



DISTRICT PROJECT OFFICE,
SAMAGRA SHIKSHA, RAYAGADA.



Old Revenue Colony, Behind Govt. Hospital, Ph. No.: 06856 – 235277

/dpcrayagada.opepa@gmail.com

No. 3070/GE/2023
VI-GE-168/2023.

Dated: 08/09 /2023

To

The Director,
Information & Public Relation Department ,
Govt.of Odisha,Po-Bhubaneswar.

Sub:- Publication of advertisement for inviting applications from the candidates for different posts for KGBV and Residential Hostel.

Sir,

In inviting a kind reference to the letter on the subject cited above, I am to enclose herewith the 'Advertisement' for publication in two odiaState daily news paper for one instant regarding inviting of applications from the intending candidates for the posts as mentioned in the above said advertisement.

It is therefore requested to ensure publication of the advertisement for one instant. The names of the news paper may also be intimated to this office for payment of bill within the limit of Rs.5000/- (Rupees five thousand) only .

Yours faithfully,

Encl: 'Advertisement'



07/09/2023

District Education Officer-cum-DPC,
SamagraShiksha, Rayagada

Memo No. 3071 /2023

Dated 08/09 /2023

Copy to DIPRO, Rayagada for information and necessary action.


07/09/2023

District Education Officer-cum-DPC,
SamagraShiksha, Rayagada

Memo No. 3072 /2023

Dated 08/09 /2023

Copy to District Informatics Officer, NIC, Rayagada along with draft advertisement and Guideline with a request to upload the same in the district website for wide publication.

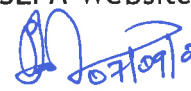

07/09/2023

District Education Officer-cum-DPC,
SamagraShiksha, Rayagada

Memo No. 3073 /2023

Dated 08/09 /2023

Copy to Asst. Director, OSEPA, Bhubaneswar along with draft advertisement and Guideline with a request to upload the same in the OSEPA website for wide publication.


07/09/2023

District Education Officer-cum-DPC,
SamagraShiksha, Rayagada

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DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, RAYAGADA

Old Revenue Colony, Behind Govt. Hospital, Ph. No.: 06856 – 235277,
email - dpcrayagadassa.opepa@nic.in, dpcrayagada.opepa@gmail.com



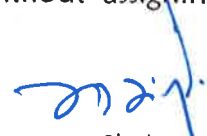
No. 3074 /VI/GE/168 /2023

Dated 08 / 09 /2023

ADVERTISEMENT FOR VACANT POSTS IN TYPE III KGBVs, AND RESIDENTIAL HOSTEL, RAYAGADA MUNICIPALITY, RAYAGADA DISTRICT.

Applications are invited from eligible candidates for filling up of different posts in Kasturba Gandhi Balka Vidyalaya(KGBV) and Residential Boys Hostel at Rayagada Municipality, Rayagada functioning under Samagra Shiksha, Rayagada on contractual basis. The engagement is purely contractual and temporary in nature. Detailed information can be downloaded from the district website viz www.rayagada.nic.in and OSEPA website i.e. www.opepa.in.

Interested eligible candidates can apply in the prescribed application form to the undersigned . The application form must be reached in District Project Office, Samagra Shiksha, ,Old Revenue Colony, Behind Govt. Hospital , Rayagada-765001 to be sent by Speed Post and Registered Post only on or before 05 /10 /2023 (during office hour). The candidates should clearly super scribe the name of the post applied for on the top of the envelop. The undersigned reserves the right to modify or cancel the advertisement without assigning any reason thereof.


Collector-cum-Chairperson,
Samagra Shiksha, Rayagada

ANNEXURE-I (For KGBV Type III)

Publication advertisement:	1. Advertisement will be released as per the vacancies and it may be published in 3 daily odia state edition for wide publicity for inviting the application from the intended candidate" through INPRO, Govt. of Odisha.
Mode of application	1. Applications will be invited in the prescribed format from the eligible candidates through open advertisement in daily News papers by the Collector-cum-Chairperson, SS. (Annexure-II) 2. A candidate may make an application for any post lying vacant on the basis of eligibility. 3. Applications will be submitted through Regd. Post/Speed Post only otherwise will be rejected. 4. The candidate should clearly mention the Name of the Post applied for in the top of the Envelop.
Vacancy/Qualification/Age/ Remuneration/Reservation/ Execution of Contract Agreement/ Tenure of engagement/Last date for submission of application/ Documents to be attached	Detailed in Annexure-III
General Criteria	Detailed in Annexure -IV
Scrutiny of the database of applications	1) Applications will be scrutinized on the basis of career marks obtained in the qualifying exams. 2) File with database to be placed before the Collector for engage personnel to scrutiny of the applications after the last date of receipt of applications. 3. Necessary expenditure will be provided by the DPC, SS from release of advertisement to issue of engagement letters under Project Management Head.
Mode of selection	1) Applications will be scrutinized on the basis of carrier marks obtained in the qualifying examination. 3) A panel will be prepared getting twice the number of vacancies in order of merit after conducting a physical verification of certificates by Collector-cum-Chairman. 4) The Collector will call thrice the number of vacancies for certificate verification. 5) Applications without bi-data and certificates of qualifying examination shall be summarily rejected. 6) In case two or more candidates secure the same marks, the older in age and if age are same, the candidates passing HSC 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. The same may be published in the district website www.rayagada.nic.in
Invitation of objection	A seven days objections will be invited from the candidates after Invitation of publishing tentative draft panel in the district www.rayagada.nic.in

