

**POST WISE NO.OF VACANCIES, QUAIFICATION AND REMUNERATION**

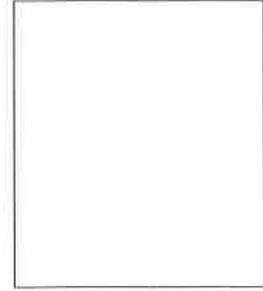
Sl. No.	Name of the Post	Posting at BEO/DPO/ KGBV	No. of vacancy (existing )	Qualification	Age as on 01-01-2018	Consolidated remuneration per month
1	Jr.Stenographer	DPO	01	Graduate in First Division with Shorthand.	<b>21 to 42 years</b>	Rs.5,200/- + GP 2,400 and other allowance as admissible.
2	MIS-cum-Planning Coordinator	BEO	02	Graduate ( Pass or Hons) in Economics / Statistics / Mathematics with professional qualification of PGDCA/MCA with 01 year experience in related field.		Rs.13,500/-
3	Accountant-cum-Supporting staff	BEO	07	Graduate in Commerce having basic knowledge in computer.		Rs.7,100/-
4	Part-Time Instructor(Physical)	UP School under BEO level	46	Detail mentioned as at <b>Annexure-III</b>	<b>18 to 42 years</b>	Rs.4900/- per month including EPF share.
5	Part-Time Instructor (Art)	UP School under BEO level	58	Detail mentioned as at <b>Annexure-IV</b>		Rs.4900/- per month including EPF share.
6	Warden (Female)	KGBV	01	Detail mentioned as at <b>Annexure-V</b>	<b>30 to 50 years</b>	Rs.11500/-.
7	Accountant (Female)	KGBV	01			Rs.7100/-.
8	Peon (Female)	KGBV	01			Rs.5200/-.
9	Part-Time Teacher (Sanskrit)(Female)	KGBV	04		<b>18 to 35 years</b>	Rs.5000/- (including both Employee & Employer share)
10	Part-Time Teacher (English Female)	KGBV	02			
11	Part-Time Teacher (Science)Female	KGBV	04			

- Applications will be invited in the prescribed format (**Annexure-I**) from the eligible candidates through open advertisement in daily News papers by the respective Collector-cum-Chairperson, RTE-SSA, Rayagada.
- The candidate shall apply in the prescribed application form available in OPEPA website and District website i.e. [www.rayagada.nic.in](http://www.rayagada.nic.in) only. The candidates has to make separate application form for applying different categories of post if one has requisite qualification. The detail guideline is mentioned below.

ANNEXURE-I

**APPLICATION FORM FOR DIFFERENT POSTS LYING VACANT IN  
D.P.O./B.E.O./KASTURABA GANDHI BALIKA VIDYALAYA, RAYAGADA**

Application for the post of: \_\_\_\_\_  
(In Block letters)



1. Name in full (in Block letters): \_\_\_\_\_

2. Father's /Husband's Name: \_\_\_\_\_

3. Permanent Address:

Village:	Post:	Via:
Dist:	Contact No.:	e-mail:
Pin-		

Present Address) For Correspondence):

Village:	Post:	Via:
Dist:	Contact No:	e-mail:
Pin-		

5. Gender (Male/Female) : \_\_\_\_\_

6. Marital Status (Married/Unmarried) : \_\_\_\_\_

7. Date of Birth (with proof) : \_\_\_\_\_

8. Age (As on 01.01.2018) : \_\_\_\_\_

9. Nationality : \_\_\_\_\_

10. Language known : \_\_\_\_\_

11. Category (SC/ST/SEBC/PH/EX-Serviceman/Women): \_\_\_\_\_

12. Educational Qualification:

Examination Passed	Board/ Institution / University	Year of passing	Total Mark	Mark secured	Mark secured (Excluding extra Optional)	%Mark / Division	Remarks
HSC / Metric							
+2 / Intermediate (Art / Science / Commerce)							
+3 / Graduation (Art / Science / Commerce)							
B.Ed.							
Professional Qualification: Applicable for the post Sl. No.05)							
Computer knowledge							
Others, if any							

13.Sports Award(National/State):  
(Applicable for the post Sl.No.05)

15.Art & Culture(National/State)  
(Proof copy to be enclosed)  
(Applicable for the post Sl.No.06)

15) Experiences:

Designation	Nature of the work	Name of the organization	Type of Organization (Govt. / Project / Private / NGO)	Period of Service		
				From	To	Completed Years

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16) Documents to be submitted:

- 1) Self Attested copies of all pass certificates and mark sheets related Educational Qualification/Professional Qualifications and testimonials.
- 2) Employment Exchange registration validity card Caste certificate, Residential certificate, Nativity certificate issued by the competent authority.
- 3) Documents in support experience along with Bio-date application with self signature.

