

**SARVA SHIKSHA ABHIYAN,  
GANJAM, CHATRAPUR.**

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No. 4235 /Planning/18

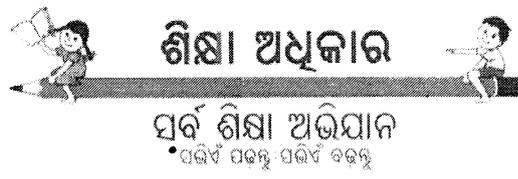
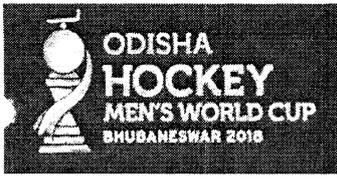
Date. 01/08/2018

**ADVERTISEMENT**

Applications are invited from eligible candidates for the posts for engagement of Part Time Teacher (Mathematics & Science) and Part Time Teacher (Sanskrit) in **RESIDENTIAL HOSTEL (R.H) for 50 boys** functioning in **UPS Raghunathapur** under **Chatrapur block** of Ganjam District during 2018-19. Details of the category of posts, eligibility criteria, application format etc. are available in the Ganjam district web site [www.ganjam.nic.in](http://www.ganjam.nic.in) and OPEPA web site [www.opepa.in](http://www.opepa.in). The last date for receipt of form is 20/08/2018.

By order of  
Collector-cum-Chairperson  
RTE-SSA, Ganjam

  
District Project Coordinator,  
RTE-SSA, Ganjam



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**Instruction to the applicants**

1. This advertisement is issued to fill up the vacant posts of Residential Hostels for educationally deprived children living under difficult circumstances 2018-19 pursuant to the guidelines issued vide OPEPA letter No.7478/Access/16 dated 25.07.2016. As per the guidelines communicated in letter dated 25.07.2016, applications are invited from eligible candidates for the following posts for engagement in **Residential Hostel for 50 Boys' in Raghunathpur UPS of Chatrapur block** of Ganjam District functioning since December-2016. Posts will be filled up by the eligible candidate through a selection process headed by the Collector-cum-Chairman, RTE-SSA, Ganjam on merit basis as indicated against the posts.

2. The engagement is purely contractual and temporary in nature.

<b>Educational Qualification/Selection Criteria for different posts in Residential Hostel for Boys' at Raghunathpur UPS of Chatrapur block of Ganjam-2018-19</b>							
Sl No	Name of the Post	No. of Post	Gender / Age as on 01.07.2018	Educational Qualification	Consolidated monthly remuneration	Process of Selection	Remarks
1	Part Time Teacher (Mathematics & Science)	1	Open for both category 18 to 35 Year	B. Sc + B. Ed and in case of non-availability of trained Science Graduates, untrained Science Graduates will be considered.	Rs.5000 /- (Including EPF share)	Career Marking percentage	Candidates from the same block where RH is located will be preferred. In case of non-availability of eligible candidates, candidates from other block of this district will be considered.
2	Part Time Teacher (Sanskrit)	1	Open for both category 18 to 35 Year	B.A with Sanskrit or "Sahityacharya"	Rs.5000 /- (Including EPF share)	Career Marking percentage	Candidates from the same block where RH is located will be preferred. In case of non-availability of eligible candidates, candidates from other block of this district will be considered.

01.08.18

**Documents to be attached (Self-attested Xerox copy only)**

- (a) Three copies of recent colored passport size photograph,
- (b) Voter ID/ PAN Card/ Aadhaar Card/ Any other authenticated ID Proof
- (c) Matric Certificate & Mark Sheet,
- (d) Intermediate (+2/12th) Certificate & Mark Sheet,
- (e) Graduation (+3/BA/B.Sc) Certificate & Mark Sheet,
- (f) B.Ed. Certificate & Mark Sheet,
- (g) Caste Certificate by the competent authority,
- (h) Residential/Nativity Certificate by the competent authority,

The application form completed in all respect along with all relevant enclosure may be submitted to the District Project Coordinator, RTE-SSA, Ganjam, Chatrapur, Pin-761020 in a closed envelop super scribed "**Application for the post .....** for the Residential Hostel in Raghunathpur UPS of Chatrapur block" through **Registered / Speed post** only.

The last date of receiving application forms is \_\_\_\_\_.  
Applications received after due date shall not be entertained.

  
District Project Coordinator,  
RTE-SSA, Ganjam.

APPLICATION FOR ENGAGEMENT IN RESIDENTIAL HOSTEL OF UPS RGHUNATHAPUR  
(CHATRAPUR BLOCK)

Affix attested  
copy of passport  
size  
PHOTOGRAPH

Application for the post of .....

1. Name in full ( in Block letter ) : .....

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

3. Permanent Address : .....

PIN-.....

