

**GOVERNMENT OF ODISHA  
SCHOOL & MASS EDUCATION DEPARTMENT**

No. 25611 /SME, Date 26-12-16  
SME-EL2-EL2-0026-2016

**From**

**Smt. Ranjana Chopra, IAS  
Commissioner-cum-Secretary to Govt.**

**To**

**The State Project Director,  
OPEPA, BBSR.**

***Sub: Engagement of Sikshya Sahayaks during 2016-17.***

**Sir,**

The revised guidelines for engagement of Sikshya Sahayaks has been communicated to all concerned vide S&ME Department Resolution No. 25605/SME Dtd. 26-12-16 indicating the procedure of selection of Sikshya Sahayaks. Now Govt. have been pleased to approve for engagement of **14087** Sikshya Sahayaks during 2016-17. Of these vacancies, 50% will be filled up by the candidates having qualification of Higher Secondary with CT/DI.Ed and rest 50% will be filled up by the candidates having Graduation with B.Ed. In each category, 60% of vacancies will be filled up by the candidates having Science (+2 Sc./+3 Sc.) and 40% will be filled up by Arts/Commerce (+2 Arts or Commerce/ +3 Arts.) background. To carryout the engagement process the following steps shall be taken at your level.

1. Advertisement to be issued by **Dt.27.12.2016** in the local dailies indicating the district wise number of vacancies of Sikshya Sahayak for recruitment, Mode of submission application i.e. through online, details of OPEPA website, opening date of the online site for application and last date of submission of application etc.
2. In the website of OPEPA the following information shall be made available.
  - (i) District wise vacancies in each category i.e. B.Sc. or B.A. with B.Ed. and +2 Science, Arts /Commerce with C.T..
  - (ii) The Orissa Reservation Vacancies (in posts and services for ST & SC) Act, 1975 along with the rules made there under and OCS(Reservation of

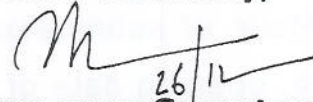
18

Vacancies for Women in Public Services) Rules, 1994 such other principles of reservation as prescribed by the State Government from time to time shall be followed. In case of PH candidates provisions contained in the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995 and G.A. Department instructions thereof shall be followed. For relaxation of upper age limit to different category of candidates, the OCS (Fixation of Upper Age Limit) Rules, 1989 shall be followed.

- (iii) The candidates may give option up to 30 districts in order of preference, wherever vacancies are available.
- (iv) Passing of required training and the score in OTET is mandatory for all candidates.
- (v) Select list shall be prepared & will be valid for 100% of the vacancies of the districts.
- (vi) The maximum age limit shall be as per the guidelines for engagement of Sikshya Sahayaks i.e. 32 years for UR candidates with relaxation of 05 years in case of SC, ST, Women, ex-Servicemen and SEBC candidates and 10 years in case of PwD candidates as on the date of publication of the advertisement.

After last date of submission of application is over, OPEPA will take steps for transmitting the applications of candidates to the respective districts immediately, so that the districts will take further steps for verification of the certificates and to carryout the engagement process.

**Yours faithfully,**



**Commissioner-cum-Secretary to Govt.**

**Memo No.** 25612 / **SME Date** 26-12-16

Copy forwarded to All Collector-cum-CEO, Zilla Parisad /All DPC, SSA for information and necessary action.



**Commissioner-cum-Secretary to Govt.**



**GOVERNMENT OF ODISHA  
SCHOOL & MASS EDUCATION DEPARTMENT**

\*\*\*\*\*

**RESOLUTION**

No. 25605 /SME, Dt. 26-12-16  
SME-EL2-EL2-0036-2016

***Subject: Guidelines for engagement of Sikshya Sahayaks.***

The Right of Children to Free and Compulsory Education Act, 2009 came into force w.e.f.01.04.2010 (here in after called the said Act).

In accordance with the provisions under section 38 of the said Act., the Odisha Right of Children to Free and Compulsory Education Rules, 2010 has been notified by the State Government vide Notification No. 17291/SME, Dated. 27.09.2010 and came into force w.e.f. 18<sup>th</sup> October, 2010.

The said Act proposes to provide Free and Compulsory Education to every child of the age group of 6 to 14 years.

Section 8(g) of the said Act, stipulates that the State Government shall ensure good quality elementary education conforming to the standards and norms specified in the schedule.