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<p>Preparation of final provisional merit list / reject list</p>	<p>1)After receiving the objections from the candidates the same may be placed before the Dist.Selection Committee for taking decision as to whether the objection complied by the candidates will be considered or not. If considered then the draft merit list will be revised after taking into consideration. 2)The final merit list will be uploaded through www.rayagada.nic.in</p>
<p>Counseling for placement</p>	<p>The selected candidates may be invited for counseling as per requirement for the 1st phase by giving office intimation/ In no case second chance to appear the candidates if he/she will remain on the counseling. If any candidates will remain absent then the next candidates from the merit list may be invited in 2nd phase.</p>



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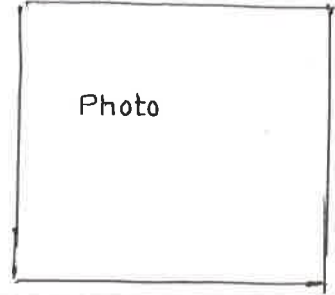
ANEEXURE-II

APPLICATION FORM FOR DIFFERENT POSTS LYING VACANT IN KASTURBA
GANDHI BALIKA VIDYALAYA(TYPE III) AND
RESIDENTIAL BOYS HOSTEL AT GBM HS (MUNICIPALITY) , RAYAGADA DISTRICT.

Application for the post of _____ : _____
(in Block letters) (Put Tick Mark () KGBV /RES. BOYS HOSTEL)

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

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



3.Permanent Address

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

4.Present Address(Correspondence): _____

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

5. Gender : _____

6. Marital Status (Married/unmarried) : _____

7. Date of Birth : _____

8. Age (As on 01-08-2023) : ____/____/____

9. Nationality : _____

10 .Language known : _____

11. Category (SC/ST/SEBC/PH/Ex-Serviceman/Women) : _____

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12. Educational Qualification:

Examination Passed	Board/Intermediate/University	Year of passing	Total Marks	Marks secured	Mark secured (Excluding extra Optional)	% Mark/Division	Remarks
HSC/Metric							
+2/Intermediate (Arts/Science/Commerce)							
+3 Graduation (Arts/Science/Commerce)							
B.Ed.							
Computer Knowledge							
Others, if any							

13. Documents to be submitted:

- Self attested copies of all pass certificates and mark sheets related Educational Qualifications/testimonials.
- Self attested copies of Employment Exchange registration validity card, Caste Certificate, Residential certificate /Nativity certificate issued by the competent authority.
- Two self addressed unstamped envelop of size 23cmX 10cm.

NB:1) Applicants for the post of Part Time Teacher(English) must mention in the remarks Column 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 mentioned in the remark column, whether they are having BA with Sanskrit or Sahitya Acharya.

DECLARATION

I do hereby declare that all statement made above are true, complete and correct to the best of 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



ANNEXURE-III (KGBV TYPE III)

Particulars	Warden (Female)	Part time (Science/Math) (Female)	Part time (Sanskrit/Hindi) (Female)	Part time (English) (Female)	Accountant (Female)
Vacancy	01	08	07	08	11
Qualification	B.A./B.Sc & B.Ed. . In case of non-availability of trained candidate untrained candidate having BA/B.Sc will be considered. (career & interview)	B.Sc,B.Ed . In case of non-availability of trained science Graduates, untrained Science will be considered.	B.A. with Sanskrit or "Sahitya Acharya"	B.A.,B.Ed. In case of on-availability of trained Arts Graduate, untrained Arts Graduate having English as Hons or BA with minimum 50% marks in English as a subject will be considered.	B.Com, Computer knowledge & Accounting (Career evaluation, written test on accounting and interview)
Age	30 to 50 years(As on 01-08-2023)	18 to 35 years(As on 01-08-2023)			
Remuneration per month	Rs.21175/- (Including Employer share)	Rs.7500/- (Including Employer share)	Rs.7500/- (Including Employer share)	Rs.7500/- (Including Employer share)	Rs.13,750/- (Including Employer share)
Reservation	There is no provision of reservation as KGBV Scheme is functioning under a project.(As per L.No.7693/GE dt.10-09-2014 of SPD,OPEPA				
Execution of Contract Agreement	A contract/agreement in the form of an undertaking and TOR shall be executed by the candidates a the time of engagement. DPC SS will sign TOR at the time of joining of candidates on behalf of SPD,OSEPA .				
Tenure of engagement	The tenure of engagement for different posts on contractual basis will be for an initial period of 06 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 ay reason thereof. The engagement is purely n 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 Gvt.post n the basis of having worked for the KGBV .				
Last date for submission of application	The last date of submission of application is <u>05/10</u> /2023.				
Documents to be attached	Attested photocopies of all documents in support of age, Educational Qualification Experience and caste must be submitted with the application form. The passport photograph is to be affixed on the application form and must be put her signature on the front side of the photo.				