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NB: 1) Applicants for the post of part time teacher (English) must mention in the remark Colum whether they are having English as Honors subject or mark secured in English as a subject.

2) Applicant for the post of part time teacher (Sanskrit) must mention in the remark column, whether they are having BA with Sanskrit or Sahitya Acharya.

#### DECLARATION

I do here by declare that all statement made above are true, complete and correct to the best my knowledge and belief. I also do hereby declare that my candidature is liable to be rejected, if it is found subsequently that the information along with documents submitted by me are false and fabricated.

Place

Date

Full signature of Candidate

  
District Project Coordinator  
RTE-SSA, Rayagada

**ANNEXURE-II**

**DETAILS OF ELIGIBILITY CRITERIA, QUALIFICATION AND PROCESS FOR SELECTION**

**1. ELIGIBILITY**

The candidate –

1. Must be permanent resident of Orissa/ must be a citizen of India.
  2. Must have passed at least M.E. standard in Oriya language.
  3. Must be of sound mind.
  4. Must not be having more than one spouse living.
  5. Must furnish no objection certificate from the employer if in service.
  6. Should have functional computer literacy and capable to do her/ his own assignment in computer.
- No reservation policy should be followed for engagement of contractual posts except Sl.No. 01 to 13 except 10.

**GENERAL GUIDELINE:**

- The candidate furnishing fake certificate, Mark sheet or any other testimonials shall be disengaged immediately and will be preceded for appropriate legal action.
- These Posts are Co-terminuous with the tenure of SSA programme and limited to the provisions of funds under SSA. No liabilities is to be claimed in future.
- The tenure of engagement for said posts on contractual basis will be for an initial period of three months. The contractual engagement will be extended from month to month / year to year on the basis of satisfactory performance to be evaluated by the authority from time to time and provision of funds in the PAB, Govt.of India. The engagement can also be terminated at any time without assigning any reason thereof. The engagement is purely on contractual basis and temporary in nature. The service contract may be terminated by giving one month notice in advance or one month remuneration in lieu thereof on administrative ground or closure of scheme. The employee on completion of tenure of the engagement shall have no right to claim Govt.post on the basis of having worked for the Block Education Office or District Project Office or KGBV.
- A candidate furnishing certificates, mark sheets with grades and grade points from the examining bodies shall also furnish numerical equivalence of grace/ grade points from the examining bodies and proof of State Recognition of the Institution by the State Universities.
- The candidates are required to produce attested photocopies of all documents/ Testimonials in support of age, Educational Qualification and Marks secured, Caste, Resident, Employment registration Card and Experience must be submitted along with application.
- Caste certificate / Residential / Nativity Certificates submitted by the Candidates should be obtained from Competent Revenue authorities.
- Two recent passport size photo graphs duly self attested must affixed to the application.
- Collector-cum- Chairperson RTE-SSA, will engage personnel for scrutiny of the applications immediately after the last date of application.

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- Applications will be scrutinized on the basis of career marks obtained in the qualifying examination. A panel will be prepared getting twice the number of vacancies in order of merit after conducting a physical verification of certificates by the Collector-cum-Chairperson. The Collector will call thrice the number of vacancies for certificate verification. Applications without bio-data and certificates of qualifying examination shall summarily be rejected. For the Stenographer, a test will be conducted at the District Level under the Chairmanship of Collector-cum-Chairperson through subject expert at the time of physical verification. In case two or more candidates secured the same marks, the older in age and if age are same, the candidate passing H.S.C. examination earlier will be placed above the other in select list.

**PREPARATION OF DRAFT PANEL:**

- A draft panel will be prepared getting twice number of vacancies in order of merit after conducting a physical verification of certificates/test for technical post at District level under the Chairmanship of Collector-cum-Chairperson through subject expert at the time of physical verification .
- A seven days objection will be invited from the candidates publishing tentative draft panel for differ candidates through OPEPA website i.e. [www.opepa.in/rayagada.nic.in/](http://www.opepa.in/rayagada.nic.in/) Notice Board of RTE-SSA office Rayagada only.
- After due approval of the committee under the chairmanship of Collector-cum-Chairperson, RTE-SSA, Rayagada, final panel list will be submitted to SPD, OPEPA for approval of the post of Pedagogy Coordinator . Similarly, final panel list for the posts of Part Time Instructor(Physical and Art Education) will be submitted to District Sports Officer for obtaining of approval of merit list after verification of authenticity of certificates . The engagement order will be issued under the signature of Collector-cum-Chairperson RTE-SSA, Rayagada . The panel of selected candidates will remain valid for one year from the date of publication.
- A contract/ agreement in the form of an undertaking and TOR shall be executed by the candidate at the time of engagement (Copy enclosed). DPC, SSA will sign TOR at the time of joining of candidates on behalf of SPD, OPEPA and will forward ink-signed copy of TOR and undertaking to SPO, OPEPA for record and reference.