In pursuance of Section 23 of the said Act, the National Council of Teacher Education(NCTE), being the Academic Authority had laid down the minimum qualifications for a person to be eligible for appointment as a Teacher in Classes I to VIII vide Notification No-215 dated.25.08.2010. Keeping in view the provisions of the said Act and rules and the guidelines issued by the National Council of Teacher Education (NCTE) being the Academic Authority, Government had issued the Resolution bearing No.13668/SME, Dated.06.08.2013, No.587/SME, Dated.10.01.2011 in supersession of this Department Resolution No. 18536/SME, dtd.19.11.09, No.673/SME, Dated 10.01.08, No-11676/SME, Dated 31<sup>st</sup> May, 2006 and Corrigendum No.20000/SME, Dated 12<sup>th</sup> October,2006 and Resolution No.22438/SME, Dtd.14.11.07 & Addendum No.3817/SME, Dt.26.02.09 prescribing the guidelines for engagement of Sikshya Sahayaks.

The NCTE have revised the minimum qualifications for a person to be eligible for appointment as a teacher in classes I to VIII vide Notification No.-158 Dated.02.08.2011 by way of amendment to the Notification No.-215 Dated.25.08.2010. Guidelines for conducting Teacher Eligibility Test (TET) has been prescribed by NCTE vide letter Dtd. 11.02.2011, since passing TET is one of the essential conditions for a person to be eligible for appointment as teacher in any of the schools referred to in clause (n) of Section 2 of the said Act. Accordingly, guidelines for conducting Odisha Teacher Eligibility Test (OTET) has been formulated vide Resolution No. 14302/SME, Dtd. 04.06.2012.



16

In view of the matter, Government have been pleased to issue the present resolution in supersession of the previous resolutions keeping in view the guidelines issued from time to time on the subject.

1. That, all the functions of Elementary Education will be transferred in phases to Zilla Parishad and other Panchayati Raj Institutions.
2. That, the engagee shall be called as Sikshya Sahayaks (SS) and the engagement is coterminous with that of Sarva Sikshya Abhiyan Scheme.
3. That, engagement of all Sikshya Sahayaks (SS) will be made by respective Zilla Parishads on need basis under each category i.e. Graduate with B.Ed., Higher Secondary (+2 or its equivalent) with C.T/ DI.Ed under Sarva Sikshya Abhiyan (SSA) for implementation of the said Act.

4. **ENGAGEMENT:**

- 4.1. Sikshya Sahayaks (SS) will be engaged in each Revenue District by the respective Zilla Parishad by a Selection Committee to be headed by the Collector-cum-Chief Executive Officer, Zilla Parishad as Chairman and District Education Officer, All the Block Education Officers of the District, District Project Coordinator (SSA), District Employment officer and the District Welfare Officer as members. The District Project Coordinator (SSA) will act as Convener of the Committee, who shall prepare the draft select list and place the same before the Zilla Parishad with due approval of Collector-cum-CEO, ZP. The final selection will be made by Zilla Parishad within 15 days at the maximum. In case, the Zilla Parishad does not finalise the select list within the stipulated time, the draft select list submitted with due approval of the Collector-cum-CEO, ZP will be deemed to be approved.
- 4.2 Vacant posts as well as newly created posts in the Elementary Schools on account of opening of new Primary / Upper Primary Classes or due to Up-gradation of existing Primary Schools to Upper Primary Schools or opening of Class-VIII by way of up-gradation of existing Upper Primary Schools shall be filled up by the eligible candidates under each category having the qualification as mentioned under Para-6.1.
- 4.3 Selection shall be made only on merit i.e. on the basis of percentage of marks.
  - (a) In case of candidates having qualification of Higher Secondary (+2 or its equivalent) with 2 year Diploma in Elementary Education or C.T / 2 year Diploma in Education (Special Education), the percentage of marks secured by the candidates in HSC examination + percentage of marks secured by the candidates at Higher Secondary (+2) Examination + Percentage of marks secured in the 2 year Diploma in Elementary Education or C.T / Diploma in Education (Spl. Education) Examination as the case may be shall be considered.



**Explanation:(i)** For the purpose of equivalency of Higher Secondary (+2), Examinations conducted by the institutions declared equivalent by the Council of Higher Secondary Education, Odisha shall be considered.

(ii) For the purpose of equivalency of two year Diploma in Elementary Education (C.T/ DI.Ed), Examinations conducted by the institutions declared equivalent by the Board of Secondary Education, Odisha shall be considered.

(iii) For the purpose of two year Diploma in Education (Spl. Education), a course recognized by Rehabilitation Council of India (RCI) shall be considered.

(iv) The marks secured in 4<sup>th</sup> optional or extra optional subject in HSC examination / Higher secondary (+2) examination is to be deducted from the total marks for arriving at the effective percentage of marks.

