



COLLECTORATE, GANJAM, CHATRAPUR

(Social Security Section)

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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 Government 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 all 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 Department, as per the Eligibility Qualifications (academic & professional) specified by the Government 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%.

Asst. Teacher (Trained Graduate – T.G.) :

Must have secured 50% marks in Graduate of Arts/Science or equivalent.

Weightage of marks :-+3 (Graduation) 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%

Attendant (Female) :

Weightage of Marks : Class VI'I : 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.

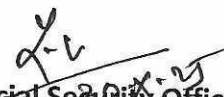
Skill Test / Interview of Candidates :-

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 Committees for conducting the Skill Test in related fields for all the category of posts.

Other Conditions :

1. As per the norms of the Government 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 payment 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-off 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 found in the List and the final list 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.


Dist. Social Security Officer
Dist. Social Security Officer
Ganjam
Ganjam, Chatrapur

Manovikas School for MR, Neelakantha Nagar 1st lane, Bijipur, Berhampur, 760003.

No. 78/2025

Date: 30/10/2025

ADVERTISEMENT

Application are invited from intending candidates for temporary recruitment on contractual basic against the following vacant posts of the School, under Grant-In-Aid fold of SSEPD Deptt. Govt. of Odisha.

Sl no	Name of the Post	Indicative Scale of Pay	No of vacant posts	Age limit as on 1/10/2025	Minimum educational qualification	Documents to be attached along with the Application
01	Trained Graduate Tr. (Arts)	9300-34800 GP-4200	01	21 to 42 years	Graduate in Arts or its equivalent & B.Ed. (General) With RCI Recognized Diploma in Special Education (Mentally Retarded) Or Graduate in any stream or its equivalent with RCI recognised Spl. B.Ed. in Mentally Retarded	1. HSC Certificate 2. Certificate & Marks sheet of Graduate Degree 3. Certificate & Marks Sheet B.Ed.(Gen) 4. Certificate & Marks Sheet of Degree / Diploma in Spl. Edn. or Spl B.Ed as application. 5. Copy of valid RCI registration Certificate
02	Attendant (Female)	4750-14680 GP-1700	01	18 to 42 years	Passed Class VIII	TC/Certificate & Marks Sheet of Class VIII must be enclosed.

1. The posts are purely temporary on contractual basis and can be terminated at any time without notice.
2. Selected candidates are to be engaged under the Management of AIWC (All India Women Conference, (South West Odisha,) project of Manovikas school for MR, Berhampur, Ganjam, 760003 and they cannot claim any financial entitlements or benefits on par with Government employees.
3. Candidates of reserved category will be eligible for age relaxation as per Govt. norms and necessary documents should be attached to this effect.
4. Candidates must submit the HSC Certificate and other documents as mentioned against the posts above, along with the filled-in application form.
5. Candidates applying for attendant (Female) should submit the class VIII certificate and marks sheet for assessment of their merit. Without which the application shall not be entertained.
6. The scale of Pay mentioned against the posts are indicative only which do not make any entitlements for the selected candidates. The initial engagement in the posts bear consolidated remuneration only, as fixed by the Government in SS&EPD Department.

The detailed modality of selection has been floated in the website of Ganjam, District, i.e. www.ganjam.nic.in.

The prescribed application form along with the detailed modalities of selection should be obtained from the Office of the **President of the Manovikas School for MR, Neelakantha, Nagar 1st Lane, Bijipur, Berhampur, Ganjam, 760003**, on cash payment of Rs 100/- (Rupees One hundred only) from date **31/10/2025 to 15/11/2025** during the office hours from **10.00 Am to 4.00 PM** in all working days. Prescribed application without the official stamp and ink-signed signature of the President of the School will summarily be rejected. The candidate must mention the post applied for in the space provided in the prescribed application form as well as at the top of the envelope containing his/her application form.

The prescribed application form completed in all respect and the Money Receipt for cost of Application form in original along with all relevant documents must be sent by **Regd. Post/ Speed Post** in sealed envelope super-scribing the post applied for, to the **President of Manovikas School for MR, Neelakantha, Nagar 1st Lane, Bijipur, Berhampur, Ganjam, 760003**. So as to reach there on or before **2.00 PM of 22/11/2025** Application received through other means shall not be accepted.

In complete application forms absence of Money Receipt or application without required relevant enclosures or application received after the due date will summarily be rejected.

The Management of **President of the Manovikas School for MR, Neelakantha, Nagar 1st Lane, Bijipur, Berhampur, Ganjam, 760003**, reserves the right to cancel or alter the advertisement without assigning any reason thereof.

Sabani Pami

**President
Manovikas School for MR,
Berhampur**

**President
Manovikas (GEMM)
A.L.W.C. S.W.Odisha
Berhampur-760003**