

DISTRICT EDUCATION OFFICE, GANJAM, BERHAMPUR

No. 2249 date: 12/02/25

NOTICE

In pursuance of kind orders of Director, Secondary Education, Odisha, Bhubaneswar, vide Notice No. 3682 Date 10.02.2025 the verification of documents of candidates those who are allocated for Ganjam District for the recruitment of Teacher in Non-Govt. Fully Aided High Schools- 2024 will be conducted at V.V. Giri GSTS for Women, Giri Road, Berhampur as per following schedule.

Si No	Programme Schedule	Date & Time
1	Verification of Original Documents	• 14.02.2025 at 10 AM (PET, Hindi Teachers)
2	Counseling for choice locking of the school	• 14.02.2025 at 02 PM (PET, Hindi Teachers)

All the candidates must reach the venue in time. They have to submit their original certificates, mark sheets & other relevant documents personally for verification (along with two set of self attested documents) as per the enclosed check list, declaration & certificate of marital status / Spouse etc.

The candidature of the candidates shall not be considered for selection who remain absent during the certificate verification or fail to produce the relevant original documents on the specified date and time. No correspondence in this regard will be entertained. No other date and time will be assigned further for document verification & counselling.

QWO 12/2/25
District Education Officer, Ganjam

Memo No. 2250 Dated 12/02/25

Copy submitted to the D.E.G.M, Office of the Collector & DM, Ganjam for of kind information and necessary action with a request to publish the notice along with its enclosures for wide publicity.

QWO 12/2/25
District Education Officer, Ganjam

Memo No. 2251 Dated 12/02/25

Copy submitted to Collector & DM, Ganjam for favour of kind information.

QWO 12/2/25
District Education Officer, Ganjam

Memo No. 2252 Dated 12/02/25

Copy submitted to the Director, Secondary Education, Odisha for favour of kind information.

QWO 12/2/25
District Education Officer, Ganjam

CHECK LIST OF DOCUMENTS TO BE VERIFIED

(In respect of applicants for the post of Teachers in Secondary Fully Aided Schools as per DSE (O)
Advertisement No. 01/2024 Dated, 08-01-2024

Name of the Candidate _____ Application No. _____
District in which verification is
Conducted _____

Sl.	Name of the Document	Remarks (Write Yes/No/NA) and mention particulars	
1.	Ink-signed Hard copy of Online Application form with full signature in the declaration /undertaking part.		
2.	Original and photocopy of Photo I-Card mentioned in the online application form		
3.	H.S.C Examination Pass Certificate as age proof		
4.	Original B.A/B.Com/Shastri (Sanskrit) four year Integrated B.A. B.Ed pass Certificate in case of candidate for TGT Arts Teacher post.		
5.	Original B.Sc/B.Tech/B.E/Four year Integrated B.Sc. B.Ed pass Certificate in case of candidate for TGT Science Teacher post.		
6.	Original Bachelor Degree /Shastri (Sanskrit) pass certificate in case of candidate s for Sanskrit Teacher post		
7.	Original Bachelor Degree Pass Certificate in case of Candidates for Hindi Teacher post.		
8.	For Hindi Teacher posts (candidates having Bachelo ^r Degree without Hindi as a subject) Original Rastrabhasa Ratna/Shastri (Hindi)/Snataka Pass certificate.		
9.	Original Intermediate/+2 Pass/equivalent Examination pass certificate in case of candidate for PET post.		
10.	Original BA (with Telugu) pass certificate in case of Telugu Teacher post.		
11.	Original Mark sheet of BA/B.Com/Shastri (Sanskrit)/four year integrated B.A B.Ed in case of candidates for TGT Arts post		
12.	Original Mark sheet of B.Sc/B.Tech/B.E/ four year Integrated B.Sc B.Ed in case of candidates for TGT Science Teacher post.		
13.	Original Mark sheet of Bachelor Degree/Shastri (Sanskrit) in case of candidates for Sanskrit Teacher post.		
14.	Original Mark Sheet of Bachelor Degree in case of candidate for Hindi Teacher post.		
15.	Original Mark Sheet of B.A (with Telugu) in case of Telugu Teacher post		
16.	Original Mark Sheet of Training as applicable for the post as per Advertisement (Mention the Training Qualification)		
17.	Odia Pass Certificate for the Competent Authority as required.		
18.	OSSTET Pass Certificate issued by BSE, Odisha		
19.	Character Certificate from Two Gazetted Officers.		
Other Important Documents			
For SC/ST/SEBC Candidates		Yes/ No/ NA	If yes enter details like Issue No. Date and name of Issuing Authority
20.	Caste Certificate (SC/ST/SEBC)		
For PwD Candidates			
21.	Original Disability Certificate (Indicating Percentage of Permanent Disability) issued by the Competent Authority		
22.	Original Undertaking from PwD Candidates to the effect as mention in Para-13 (n)		
For ESM Candidates			
23.	Discharge Certificate in case of ESM Candidates		
24.	Affidavit from ESM Candidates		
For Sports Person			
25.	Sports/Card		
For in services candidates			
26.	No objection Certificate from the Head of Office/Head of the Department in case of in-service Candidates		
In case of candidates having qualification from other states			
27.	Equivalence Certificate		
28.	Affiliation Certificate from a Recognized University		
29.	NCTE/Recognition Certificate (For B.Ed)		

NA= Not Applicable

Signature of the Candidate

Signature of Verifying Officer

Declaration Form to be submitted by the candidates of Socially and Educationally Backward Class (SEBC) category at the time of certificate verification.

"I son/daughter of
shri/smt resident of
Vill/town/city P.S. District
state Pin hereby declare that I belong to the
(Sub Caste) community which is recognized as a Socially
& Educationally backward class by the Government of Odisha for the purpose of
reservation in services under the State Government. I also further declare that I do not
belong to persons/sections (Creamy Layer)."

Place:

Signature of the candidate

Date:

CERTIFICATE OF MARITAL STATUS /ONE SPOUSE LIVING

(From candidate for recruitment of Initial Appointee Teachers in Secondary Fully Aided Schools as per DSE (O) Advertisement No. **01/2024 Dated, 08-01-2024**)

1. I Shri/Shrimati/Kumari.....declare as here under:

- I. That, I am unmarried /a widower/a widow:
- II. That, I am married and have one spouse living:

2. I solemnly affirm that the above declaration is true and understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date:

Full Signature

Place:

Name:

Application No: