



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, CUTTACK
(SOCIAL SECURITY SECTION)
Email.dssoctc.od@od.gov.in

ADVERTISEMENT No.- 2998 /SS; Date: 06.08.2025

Recruitment to 33nos. of Teaching and Non-Teaching Post of different Special Schools in respect of Cuttack district under the Grant-in-Aid fold of SSEPD Department, Odisha, Bhubaneswar.

Sealed applications are invited from intending candidates with requisite qualification for filling up of 33 nos. of Teaching and Non-Teaching Post on contractual basis in different Special Schools against the vacant post in respect of Cuttack district under the Grant-in-Aid fold of SSEPD Department, Odisha, Bhubaneswar as per following details.

INSTRUCTIONS: -

- Last Date of receipt of Detailed Application Form along with other required documents in the address as mentioned below through **Speed Post/Registered Post only is Dt.20.08.2025.**
- Applications received after last date & applications not enclosed with the required documents will be out-rightly rejected and no correspondence in the matter will be entertained.
- **A candidate should apply for one post only as per eligibility conditions.** In case the candidate applying for more than one post, his/her candidature shall be rejected. Before applying for the post, the candidate must go through this advertisement and ensure that they fulfill all the eligibility criteria prescribed for the post as laid down in this advertisement. Admission of a candidate for the written examination & other test if any shall be provisional and would be on the basis of information furnished by him/her in the Detailed Application Form.
- If at any stage of recruitment or thereafter, it is found that information furnished by the candidate in his/her application form is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the post, his/her candidature for the post will be cancelled forthwith.
- The appointment will be on contractual basis carrying a consolidated pay mentioned against each post as per guidelines.
- The District Level Selection Committee(DLSC) has the authority to reject /cancel the advertisement at any stage/process of selection on valid ground.

Deu

1. VACANCY POSITION:

As per vacancy report submitted by the Secretary of Special Schools, the number of vacancies School wise is as follows:

Name of the Special School	Name of the Post	No. of Vacancies	Qualification	Remarks
School for the Deaf, IIC, CDA, Sector-10, Cuttack	Sr. SES/HM	1	Master in Arts/Science having B.Ed.(General) with Diploma in concerned stream or Spl. B.Ed. In concerned stream	
	Assistant Teacher(T.G)	2	Graduate in Arts/Science having B.Ed.(General) with Diploma in concerned stream or Spl. B.Ed. In concerned stream	1 Post from Science and 1 Post from Arts Stream
	Assistant Teacher(T.I)	1	+2 or equivalent and Diploma in concerned stream	
	Art Teacher (Visual)	1	B.F.A in Visual/ Fine or Applied Arts as Applicable	Earmarked for HI candidates
	Craft Teacher	1	10th Pass with I.T.I, or its equivalent	
	P.E.T	1	+2 or its equivalent with CPED	
	Attendant(Female)	2	VIII pass	
	Cook Helper	1	VIII pass with knowledge of cooking	
Ramadevi Sishu Bihar, School for the MR, Lalbag, Cuttack	Special Educator (T.G)	1	Graduate in Arts/Science having B.Ed.(General) with Diploma in concerned stream or Spl. B.Ed. In concerned stream	
	Clerk-cum-Accountant	1	Graduate in any discipline with computer knowledge	
	Attendant(Female)	1	VIII pass	
Ramadevi Sishu Bihar, School for the Deaf, Lalbag, Cuttack	Assistant Teacher(T.G)	1	Graduate in Arts/Science having B.Ed.(General) with Diploma in concerned stream or Spl. B.Ed. In concerned stream	
	Assistant Teacher(T.I)	2	+2 or equivalent and Diploma in concerned stream	
	Craft Teacher	1	10th Pass with I.T.I, or its equivalent	Earmarked for HI candidates
	Art Teacher (Visual)	1	B.F.A in Visual/ Fine or Applied Arts as Applicable	
	Clerk-cum-Accountant	1	Graduate in any discipline with computer knowledge	
School for the Blind, IIC, CDA, Sector-10, Cuttack	Mobility Teacher	1	+2 pass or its equivalent Diploma/Degree in Orientation & Mobility	
	Music Teacher	1	10th pass or its equivalent and I. Music from recognized university as applicable	Earmarked for VI candidates
	Warden	1	Graduate in any discipline with Degree or Diploma in concerned stream	
	Attendant(Male)	1	VIII pass	