4. Address for communication : .....

PIN-.....

5. Contact No. : .....

6. E-mail ID : .....

7. Gender : Male / Female

8. Marital Status : Married / Unmarried

9. Date of Birth : .....

10. Age as on 30.06.2018 : .....



11. Educational Qualification :

Examination Passed	Institution/ University	Total Marks	Marks secured	Marks secured (Excluding Extra Optional)	% of Marks / Division / Class	Year of Passing	Remarks
HSC/ Matric							
+2/Intermediate ( Arts / Science / Commerce )							
+3/Graduation ( Arts / Science / Commerce )							
B.Ed.							
Others ( if any )							

N.B. : Applicants for the post of Part Time Teacher (Sanskrit) must mention the Remarks column whether they are having B.A. with Sanskrit or Sahityacharya.

12. Documents to be attached (Self-attested Xerox copy only)

- Three copies of recent colored passport size photograph,
- Voter ID/ PAN Card/ Aadhaar Card/ Any other authenticated ID Proof
- Matric Certificate & Mark Sheet,
- Intermediate (+2/12<sup>th</sup>) Certificate & Mark Sheet,
- Graduation (+3/BA/B.Sc) Certificate & Mark Sheet,
- B.Ed. Certificate & Mark Sheet,
- Caste Certificate by the competent authority,
- Residential/Nativity Certificate by the competent authority,

**DECLARATION:**

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

Place:

Date :

Full Signature of the Candidate.

**JOB CHART FOR STAFFS ENGAGED IN RESIDENTIAL HOSTELS FUNCTIONING FOR URBAN DEPRIVED CHILDREN UNDER ..SSA.**

**GENERAL INSTRUCTIONS FOR ALL STAFF OF THE HOSTEL**

1. Proper Display of information regarding the Hostel
  - i) Name of the hostel
  - ii) Staff of hostel, their names, designation, date of engagement including their contact numbers.
  - iii) Category wise No. of students enrolled in the hostel
  - iv) Weekly Food Menu Chart
  - v) Routine of activities conducted by the hostel inmates
2. Cleanliness of Hostel rooms as well as its surrounding, Class rooms, store room, kitchen, toilets should be maintained.
3. Availability of Safe Drinking water facility should be ensured.
4. All necessary stationeries must be provided for the children in time.
5. Regular Health check-up must be done in every quarter.
6. Text book, uniform and Reading writing materials must be distributed among the inmates in time.
7. Quality and quantity of food served to the inmates must be ensured.
8. Sports activities must be done among the inmates in every afternoon.
9. Children/hostel inmates must perform yoga in the morning.
10. Personal health and hygiene of the inmates as well as the staffs to be maintained.
11. Proper display of children activities to be ensured.
12. The Term of Reference (TOR) will be renewed half-yearly on the basis of satisfactory performance of the staff.
13. Maximum up to 10 days leave per annum may be allowed to each of the staff with due procedure provided that their regular individual duty as per the job chart is not hampered in any way.
14. No other authorized leave except the above is allowed to any of the staffs of the hostel, not even Sunday or any other public holiday. However, the full time accountants may be allowed leave on Sundays only.
15. In case of exigency, leave may be allowed beyond the above limit but with prior permission of the authority and that will be treat on the basis of "no work no pay".
16. Leave availed without any notice will be treated as unauthorized absence and will affect the performance of the concerned staff.
17. All staff of the hostel will strictly abide by the rules and guidelines of the hostel and act as per the administrative hierarchy.



18. Competent authority may visit the hostel time to time. Hence, all official records must be kept updated in order in order to be verified if they require.

**JOB CHART OF PART TIME TEACHER.**

1. To impart special training in the morning from 7 A.M to 9 A.M. and in the evening from 6 P.M. to 8 P.M.
2. To prepare class wise lesson plan for the boarders.
3. To create the habit of newspaper reading every day by the inmates.
4. To remain present during the morning and evening prayer classes.
5. To maintain the display board for daily classroom transactions
6. To create the habit of using library books i.e. magazines , story books , map reading etc. by the inmates.
7. To organize science experiments by the inmates
8. To create the habit of making arts and writing stories, songs etc. by the inmates.
9. To arrange albums for arts, stories and songs created by the inmates in a decent manner.
10. To keep the paper cuttings of important relevant items in categorized manner in a file.
11. To aware the HM/ warden regarding reading / writing materials used by the inmates.
12. To organize various activities like singing dancing drawing playing etc.
13. To increase the subject specific standard of knowledge of the boarders who are weak by way of providing special coaching .
14. Basing on the reports / results analysis of Summative-2 he/ she will focus on the weak areas of every child.
15. He/ She will analyze the results of formative -1 to 4 and summative -1 & 2 assessments and accordingly focus should be given on slow learners.