(v) In case of compartmental examination, the fail marks secured in the subject(s) is to be deducted from the total marks and pass marks of the compartmental examination shall be added to the total marks for arriving at the effective percentage of marks.

(b) In case of candidates having qualification of graduation with B.Ed, the percentage of marks secured by the candidates in HSC examination + percentage of marks secured by the candidates in pass / Hons. subjects + percentage of marks secured in the B.Ed. / Spl. B.Ed. Examination shall be considered.

**Explanation:(i)** For the purpose of degree in teacher education (B.Ed.), B.Ed. degree of other universities declared equivalent with corresponding degree of the universities of Odisha and a course recognized by the NCTE shall be considered.

(ii) While calculating percentage of marks of pass students, marks obtained in pass subjects will be considered for calculation of percentage.

(iii) In case of Honours students, marks obtained in Honours subjects will be considered for calculation of percentage.

(iv) For the purpose of calculation of % of marks, marks secured in Extra Optional / Ancillary / Foundation Courses are to be deducted from the total marks.

(c) In case, two or more candidates secure the same marks, the candidates older in age and if ages are same, the candidates passing High School Certificate Examination earlier will be placed above the other in the select list.



- 14
- 4.4 The select list for each Revenue District will be valid for a period of one year from the date of its final publication or till all the candidates in the select list are exhausted.
  - 4.5 Orders of engagement shall be issued by the Zilla Parishad through its CEO.
  - 4.6 The engagement will be on annual contract basis. Contract will be renewed in subsequent years depending on the performance of the candidate. While renewing the contract of the Sikshya Sahayaks (SSs), the Zilla Parishad / Collector-Cum-CEO, Zilla Parishad must ensure that the School Managing Committee of the concerned school has given positive certificate in his / her favour about regular attendance and satisfactory teaching and the S.S abide by the terms & conditions of engagement order & contract. The Sikshya Sahayak (SS) can be removed from engagement with a prior notice of 30 days, if she/he violates the conditions of the contract on the basis of adverse report of the School Managing Committee i.e. on unauthorised absence / misconduct / involvement in criminal cases.

## **5. MODE OF APPLICATION**

- 5.1 Application will be submitted through online only.
- 5.2 A candidate may submit only one application to any of the 30 districts subject to the availability of vacancy in that particular district irrespective of his / her home Revenue District. The choice of districts will be freezed after the last date of submission of online application.
- 5.3 An in-service candidate will apply only after obtaining NOC from the concerned authority and will submit the same through online along with her/his application.
- 5.4 District wise list of applicants, as per candidates first preference district and other districts in the order of preference and all other information as entered by candidates will be published in the website.
- 5.5 Time duration of 07 days will be given to the candidates after the last date of submission of online application to check and correct the entered data. Once the data correction is over, request for change in data will not be entertained.
- 5.6 If any wrong information will be submitted by a candidate deliberately, his /her candidature will be rejected and further there will be no consideration.
- 5.7 District wise, post wise and category wise 100% merit list(as per vacancies will be prepared by OPEPA through NIC as per district preferences submitted by the candidates and merit of the candidates. The draft merit list will be published in the OPEPA website. The draft merit list will be prepared taking in to consideration of all district preferences submitted by the candidates in the order of preference



followed by merit i.e after exhausting all candidates with 1<sup>st</sup> preference district, 2<sup>nd</sup> and 3<sup>rd</sup> and subsequent preferences will be considered. For a particular post, in a category within district, district preference will be preferred over merit.

- 5.8 The district authorities will download the data sheet as per draft merit list published for verification of documents.
- 5.9 Document verification will be done at district level as per the schedule to be published by OPEPA from time to time for different round. Necessary correction of data (if required) will be carried out in the districts. The list of the absent and rejected candidates will be prepared after document verification of each round and will be published in OPEPA website.
- 5.10 Steps 5.6 through 5.8 constitute one round of draft merit list. In each round, there is possibility of deduction of candidates from draft merit list due to absence or rejection during document verification, thus reducing the draft merit list to less than 100% of vacancies. To make the draft merit list 100%, steps 5.6 through 5.8 will be repeated discarding absent and rejected candidates from previous draft merit list.
- 5.11 In each round, few candidates may be deducted due to absence or rejection. Preparation of draft merit list will continue until finalisation of 100% merit list or exhaust of all candidates.
- 5.12 District wise, post wise and category wise 100% Merit list will be prepared and published in OPEPA website.
- 5.13 Districts will download the merit list and place it before the Zilla Parishad for approval as mentioned under Para- 4.1.
- 5.14 If an eligible candidate does not join within the stipulated date his/ her candidature will be rejected.
- 5.15 2<sup>nd</sup> round online selection procedure will be repeated for vacancies arising out of non-joining of candidates, if any and is only applicable to the eligible candidates who have already applied but not got selected in any district in the 1<sup>st</sup> round online procedure of selection.