Maa Sarala Womens Forum, Sri Sri Beleswar High School for the Deaf	Craft Teacher	1	10th Pass with I.T.I, or its equivalent	Earmarked for HI candidates
	Computer Teacher	1	Graduate in any discipline with PGDCA	
Maa Bauti Jana Kalyan Seva Samiti, School for the HI	Cook	1	VIII pass with knowledge of cooking	
Ashraya, The Shelter, School for the C.P	Special Educator (T.I)	1	+2 or equivalent with Diploma in CP/MR	
	Matron/ Warden	1	+2 or equivalent with Diploma in CP/MR	
	Cook	1	VIII pass with knowledge of cooking	
Mother Teresa Deaf & Dumb High School	Sr. SES/HM	1	Master in Arts/Science having B.Ed.(General) with Diploma in concerned stream or Spl. B.Ed. In concerned stream	
	Matron/ Warden	1	Graduate in any discipline with Degree or Diploma in concerned stream	
	Art Teacher	1	B.F.A in Visual/Fine or Applied Arts as Applicable	Earmarked for HI candidates
Harachandi Physical & Mental Handicapped Kalyan Mandir, School for the MR	Special Educator (T.G)	1	Graduate in Arts/Science having B.Ed.(General) with Diploma in concerned stream or Spl. B.Ed. In concerned stream	
TOTAL		33		

The number of vacant posts to be filled up on the basis of the recruitment is subject to change without any prior notice as per discretion of the Selection Committee and the Government.

2. SCALE OF PAY :

Name of the School	Name of the Post	No. of vacancies	Consolidated Pay
1	2	3	4
School for the Blind, IIC, CDA, Sector-10, Cuttack	Mobility Teacher	1	9000
	Music Teacher (Instrumental)	1	9000
	Matron/Warden	1	10000
	Attendant(Male)	1	8070
School for the Deaf, IIC, CDA, Sector-10, Cuttack	Sr. S.E.S (Headmaster/Principal)	1	16880
	Assistant Teacher (T.G.)	2	16880
	Assistant Teacher (T.I)	1	10000

	Art Teacher (Visual)	1	9000
	Craft Teacher	1	9000
	P.E.T	1	9000
	Attendant(Female)	2	8070
	Cook Helper	1	8070
Ramadevi Sishu Bihar, School for the Deaf, Lalbag, Cuttack	Assistant Teacher (T.G.)	1	16880
	Assistant Teacher (T.I)	2	10000
	Craft Teacher	1	9000
	Art Teacher (Visual)	1	9000
	Clerk-cum-Accountant	1	8880
Ramadevi Sishu Bihar, School for the MR, Lalbag, Cuttack	Special Educator (T.G)	1	16880
	Clerk-cum-Accountant	1	8880
	Attendant(Female)	1	8070
Mother Teresa Deaf & Dumb High School, At/Po-Asureswar, Cuttack, Pin-754209	Sr. S.E.S (Headmaster/Principal)	1	16880
	Matron/Warden	1	10000
	Art Teacher (Fine/ Applied)	1	9000
Maa Bauti Jana Kalyan Seva Samiti, School for the HI, At-Badabhuin, Po-Banamalipur via Baramba, Cuttack, Pin-754031	Cook	1	8390
Harachandi Physical & Mental Handicapped Kalyan Mandir, School for the MR, At-Nahalpur, Po-Benirampur, Cuttack	Special Educator (T.G.)	1	16880
Ashraya-The Shelter, School for the CP, C/47, Sector-7, CDA, Cuttack-753014	Special Educator (T.I.)	1	10000
	Matron/Warden	1	10000
	Cook	1	8390
Maa Sarala Womens Forum, Sri Sri Beleswar High School for the Deaf, At-Kantunia(Behera Sahi), Po- Bentakar, 42 Mouza, Cuttack, Pin-754112	Craft Teacher	1	9000
	Computer Teacher	1	9000

3. CONDITION OF SERVICE:-

The appointment will be initially on contractual basis carrying a consolidated pay mentioned above at point- 2 against each post and shall be guided by the rules and regulation vide Resolution of Department of Social Security & Empowerment of Person with Disability, Government of Odisha Notification No.4208/SSEPD, dated 06.06.2022.

