



**COLLECTORATE, GANJAM, CHATRAPUR**  
(SOCIAL SECURITY SECTION)

Ph.06811-263970, E-Mail:dssoganjamss@gmail.com

**Modalities for Selection of Candidates for different vacant posts in  
Special Schools of Ganjam District.**

The Department of Social Security & Empowerment of Persons with Disabilities, Govt. of Odisha vide Resolution No. 532/2013-WCD dated: 08.01.2013 has empowered the District Administration to form District Level Selection Committee under the Chairmanship of the Collector, Ganjam and to select personnel for the Govt. approved vacant posts of Special Schools running in the District, under Grant-in-Aid fold of the Department.

The above said rule has specified the composition of the Dist. Level Selection Committee, but has not laid down any modalities of selection. Hence, the Dist. Level Committee in its meeting dated 10.04.2018 chaired by the Collector, Ganjam has formulated the following modalities for selection of candidates, for the vacant posts of Special Schools. The under mentioned modalities will be applicable to the Special Schools of the district for Visually Impaired, Hearing Impaired, Mentally Retarded and Cerebral Palsy running under the Grant-in-Aid fold of the SSEPD Dept. as per the Eligibility Qualifications (academic & professional) specified by the Govt. vide Resolution No. 6408, Dated: 03.09.2016 and Letter No. 442, dated: 15.01.2019.

The candidates must have secured 50% marks in the minimum academic qualification prescribed by the Government, to be eligible for the posts.

Following are the post-wise distribution of percentage of weightage out of 100%.

**Sr. S.E.S. (Headmaster/ Principal):**

Must have secured 50% marks in Master of Arts/ Science.

Weightage of marks: P.G. or equivalent: 20%

General B.Ed. : 20%

Diploma in Spl. Education or Spl. B.Ed. in concerned field

(whichever is higher):20%

Skill Test: 40%

**Asst. Teacher (Trained Intermediate) :**

Must have secured 50% marks in +2 examination

Weightage of marks: +2 or equivalent : 30%

Diploma in Spl. Education (V.I./HI/MR/CP): 30%

Skill Test : 40%

**Craft Teacher :**

Must have secured 50% marks in 10<sup>th</sup> class examination

Weightage of marks: HSC or equivalent : 20%

I.T.I or equivalent : 20%

Skill Test: 60%

**Matron/Warden:**

Must have secured 50% marks in +3/Graduation or equivalent examination

Weightage of Marks: +3/Graduation or equivalent: 30%

Diploma/Degree (whichever is higher) in Special Education: 30%

Skill Test: 30%

**Matron/ Warden (for CP/MR Special School) :**

Must have secured 50% marks in +2 or equivalent examination

Weightage of marks: +2 or equivalent : 30%

Diploma/ Degree (whichever is higher) in Spl. Education

(MR/CP): 30%

Skill Test : 40%

**Cook (Male/ Female) :**

Weightage of Marks : Class VIII : 60%

Skill Test : 40%

**Attendant (Male/ Female) :**

Weightage of Marks : Class VIII : 60%

Skill Test : 40%

**Sweeper-cum-Watchman (Male) :**

Weightage of Marks : Class VIII : 60%

Skill Test : 40%

The candidates must have passed Class VIII with good physical status. Production of the Mark Sheet for Class VIII is mandatory. In case of female Attendant preference will be given to Widow Candidates, on acquiring the above qualifications. Performance of the candidates in Skill Test will be deciding Factor for appointment in these posts.

**Skill Test/Interview of Candidates:**

Skill test will be a vital part of the recruitment. So, weightage has been given to Skill Test as a part of 100% acquisition of eligibility. After preparation of the Merit List on the basis of the above weightage of marks obtained in academic and professional qualifications, the candidates at the ratio of 1:10 will be called for original certificates verification and Skill Test/Interview/Presentation. The candidates of all the category of posts will appear for a Skill TEST, before the Committee appointed by the Collector, Ganjam. As

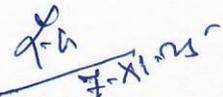
such, final merit list will be made on the basis of academic & professional merit and Skill Test.

The Collector, Ganjam will constitute separate Expert Committee for conducting the Skill Test in related fields for all the category of posts.

**Other Conditions :**

1. As per the norms of the Govt. the Management of the concerned schools will release the Recruitment Advertisement in two widely circulated Odia daily newspapers as well as the Ganjam District Website.
2. The aspiring candidates must obtain the prescribed application form from the concerned Special School on cash of Rs. 100/-. Application obtained in any other manner will not be entertained. The Application Form must bear the official Stamp of the concerned Special School.
3. After expiry of the cut-of date for submission of applications for the vacant posts, the concerned school should intimate to the Dist. Social Security Officer, Ganjam about the number of sealed applications received by Registered Post, for different vacant posts. Then the sealed application forms will be opened before the District Level Selection Committee in its meeting as fixed by the Collector, Ganjam for preparation of the Draft Merit List.
4. Further, the Draft Merit List will be hoisted in the District Website, soliciting objections from the candidates within 7 days of hoisting of the list. The objections so received will again be placed before the District Level Committee and satisfactorily rectified if any anomalies candidates will be prepared.
5. Basing on the merit in academic and professional qualifications of candidates, the eligible candidates in the ratio of 1:10 will be invited for Skill Test. Then the Final Selected candidates will be ascertained.

  
**GENERAL SECRETARY**  
Ganjam Dist. Orthopaedically  
Handicapped Welfare Association  
Chatrapur, Ganjam

  
Dist. Social Security Officer  
Ganjam