  
District Project Coordinator  
RTE-SSA, Rayagada  
Rayagada

**ANNEXURE-III**

**DETAILS OF ELIGIBILITY CRITERIA FOR PART TIME INSTRUCTOR IN PHYSICAL EDUCATION:**

- Applications are invited from eligible interested candidates for engagement of Part-Time Instructors in Physical education/Art Education in the Govt.Upper Primary Schools of Rayagada district having enrollment of children more than 100.
- +2 with CPEP/Degree or Post Graduate Degree in Professional Education.
- In addition to candidates having +2 and CPED qualification, persons having higher qualification in Physical Education i.e.B.PEd. or M.PEd. may be eligible for the posts.
- The candidates having CPED/BPED/MPED from Private Colleges should submit the proof of State Recognition of the Institution by the State Universities.
- Selection will be made taking into account the % of marks of +2 examination + % of marks obtained in professional qualification.
- A Candidate should be within 18-42 years of age as on 1<sup>st</sup> January, 2018 and 05 years relaxation for ST/SC/Ex-Serviceman/Women/SEBC candidates.
- No reservation policy should be followed .
- For the above purpose the Certificate issued by Director of Sports, Odisha shall only be considered.
- In case of non-availability of candidates of the above qualification, sports person who have been issued with ID card by Sports and Youth Service Department in recognition of their achievement in Sports with above age group having National level/State Level participations in National Championship /State Championship respectively shall be considered for engagement as Part Time Instructor in Physical Education.
- National Level Sports person: Represented State in any Senior, Junior and Sub-Junior National Championship , All India Women Championship, All India Rural Championship, SGFI Championship recognized by Sports & YS Dept. Govt.of Odisha with minimum academic qualification of +2 may be ranked as per norms of S & ME dept.
- State Level Sportspersons: The ranking formula will be applied for State awards.
- After warding for every medal and every participation at State and National level Championships, if two applicants score equal points , then the following rule may be applied.
  - a) One additional point for every higher qualification other than +2 and CP.Ed.
  - b)If tie persists, Senior Sportsperson on the basis of age will be considered.
- The maximum, academic qualification for the Sports person shall be +2.
- The DPC shall refer the list of the applicants having above category along with copy of the certificates/Testimonials to the concerned District Sports Officers. The District Sports Officer with the approval of Director of sports shall finalize the merit list of such

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candidates and will furnish the approved list to the concerned DPC so that engagement shall be given to the candidates in order to merit.

- If the name of candidates will not be found in the list of eminent artists/State Awardness communicated by the Department of Tourism & Culture, Odisha, Bhubaneswar then authenticity of the certificates produced by the candidates is required to seek clarification from SPD, OPEPA, Bhubaneswar .
- OPEPA Service Rules and Regulations 1996 shall not be applicable to Part-Time Instructor(Physical and Art Education).

  
District Project Coordinator  
RTE-SSA, Rayagada

**ANNEXURE-IV**

**DETAILS OF ELIGIBILITY CRITERIA FOR PART TIME INSTRUCTOR IN ART EDUCATION:**

- Bachelor of fine Art and Bachelor of Bachelor of Visual Art for the pass out students belonging to Visual Art and B.Mus. pass out students belonging to Performing Art (the ratio of Visual Art and Fine Art shall be 50:50).
- Age between 18-42 years and 5 years relaxation for ST /SC /Ex Serviceman/Women /SEBC candidates and 10 years relaxation to PH candidates. Upper age limit can be relaxed **upto 10 years** in case of non-availability of candidates.
- For engagement of Part Time Instructor in Art Education(Performing Art) under P.H.Category there shall be 1% of reservation each for OH , Deaf and Vi candidates.
- The BFA and BVA Art Degree from B.K.College of Art & Crafts, Bhubaneswar, Govt.College of art & Crafts, Khalikote and the Private Colleges of state recognized by the state universities shall be considered as one of the eligibility criteria for engagement of Art Instructor(Visual Art). Similarly, B.Music Degree from the Utkal Sangeet Mahavidyalaya and other Govt. & Pvt.Colleges of the State recognized by the State Universities shall be considered as one of the eligibility criteria for engagement of Art Instructor(Performing Art).
- The pass out students of V.D.Govt.College of Art and Craft, Jeypore, +2 pass out students of Utkal Sangeet Mahavidyalaya , Bhubaneswar , B.K.College of Art and Craft, Bhubaneswar, Govt.College of Art and Crafts, Khalikote shall also be considered for engagement of Art Instructor.
- Pracheena Kala Kendra, Chandigarh and Akhila Bharatiya Gandharba Mahavidyalay Mumbai are not Universities within the meaning of Section 2( F) of the U.G.C Act, 1956 as clarified by UGC and therefore the said certificates are not eligible for the post of part time instructor in Art Education.
- The candidates having BFA/BVA/B.Mus.Degree from Private Colleges should submit the proof of State Recognition of the Institution by the State Universities.
- In case of non-availability of candidates of the above qualifications eminent artists recipients of Awards of State & Central Academies shall be considered for engagement as Art Instructor.
- The Artist belonging to different Art Groups registered under Zilla Kala Sanskruti Snagha and Block Kala Sanskruti Sangfha will be considered for utilizing their services.
- The list of such candidate shall be provided by Director, Culture.
- Local person (from the same district) will be given priority due to the Part time nature of the job and for easy mobility.

- In case of candidates belonging to eminent sports persons/eminent Artist the higher academic qualification shall be given preference.
- If the posts still remain vacant, then artists belonging to other categories will be empanelled only to utilize the services. No engagement of any person without requisite qualifications will be engaged against the part time teacher post.
- The Headmaster shall give certificate about the actual nos. of classes taken by the instructors in the concerned School. The certificate shall be countersigned by the BEO concerned.
- The performance of the engage shall be reviewed by the DPC, RTE-SSA of the DPC and BEOs. If the performance of the engagement shall be found unsatisfactory and if he/she will remain absent continuously for more than 10 classes, the candidate shall be disengaged.

  
District Project Coordinator  
RTE-SSA, Rayagada

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**ANNEXURE-V**

**Educational Qualification/Selection Criteria for different posts in KGBV, Rayagada**

Sl. No.	Name of the Post and no. of vacancy.	Age as on 01-01-2018	Monthly Remuneration (Consolidated)	Criteria
01	Warden (01 post) (Female candidate)	30 to 50 years	Rs.11,500/-	BA / B. Sc + B. Ed. In case of non-availability of trained candidates, untrained candidates having BA / B. Sc will be considered. Average Career Marking & Interview.
02	Accountant (01 post) (Female candidate)	18 to 35 years	Rs.7,100/-	B.Com having knowledge in computer (2) Candidates should be extensive and intensive knowledge in Accounting. Average career evaluation, written test on accounting & Computer Interview
03	Part Time Teacher (Sanskrit) (04 posts) (Female candidate)	18 to 35 Year	Rs.5,000/- (including both employer and employee share)	B.A with Sanskrit or "Sahitya Acharya" Average Career Marking The candidate must have Odia Knowledge up to 10 <sup>th</sup> Standard
04	Part Time Teacher (English) (02 posts) (Female candidate)	18 to 35 Year	Rs.5,000/- (including both employer and employee share)	B.A, B.Ed. In case of non-availability of trained Arts Graduate candidate, Untrained Arts Graduates having English as Hons. or BA with minimum 50% mark in English as a subject will be considered or candidates secured highest mark in English among the available candidates will be considered Average Career Marking The candidate must have Odia Knowledge up to 10 <sup>th</sup> Standard
05	Part Time Teacher (Science) (04 posts) (Female candidate)	18 to 35 Year	Rs.5,000/- (including both employer and employee share)	B. Sc + B. Ed and incase of non-availability of trained Science Graduates, untrained Science Graduates will be considered. Average Career Marking. The candidate must have Odia Knowledge up to 10 <sup>th</sup> Standard
06	Peon-cum-Attendant (Reserved for ST candidates)	18 to 35 Year	Rs.5,200/- including employee EPF share	10 <sup>th</sup> / HSC pass (2) Percentage mark in HSC & Conduct of interview

Further, the engagement and renewal of the staff is done on the basis of their performance without compromising both the quality of scholastic and co-scholastic aspect as well as the safety & security of the children.

District Project Coordinator,  
RTE-SSA, Rayagada

Collector-cum-Chairperson,  
RTE-SSA, Rayagada