4. AGE:-

The candidate applying for the post must be between 18 years to 42 years of age as on the date of Advertisement for all post as per criteria. However, the upper age is relaxable upto 05(five) years in case of candidates engaged in the Special School subject to production of certificate by the concerned Special School. He/She should submit the required proof for availing the age relaxation.

The Date of Birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent certificate issued by the recognized Board/Council/by competent Authority will be considered.

5. GENERAL ELIGIBILITY CRITERIA:

In order to be eligible to apply for the post, a candidate must satisfy the following conditions:

- i. The candidate must be a citizen of India.
- ii. Be able to Speak, Read & Write Odia.
- iii. Be of good character & conduct.
- iv. Be of good mental condition and bodily health and free from any physical defect like to interfere with the discharge of his duties in the service.
- v. He must have passed Middle School examination with Odia as language subject.
or
Have passed Matriculation or equivalent examination with Odia as medium of examination in non language subject.
or
Have passed in Odia as a language subject in the final examination of Class VII or above;
or
Have passed a test in Odia in Middle English School Standard conducted by the Education Department.
- vi. He/She must have registered his/her name in Special Employment Exchange, Bhubaneswar or Local Employment Exchange.
- vii. He/She must have secured a minimum of **50% marks in the basic qualifying examination** (Not applicable to post-Art/Craft/ Music/ Mob./ PET / Attendant/ Cook) and have experience in related field in Schools or educational Institutions so on subject to possessing minimum educational qualification. Experience not related to the post shall not be entertained.



6. APPLICATION FEE:

There shall be no fees for the any of the category/post.

7. CERTIFICATES/DOCUMENTS TO BE ATTACHED ALONGWITH APPLICATION FORM:-

- a. Application Form duly filled and signed by the candidate.
- b. One recent passport size photograph duly self attested must be affixed to the application.
- c. Self attested Photocopy of Caste certificate (if applicable) issued by the competent authority.
- d. Self attested Photocopy of HSC or equivalent pass certificate & mark sheet in support of declaration of age issued by the concerned authority.
- e. Self attested Photocopy of +2 Level Pass certificate and Mark sheet from any recognized University/Board.
- f. Self attested Photocopy of Bachelor's degree pass certificate and Mark sheet from any recognized University/Board.
- g. Self attested Photocopy of Diploma/Degree Pass certificate and Mark sheet from any recognized University/Board. (if applicable)
- h. Self attested Photocopy of Special B.Ed. Pass certificate and Mark sheet from any recognized University/Board. (if applicable)
- i. Self attested Photocopy of Computer Proficiency certificate from any recognized University/Institution.
- j. Candidates have to submit a certificate of passing either HSC examination or equivalent examination or have acquired any of the higher education degree with Odia as a subject or have Odia as Medium of examination in non-language subjects at H.S.C or equivalent examination.
- k. Valid Disability Certificates (UDID) for PwD candidates.
- l. Experience Certificate in original, if any.
- m. Self-attested copy of any of the Identity Card such as Voter ID/PAN Card/Passport/Aadhar Card/Driving License etc issued by any Government with candidate's photograph.
- n. Two self-addressed envelopes duly stamped for registered post.
- o. Valid RCI registration certificates, if applicable.
- p. Employment registration certificate in Special Employment Exchange, Bhubaneswar or Local Employment Exchange.

8. SELECTION CRITERIA:-

- a) Recruitment shall be conducted by the Selection Committee constituted for the purpose as per Department of Social Security & Empowerment of Person with Disability, Government of Odisha vide Resolution No.4208/SSEPD, dated 06.06.2022.
- b) Preference shall be given to the candidates having experience in the related field subject to having possession of educational qualification as required for the post applied for. The candidates shall be shortlisted on the basis of required educational

qualification, valid employment registration, RCI certificate, experience and so on. In case, candidate with relevant experience is n't available, the Selection Committee has the discretion to select a suitable candidate on the basis of Skill Test/ performance showing his/her eligibility. Date, Place and time of Skill Test/Viva Voce will be intimated to the candidates later on through website "www.cuttack.odisha.gov.in"

- c) For Selection to the filling up of vacant Post in different categories of teaching and non-teaching post, a Sub-Committee comprising of experts/ Professionals from different fields shall be formed, which will undertake test to finalize suitable candidate based on qualification, capability and experience.

