-**

- Last Date of receipt of Detailed Application Form along with other required documents to the address mentioned below through **Speed Post/Registered Post only** is **31.05.2023**.
- Applications received after the last date & applications not enclosed with the required documents will be out-rightly rejected and no correspondence in the matter will be entertained.
- The candidates applying for the post must go through this advertisement and ensure that they fulfill all the eligibility criteria prescribed for the post as laid down in this advertisement. Admission of a candidate for the written examination & other test if any shall be provisional and would be on the basis of the information furnished by him/her in the Detailed Application Form.
- If any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her application form is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the post, his/her candidature for the post will be cancelled forthwith.
- The appointment will be on contractual basis carrying a consolidated pay mentioned against each post as per guidelines.

Applications are invited for Twenty Seven (27) nos. of Teaching and Non-Teaching Staffs of different Special Schools in Cuttack district under the Grant-in-Aid fold of SSEPD Department, Odisha, Bhubaneswar from intending candidates with requisite qualification for filling up of following vacant post as mentioned below on contractual basis.



## 1. VACANCY POSITION:

### a. Number of post to be filled up against the different Special Schools

As per requirement of Special Schools the vacancy position of different posts with consolidated pay against the Special Schools are as follows:

Sl No.	Name of the Special School	Name of the Post	No. of vacancies	Consolidated Pay
1	School for the Blind, IIC, CDA, Sector-10, Cuttack	Sr. S.E.S(Headmaster/Principal)	1	16880
2		Assistant Teacher (T.G.)	2	16880
3		Assistant Teacher (T.I)	3	10000
4		Mobility Teacher	1	9000
5		Music Teacher(Instrumental)	1	9000
6		Craft Teacher	1	9000
7		Clerk-cum-Accountant	1	8880
8		Sweeper-cum-Watchmen	1	8070
9		Attendant(Female)	1	8070
10		Attendant(Male)	1	8070
11	School for the Deaf, IIC, CDA, Sector-10, Cuttack	Assistant Teacher (T.I)	2	10000
12		Assistant Teacher (Speech & Language Therapist-DHLS)	1	9250
13		Craft Teacher	1	9000
14		Matron/Warden	1	10000
15	Ramadevi Sishu Bihar, School for the Deaf, Lalbag, Cuttack	Assistant Teacher (Speech & Language Therapist-DHLS)	1	9250
16		Craft Teacher	1	9000
17		Art Teacher (Visual)	1	9000
18	Ramadevi Sishu Bihar, School for the MR, Lalbag, Cuttack	Principal/Headmaster	1	16880
19	'TYAGA', School for the Deaf, Mahanga, Cuttack	Cook	1	8390
20	Ashraya-The Shelter, School for the MR, C/47, Sector-7, CDA, Cuttack-753014	Matron/Warden	1	10000
21	Ashraya-The Shelter, School for the CP, C/47, Sector-7, CDA, Cuttack-753014	Matron/Warden	1	10000
22		Cook	1	8390
23	Ashraya-The Shelter, School for the Autism, C/47, Sector-7, CDA, Cuttack-753014	Attendant (Male)	1	8070

b. The number of vacant posts to be filled upon the basis of this recruitment is subject to change without any prior notice as per discretion of the Selection Committee and the Government.



- c. The preliminary scrutiny, if required may be done in case of large number of applicants basing on the experience/other activities in the related field.

## 2. EDUCATIONAL QUALIFICATION FOR THE DIFFERENT POST:

Minimum educational qualifications prescribed for the posts mentioned against below

Name of the School	Name of the Post	Minimum Educational Qualification prescribed for the post
School for the Blind, IIC, CDA, Sector-10, Cuttack	Sr. S.E.S (Headmaster/Principal)	Master of Arts/Science having B.Ed.(General) with Diploma in concerned stream or Spl. B.Ed. In concerned stream
	Assistant Teacher (T.G.)	Graduate in Arts/Science having B.Ed.(General) with Diploma in concerned stream or Spl. B.Ed. In concerned stream
	Assistant Teacher (T.I)	+2 or equivalent and Diploma in concerned stream
	Mobility Teacher	+2 pass or its equivalent Diploma/Degree in Orientation & Mobility
	Music Teacher (Instrumental)	10th pass or its equivalent and I. Music from recognized university as applicable
	Craft Teacher	10th Pass with I.T.I, or its equivalent
	Clerk-cum-Accountant	Graduate in any discipline with computer knowledge
	Sweeper-cum-Watchmen	VIII pass
	Attendant(Female)	VIII pass
	Attendant(Male)	VIII pass
School for the Deaf, IIC, CDA, Sector-10, Cuttack	Assistant Teacher (T.I)	+2 or equivalent and Diploma in concerned stream
	Assistant Teacher (Speech & Language Therapist-DHLS)	+2 or equivalent and DHLS or BASLP
	Craft Teacher	10th Pass with I.T.I, or its equivalent
	Matron/Warden	Graduate in any discipline with Degree or Diploma in concerned stream
Ramadevi Sishu Bihar, School for the Deaf, Lalbag, Cuttack	Assistant Teacher (Speech & Language Therapist-DHLS)	+2 or equivalent and DHLS or BASLP
	Craft Teacher	10th Pass with I.T.I, or its equivalent
	Art Teacher (Visual)	B.F.A in Visual/Fine or Applied Arts as Applicable
Ramadevi Sishu Bihar, School for the MR, Lalbag, Cuttack	Principal/Headmaster	Master in Arts/Science having B.Ed.(General) with Diploma in concerned stream or Spl. B.Ed. In concerned stream
'TYAGA', School for the Deaf, Mahanga, Cuttack	Cook	VIII pass with knowledge of cooking
Ashraya-The Shelter, School for the MR, C/47, Sector-7, CDA, Cuttack-753014	Matron/Warden	Graduate in any discipline with Degree or Diploma in concerned stream