Annexure-IV (For KGBV Type III)
(General Criteria)

1. Must be a citizen of India
2. Must be permanent resident of Odisha
3. Must have passed in Odia Language upto 10th Standard as a parameter.
4. Must be of sound mind
5. Must not be having more than one spouse living.
6. Must furnish no objection certificate from the employer if in service.
7. The certificate of selected candidates will be submitted to the concerned Board/University for verification of genuineness. If any fake certificate. Mark sheet found fake at any stage she will disengage immediately and will be preceded for appropriate legal action.
8. These posts are Co-terminus with the tenure of Samagra Shiksha programme and limited to the provisions of funds under Samagra Shiksha . No liabilities is to be claimed in future.
9. A candidate furnishing certificates, marks 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.
10. The vacancy may vary at the time of posting.
11. The minimum working hour of Part time Teacher is 8 hours per day and they will work in the day time including morning & evening basing on their work. They must be answerable for the performance of the poor academic progress of Girls in KGBV. The part time teacher those are not staying 8 hours in the school and not performing well, she may be disengaged through a resolution in KGBV committee.(Vide L.No.5837 /GE dt.17-07-2014 of SPD,OSEPA.)
12. In complete application form will be rejected.
13. The undersigned is not responsible for any postal delay.
14. A candidate from any District of Odisha may apply.



ANNEXURE-V (FOR RESIDENTIAL BOYS HOSTEL
AT G.B.M. HIGH SCHOOL, RAYAGADA MUNICIPALITY, RAYAGADA)

Particulars	Warden (Male)	Part time Teacher (Science /Math) (Female/Male)	Part time Teacher (Sanskrit/ Hindi) (Female/Male)	Part time Teacher (English) (Female/Male)	Accountant full time (Female/Male)
Vacancy	1	1	1	1	1
Preference	Preference should be given to persons having experiences of running or supervising hostel/AWC/Child care institutions.				
Remuneration	Rs.21175/-	Rs.7500(Trained) Rs.6500(untrained)			Rs.13750/-
Others norms, conditions and eligibility is applicable as per Annexure I ,II ,III & IV of KGBV Type III					

The job chart of the above posts is enclosed herewith.


08/09/2023

District Education Officer-cum-DPC
Samagra Shiksha, Rayagada

**JOB CHART FOR STAFF ENGAGED IN RESIDENTIAL HOSTELS
FUNCTIONING FOR URBAN DEPRIVED CHILDREN**

GENERAL INSTRUCTIONS FOR ALL STAFF OF THE HOSTEL

1. Proper Display of Information regarding the Hostel
 - i) Name of the hostel
 - ii) Staffs of Hostel - Name, designation, date of engagement and contact number.
 - 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 checkup 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 treated 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 to be verified if they require.

JOB CHART OF WARDEN

1. Must stay in the hostel with the inmates except school hour i.e. 10.30 AM to 3.30 PM in case of day school and 7.30 AM to 10.30 AM in case of morning school.
2. In case of holiday and exigency, he/she will stay 24 hours in the hostel.
3. To take responsibility of all the inmates residing in the hostel
4. To take care of the education, health and hygiene of all the boarders.
5. To take remedial teaching to the inmates in the evening in case of absence/leave of Part-time teacher.
6. To take care of the quality education and co-curricular activities for the students.
7. To organize prayer class both in the morning and evening.