## 6. ELIGIBILITY

### 6.1 Category-1

- (a) Higher Secondary (+2 or its equivalent) with at least 50% marks and 2 year Diploma in Elementary Education (CT).

OR

Higher Secondary (+2 or its equivalent) with at least 50% marks and 2 year Diploma in Education (Special Education)

OR

Graduation and 2 year Diploma in Elementary Education/ 2 year Diploma in Special Education.

And



- 12
- (b) Pass in the Odisha Teacher Eligibility Test (OTET-Category -I)
  - (c) Candidates must have Odia as MIL up to Class-X or pass in Odia language test equivalent to Matric standards conducted or declared equivalent by Board of Secondary Education, Odisha except the candidates as mentioned under Para 6.2.

### **Category – 2**

- (a) Graduation with at least 50% marks and 1- year Bachelor in Education (B. Ed.).  
OR  
Graduation with 50% marks and 1- year B.Ed.(Special Education)  
OR  
Higher Secondary (+2 or its equivalent) with at least 50% marks and 4 - year B.A. B.Ed./ B.Sc. B.Ed.  
And
- (b) Pass in the Odisha Teacher Eligibility Test (OTET-Category -II)
- (c) Candidates must have Odia as MIL up to Class-X or pass in Odia language test equivalent to Matric standards conducted or declared equivalent by Board of Secondary Education, Odisha except the candidates as mentioned under Para-6.2.

Provided that relaxation of 5% in minimum qualifying marks in Higher Secondary (+2) or in graduation level, as the case may be, shall be allowed to the candidates belonging to SC, ST, SEBC & PWDs:

6.2. In order to be eligible for Urdu, Bengali, Telugu Sikshya Sahayaks, candidates must have passed Urdu, Bengali, Telugu as the case may be as MIL up to HSC standard. Since their engagement is likely to be held in the bilingual schools, such candidates shall produce a certificate from the Head Master of the concerned schools to the effect that she/he has passed HSC examination in Odia medium. Candidates can apply either in Category-1 or in Category-2 as per their qualification.

### **7. AGE:**

Candidates shall not be below 18 years of age and above 32 years of age as on the date of publication of advertisement. In case of SC/ST, Women, Ex-Servicemen & SEBC candidates the upper age limit may be relaxed by five years and in case of PH candidates the upper age limit may be relaxed by 10 years.

### **8. RESERVATION**

8.1. The Orissa Reservation Vacancies (in posts and services for ST & SC) Act, 1975 along with the rules made there under and OCS(Reservation of Vacancies for Women in Public Services) Rules, 1994 such other principles of reservation as prescribed by the State Government from time to time shall be followed. In case of PH candidates provisions contained in the Persons with



Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995 and G.A. Department instructions thereof shall be followed. For relaxation of upper age limit to different category of candidates, the OCS (Fixation of Upper Age Limit) Rules, 1989 shall be followed.

8.2. The PH candidates having temporary disability shall not be entertained for engagement. The candidates those will avail the reservation / relaxation of age limit under provisions contained in the rules under PH category shall have to appear before the State Medical Board before their engagement.

## 9. ASSIGNMENT

The Sikshya Sahayaks shall perform the following duties.

- i. Teaching in the school shall be the main duty of the Sikshya Sahayaks.
- ii. They must maintain regularity and punctuality in attending school.
- iii. They must ensure completion of entire curriculum within the specified time.
- iv. They must assess the learning ability of each child and accordingly supplement additional instructions if any as required.
- v. They must ensure minimum level of learning (MLL) for the students as prescribed by the Competent Authority (School & Mass Education Department).
- vi. They must ensure at least 90% attendance of the children in respective schools in all classes.
- vii. They shall reduce the dropout of the children in school.
- viii. They shall motivate the parents / guardians of the village in which Primary School is situated for enrolment of children within the age group of 6 to 14 years. It shall be his/her duty to contact parents / guardians in case children fail to attend classes regularly and get back such children to the classes.
- ix. They will hold regular meeting with parents and guardians and apprise them about the regularity in attendance, ability to learn, progress made in learning and any relevant information about the child.
- x. They shall perform all such other duties as assigned to them by the competent authority as and when required.
- xi. They shall abide by the rationalization of teachers policy of Govt. as issued from time to time.
- xii. Whenever applicable they will work under the administrative control of Head Pandit /Head Master or Head Mistress in charge of the school to which he/she is assigned. They shall perform the duties as will be entrusted upon him/her by the concerned Head Pandit /Head Master or Head Mistress.
- xiii. They may be assigned any other work in furtherance of the objective of universalisation of Primary Education//RTE Act by Chief Executive