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Ashraya-The Shelter, School for the CP, C/47, Sector-7, CDA, Cuttack-753014	Matron/Warden	+2 or equivalent and Diploma in CP/MR
	Cook	VIII pass with knowledge of cooking
Ashraya-The Shelter, School for the Autism, C/47, Sector-7, CDA, Cuttack-753014	Attendant(Male)	VIII pass

### **3. SCALE OF PAY & CONDITION OF SERVICE:**

The appointment will be initially on contractual basis carrying a consolidated pay mentioned above at 1(a) against each post shall be guided by the rules and regulation in Resolution of Department of Social Security & Empowerment of Person with Disability, Government of Odisha Notification No.4208/SSEPD, dated 06.06.2022.

### **4. AGE:**

The candidate applying for the post must be between 18 years to 38 years of age as on 01.01.2023 for all post as per criteria. However the upper age is relaxable for five years in case of candidates engaged in the Special School subject to production of certificate by the concerned Special School. He/She should submit the required proof for availing the age relaxation.

Date of Birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent certificate issued by the recognized Board/Council/by competent Authority will be considered.

### **5. GENERAL ELIGIBILITY CRITERIA:**

In order to be eligible for applying for the post a candidate must satisfy the following conditions

- i. The candidate must be a citizen of India.
- ii. Be able to Speak, Read & Write Odia.
- iii. Be of good character & conduct.
- iv. Be of good mental condition and bodily health and free from any physical defect like to interfere with the discharge of his duties in the service.
- v. He must have passed Middle School examination with Odia as language subject.  
or  
Have passed Matriculation or equivalent examination with Odia as medium of examination in non language subject. or



Have passed in Odia as a language subject in the final examination of Class VII or above; or

Have passed a test in Odia in Middle English School Standard conducted by the Education Department.

- vi. He/She must have registered his/her name in Special Employment Exchange, Bhubaneswar or Local Employment Exchange.

**6. APPLICATION FEE:**

There shall be no fees for the any of the category/post.

**7. Certificate/documents(Self attested) to be attached with the Application Form by the candidates by the last date i.e. 31.05.2023:**

- a. Application Form duly filled and signed the declaration by the candidate.
- b. One recent passport size photograph duly self attested must be affixed to the application.
- c. Self attested photocopy of Caste certificate (if applicable) issued by the competent authority.
- d. Self attested photocopy of HSC or equivalent pass certificate & marksheet in support of declaration of age issued by the concerned authority.
- e. Self attested photocopy of +2 Level Pass certificate and Mark sheet from any recognized University/Board.
- f. Self attested photocopy of Bachelor's degree pass certificate and Mark sheet from any recognized University/Board.
- g. Self attested photocopy of Diploma/Degree Pass certificate and Mark sheet from any recognized University/Board. (if applicable)
- h. Self attested photocopy of Special B.Ed. Pass certificate and Mark sheet from any recognized University/Board. (if applicable)
- i. Self attested copy of Computer Proficiency certificate from any recognized University/Institution.
- j. Candidates have to submit a certificate either of passing HSC examination or equivalent examination or have acquired any of the higher education degree with Odia as a subject or have Odia as Medium of examination in non-language subjects at H.S.C or equivalent examination.
- k. Valid Disability Certificates (UDID) for PwD candidates.
- l. Experience Certificate if any



- m. Self attested copy of any of the Identity Card such as Voter ID/PAN Card/Passport/Aadhar Card/Driving License etc issued by any Government with candidate photograph there in.
- n. Two self addressed envelopes duly stamped for registered post.
- o. Valid RCI registration certificates, if applicable.
- p. Employment registration certificate in Special Employment Exchange, Bhubaneswar or Local Employment Exchange.