- d) The Selection shall be made like

For Teaching Post:- 60%- Career mark of Qualifying Exam

20%- Skill Test

20%- Viva voce

For Teaching Post:- 50%- Skill Test

(Art/Craft/PET/Music 50%- Viva voce

/Mobility Teacher)

For Non-Teaching Post:- 60%- Career mark of Qualifying Exam

(Clerk/Warden) 20%- Skill Test

20%- Viva voce

For Non-Teaching Post:- 50%- Skill Test

(Attendant/Cook/Helper) 50%- Viva Voce

- e) The Management of the concerned School/ institution shall be the appointing authority for issue of appointment letters in favour of those selected candidates duly recommended by the DLSC.

- f) The appointment is purely on temporary & contractual basis and terminable at any time without notice and without assigning any reason thereof.

- g) In case the candidates already engaged in institution and applying for any post by submitting experience certificate has to produce NOC from the Head of Institution before joining against the Post so selected.

- h) The appointment made and payment of remuneration thereon is subject to approval of the Director, Department of Social Security & Empowerment of Person with Disability, Government of Odisha.

- i) The candidate has no right to claim for the substantive appointment. On completion of six years of satisfactory performance of the post, the Collector will recommend to the Director, Social Security & Empowerment of Person with Disability, Government of Odisha for allocation of increased GIA towards payment of salary.

- j) A preliminary scrutiny shall be made by a committee to scrutinize all applications on the basis of eligibility criteria and experience as laid down in the Advt. and only shortlisted candidates will be called for Skill Test/Viva Voce.

9. MODE OF APPLICATION:-

Interested candidate fulfilling the eligibility criteria mentioned above is required to apply to the District Social Security Office, Cuttack.

The envelope containing the Application and other required documents shall be submitted in sealed envelope and the envelope shall be clearly superscribed on the top as

NAME OF THE SCHOOL APPLIED FOR:

NAME OF THE POST APPLIED FOR:

The application must reach in the Office of the District Social Security Officer, Cuttack at the below mentioned address latest by Dt.20.08.2025.

District Social Security Officer, Cuttack.
Address: At-Collectorate, P.O.-Chandini Chowk,
Dist.-Cuttack, PIN-753002

The application shall be sent by Registered Post / Speed Post only. Application sent through courier, email, by hand or any other mode will not be entertained. This office will not be held responsible for any postal delay or non-receipt of the application.

The undersigned reserves the right to reject any or all the application without assigning any reason thereof.

By order of the Collector


District Social Security Officer,
Cuttack



APPLICATION FORM

Application for the Post of:

Applied for the Special School:

Passport
Photo

1. Name in full(in Block Letter):
2. Father/Husband Name:
3. Mother Name:
4. Permanent Address:

At-

Po-

Ps-

District

Pin-

5. Present Address:

At-

Po-

Ps-

District-

Pin-

6. Gender:

7. Marital Status:

8. Caste:

9. Date of Birth:

10. Age as on 06.08.2025:

11. Educational Qualification:

Exam Passed	Name of the Board	Year of Passing	Full Mark	Mark Secured (Without Extra Optional)	% of Mark

12. Experience Certificate/Courses, if any (Give Details):

Sl.No.	Name of the Organisation/Institution	Post Held	Time period of Holding the Post

13. Documents to be attached (Self attested photocopies)

- Three (3) copies of recent colour passport size photograph:
- Educational/Academic certificates and marksheets:
- Professional/Technical Qualification certificates & Marksheets:
- Valid Disability (UDID) Certificate (for PwD candidates):
- Caste certificate, If any
- RCI Registration certificates (if applicable):
- Experience Certificate in Original
- Employment Exchange certificate
- Any other certificate/documents related to the post applied for:

UNDERTAKING

I do hereby declare that all the information submitted by me are true and relevant. If any such information or documents provided by me is/are found false or fabricated during or after selection, my candidature/selection shall be cancelled and I shall be liable for penal action as per law. Further, I declare that the information furnished /to be furnished by me during the selection process may be used or shared for bona fide purpose.

Date:

Place:

Full signature of the candidate

 1107