8. To maintain the following Registers of the Hostel :
 - i) Attendance Register of the inmates
 - ii) Staff Attendance Register
 - iii) Telephone Register
 - iv) Health Checkup Register
 - v) Daily Meal & Tiffin Register
 - vi) Daily Consumable Register
 - vii) Leave Register of Staff
 - viii) Visitors' Register
9. To convene weekly staff meeting
10. To organize Teacher-Students assembly
11. To maintain the Display Board for weekly Food Menu Chart
12. To maintain Individual Child Profile of the inmates and Personal File of Staff
13. To maintain First Aid Box and Complaint Box.
14. To handover the performance report of the staff to the HM at the end of each month
15. To supervise the kitchen, preparation & delivery of quality food and special coaching classes provided by the Part Time Teachers on regular basis.
16. To intimate all information regarding Hostel management to the HM time to time.
17. To supervise the works assigned to each and every staff of the hostel on regular basis.
18. To supervise the cleanliness of the hostel premises.
19. To prepare the estimate on weekly/daily basis for purchase of consumable items for hostel/inmates and handover to the Accountant.
20. To be present in the monthly SMC meeting and participate in the planning and implementation of activities/financial management, procurement, etc.
21. In case of medical exigency, he/she will instantly inform the HM and take immediate steps for treatment of the inmate in the nearby hospital.
22. To intimate immediately to the HM regarding occurrence of any problem or awkward incident in the hostel and try at level best to solve the same without delay.
23. No case corporal punishment to be given to the children.

JOB CHART OF PART TIME TEACHER

1. To take remedial classes from 7 AM to 9 AM in the morning and 6 PM to 8 PM in the evening.
2. In case of absence/leave of Warden, Part-time teachers will act as Warden on roster basis.
3. To prepare class wise lesson plan for the boarders
4. To create the habit of newspaper reading every day by the inmates
5. To remain present during the morning and evening prayer classes
6. To maintain the display board for daily classroom transactions
7. To create the habit of using library books i.e. magazines, story books, map reading etc. by the inmates
8. To organize science experiments by the inmates.
9. To create the habit of making arts and writing stories, songs, etc. by the inmates
10. To arrange albums for arts, stories and songs created by the inmates in a decent manner
11. To keep the paper cuttings of important relevant items in categorized manner in a file
12. To aware the HM/Warden regarding reading/writing materials used by the inmates
13. To organize various activities like singing, dancing, drawing, playing, etc.
14. To increase the subject specific standard of knowledge of the boarders who are weak by way of providing special coaching.
15. Basing on the reports/results analysis of Summative-2 he/she will focus on the weak areas of every child.
16. 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.
17. No case corporal punishment to be given to the children.

JOB CHART OF ACCOUNTANT

1. He/she will work under the administrative control of the concerned HMs
2. He/she will attend the monthly meeting of SMC regularly and participate in the planning and implementation of activities/financial management, procurement, etc.
3. He/she will ensure the approval of expenditure incurred in each month and the proposed expenditure along with the activities to be undertaken for the subsequent month in the monthly meeting of SMC and record the same in the Resolution.
4. He/she should be well aware of all guidelines and circulars related to Residential Hostel communicated by the DPO/SPO time to time. The HM should also share all documents/guideline/circulars with the Accountant.
5. He/she will maintain all the following records, books of accounts and registers related to financial transactions of the Hostel :
 - i) Cash Book
 - ii) General Register
 - iii) Journal Register
 - iv) Cheque issue Register
 - v) Draft/Cheque Receipt Register
 - vi) Fixed Assets Register
 - vii) Stock Register
 - viii) Acquaintance Register
 - ix) UC Register
 - x) Health/Medical Checkup Register
6. He/she will update the bank pass book of the hostel on regular basis and tally the closing balance of the cash book. He/she should reconcile the difference if any.
7. He/she should ensure that all transactions are made through A/c payee cheque. In no case, payment above Rs.500/- be made in cash/bearer cheque. Splitting of cheques is strictly avoided.
8. Bulk procurement should be made as per the monthly/quarterly requirement following due procedure.
9. He/she should raise internal vouchers duly signed by him in support of every transaction and get it signed by the HM & SMC Chairperson.
10. He/she will maintain a Guard File for all bills/voucher.
11. He/she will acknowledge the HM and the SMC Chairperson regarding credit of funds in the bank account.
12. He/she will be the custodian of all the above financial records, registers, bank pass books and cheque books.
13. He/she will be answerable to audit and fully assist the HM regarding compliance to audit objections. Both the HM and the accountant will be jointly responsible for non-production of any document to audit.
14. He/she will be responsible for submission of monthly Expenditure Statement to District Project Office by the 5th of every month.
15. Maximum amount up to Rs.5,000/- (Rupees Five Thousand only) can be kept in hand of HM (including Rs.1,000/- with the Warden) for emergency expenditure.
16. He/she will be responsible for submission of Utilisation Certificate in OGFR 7(A) to the DPO.
17. He/she will maintain Stock Register of all consumable and non-consumable articles and same should be countersigned by HM in every month.
18. Besides the accounts mater, he/she will assist the HM and the Warden in hostel management as and when required.
19. Both HM and Accountant will be jointly responsible for the financial irregularity/misappropriation if any.



20. Accountant will stay in hostel from 10 AM to 5 PM and keep all records/registers ready for monitoring of visiting officials.
21. In the monthly review meeting conducted by the DPO he/she will produce the UC status.