**8. PARTICULARS REGARDING SELECTION:-**

1. Recruitment will be conducted by the Selection Committee constituted for the purpose by Department of Social Security & Empowerment of Person with Disability, Government of Odisha vide Resolution No.4208/SSEPD, dated 06.06.2022.
2. Preference shall be given to the candidates having experience in the related field subject to having possession of educational qualification as required for the post applied for. Date, Place and time of verification will be intimated to the candidate later on website [www.cuttack.nic.in](http://www.cuttack.nic.in).
3. For Selection criteria to the filling up vacant Post of different categories of teaching and non-teaching post, a Sub-Committee shall be comprising of experts/ Professionals from different fields. The Sub-Committee shall call for candidates and undertake test to finalize suitable candidate based on qualification and experience.
4. The Selection shall be made like
  - For Teaching Post- 60%- Career mark of qualifying in Exam  
20%- Technical Evaluation  
20%- Viva voce
  - For Non-Teaching Post- 60%- Career mark of qualifying in Exam  
(Clerk/Warden) 20%- Technical Evaluation  
20%- Viva voce
  - For Non-Teaching Post- 50%- Viva voce  
(Attendant/Cook/SW) 50%- Experience
5. The Management of the institution shall be the appointing authority of teaching and non-teaching staff so engaged in their respective institutions.



6. The appointment is purely on temporary & contractual basis and terminable at any time without notice and without assigning any reason thereof.
7. The appointment made and payment of remuneration thereon is subject to approval of the Director, Department of Social Security & Empowerment of Person with Disability, Government of Odisha.
8. The candidate has no right to claim for the substantive appointment. On completion of six years of satisfactory performance of the post, the Collector will recommend to the Director, Social Security & Empowerment of Person with Disability, Government of Odisha for allocation of increased GIA towards payment of salary.
9. The recruitment for the above mentioned posts are based on the rules and regulation laid down in the Resolution of Department of Social Security & Empowerment of Person with Disability, Government of Odisha Notification No.4208/SSEPD, dated 06.06.2022.

**9. MODE OF APPLICATION:-**

Interested candidates fulfilling the eligibility criteria mentioned above are required to apply to the District Social Security Office, Cuttack.

The envelope containing the Application and other required documents shall be submitted in sealed envelope and the envelope shall be clearly marked on the top as

**NAME OF THE SCHOOL APPLIED FOR:**

**NAME OF THE POST APPLIED FOR:**

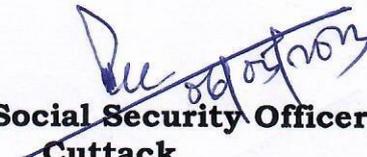
The application must reach in the Office of the District Social Security Officer, Cuttack at the below mentioned address latest by **31.05.2023**.

**District Social Security Officer, Cuttack.**  
**Address: At-Collectorate, P.O.-Chandini Chowk,**  
**Dist.-Cuttack, PIN-753002**

The application shall be sent by **Registered Post / Speed Post only**. Application sent through courier, email, by hand or any other mode is not allowed.

This office will not be held responsible for any postal delay or non-receipt of the application. The undersigned reserves the rights to reject any or all the application without assigning any reason thereof.

**By order of the Collector**

  
**District Social Security Officer,**  
**Cuttack**

## APPLICATION FORM

**Application for the Post of:**

**Applied for the Special School:**

Passport

Photo

1. Name in full(in Block Letter):

2. Father/Husband Name:

3. Mother Name:

4. Permanent Address:

At-

Po-

Ps-

Block-

Subdivision-

District

Pin-

5. Present Address:

At-

Po-

Ps-

Block-

Subdivision-

District-

Pin-

6. Gender:

7. Marital Status:

8. Caste:

9. Date of Birth:

10. Age as on 01.01.2023:

### 11. Educational Qualification

Exam Passed	Name of the Board	Year of Passing	Full Mark	Mark Secured (Without Extra Optional)	% of Mark

### 12. Experience Certificate/Courses if any:

### 13. Documents to be attached (Self attested photocopies)

- a. 3 copies of recent coloured passport size photograph:
- b. Educational/Academic certificates and marksheets:
- c. Professional/Technical Qualification certificates & Marksheets:
- d. Valid Disability(UDID) Certificates(for PwD candidates):
- e. Caste certificate:
- f. RCI Registration certificates(if applicable):
- g. Proof of Experience
- h. Any other certificate/documents related to applied post:
- i. Employment Exchange certificate

### **UNDERTAKING**

I do hereby declare that all the information submitted by me are true and relevant. If any such information or documents provided by me is/are found false or fabricated during or after selection, my candidature/selection shall be cancelled and I shall be liable for penal action as per law. Further I declare that whenever the information is furnished or to be furnished by me during the selection procedure may be used or shared for bonafide purpose.

Date:

Place:

Full signature of the candidate