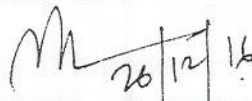


10  
Officer, Zilla Parishad or any other authority as decided by Government in School & Mass Education Department from time to time

- xiv. The engagement shall be cancelled, if any fraudulent testimonial is detected in future or if he/she has been criminally proceeded against.
- 9.1 The data of all newly recruited Sikshya Sahayaks should be recorded in the teacher profile at District Level.
- 9.2 The Sikshya Sahayaks will get consolidated monthly remuneration as decided by the Govt. from time to time.
- 9.3 The Sikshya Sahayaks would attend training programme as may be fixed by Government, from time to time.
- 9.4 The engagement would be on the basis of annual contract. In case Zilla Parishad decides not to renew the contract, appeal shall lie to the Government within three months of non renewal of contract.
- 9.5 The Sikshya Sahayak shall be eligible for casual leave of 12 days during one Calendar year. She/He shall not be entitled to any other authorised absence beyond the above-mentioned period. If he/she remains absent with permission and if she/he does not have any authorised leave at her/his credit, the proportionate amount from consolidated remuneration shall be deducted.
- 9.6 Any Lady Sikshya Sahayak who is having less than two surviving children is entitled to avail leave on account of maternity as decided by Government from time to time.
- 9.7 The agreement as prescribed by the Government, between the Collector-cum-C.E.O, Zilla Parishad and Sikshya Sahayak (SS) is to be executed on stamped paper.
- 9.8 Funds as required for remuneration of Sikshya Sahayak (SS) for each district will be placed with the respective Zilla Parishads who shall pay to the Sikshya Sahayak (SS).
10. Decision taken in the matter of engagement of Sikshya Sahayak (SS) will also be applied mutatis-mutandis to the institutions looked after by the ST & SC Development, Minority & Backward Classes Welfare Department.
- 10.1 For any clarification on the above provisions, necessary clarifications have to be obtained from Government of Odisha in School & Mass Education Deptt.

This supersedes the previous resolutions issued in this regard. The Resolution will take effect from the date of issue.

**By order of the Governor**

  
26/12/16

**Commissioner-cum- Secretary to Government**



9


**Memo No.** 25606 / **SME, Dt.** 26-12-16

Copy forwarded to the Gazette Cell in-charge, Odisha Gazette Cell, C/o Commerce Department, Odisha Secretariat, Bhubaneswar with a request to publish the above Resolution in an extra ordinary issue of Odisha Gazette and supply 500 (five hundred) copies to this Department.

  
26-12-16  
**Addl. Secretary to Govt.**

**Memo No.** 25607 / **SME, Dt.** 26-12-16

Copy forwarded to Finance Department / P&C Department / Panchayati Raj Department / ST & SC Development, Minority & Backward Classes Welfare Department for information and necessary action.

  
26-12-16  
**Addl. Secretary to Govt.**

**Memo No.** 25608 / **SME, Dt.** 26-12-16

Copy forwarded to Director, Elementary Education, Odisha, Bhubaneswar/ Director, Secondary Education, Odisha, Bhubaneswar / SPD, OPEPA, Bhubaneswar / Director, TE&SCERT, Odisha, Bhubaneswar for information and necessary action.

  
26-12-16  
**Addl. Secretary to Govt.**

**Memo No.** 25609 / **SME, Dt.** 26-12-16

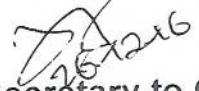
Copy forwarded to all Collector-cum-Chief Executive Officers, Zilla Parishad / All District Education Officers / All Block Education Officers / All DPCs, SSA for information and necessary action.

  
26-12-16  
**Addl. Secretary to Govt.**

**Memo No.** 25610 / **SME, Dt.** 26-12-16

Copy forwarded to all Sections of S&ME Deptt./ Computer Cell/ Sr. Standing Counsel, S&ME Cell, Cuttack & Bhubaneswar/ 50 copies to guard file of Section-II for information and necessary action.

Computer Cell is requested to take necessary steps for display this Resolution in the Deptt. website immediately.

  
26-12-16  
**Addl. Secretary to Govt.**



