

**DIRECTORATE OF SECONDARY EDUCATION, ODISHA, BHUBANESWAR**

No. 24494 //Dt. 18.9.25  
DSEO-FEIV-MISC-0033-2023

To

The Additional Secretary to Govt.,  
School & Mass Education Department,  
Odisha, Bhubaneswar

**Sub: Submission of information for filling up of the Vacancies of Non -Teaching Staff of Fully Aided High Schools.**

**Ref: Govt. letter No.19063/SME Dt.14.07.2025.**

Sir,

In inviting a kind reference to the letters on the subject cited above, I am directed to furnish herewith the following non -teaching vacancy position in Fully Aided High Schools in the prescribed format for further consideration at Govt. level.

INFORMATION ON NON -TEACHING VACANCY POSITION OF FULLY AIDED HIGH SCHOOLS			
Post	Sanctioned Strength	Vacancy including Minority Managed Fully Aided High Schools	Vacancy Excluding Minority Managed Fully Aided High Schools
Junior Clerk	690	457	439
Peon	2070	1162	1127
<b>Total</b>	<b>2760</b>	<b>1619</b>	<b>1566</b>

As per Govt. Resolution No.5831/SME Dt.28.02.2003 & Notification No.14600/SME Dt.27.07.2016 the managing committees of the Minority Managed Fully Aided High Schools are empowered to make recruitment of teaching & non -teaching posts in their schools through selection process. So out of 1619 nos. of vacant non- teaching posts, 53 nos. of vacancies (18 nos. of Junior Clerk & 35 nos. of Peon) are of Minority Managed Fully Aided High schools. Hence, only 1566 vacancies may kindly be considered for filling up of the non-teaching vacancies of Fully Aided High Schools in the recruitment process to be taken at Govt. Level, as per the aforementioned Govt. Resolutions.

Yours faithfully,

  
DEPUTY DIRECTOR



# **ANNEXTURE-I**

## **THE PROPOSAL FOR DIRECT RECRUITMENT AGAINST VACANT NON TEACHING POSTS IN FULLY AIDED HIGH SCHOOLS**

(As on 1st July,2014 / 1st January in subsequent years)

Sl. No.	Name of the Office	Description of Posts/ Designation	Category i.e. (Group 'A','B','C' &'D' / Other Category)	Pay Band & G.P	Mention Whether State Cadre (including Secretariat & HoD) or District Cadre	Sanctioned Strength of Regular Posts (Direct Recruitment Quota only) (As on 1st July,2014/1st January in subsequent years)			G.O. No. & Date in which sanctioned
						Plan	Non-Plan	Total	
1	2	3	4	5	6	7	8	9	10
1	Director Secondary Education, Odisha	Junior Clerk	C	5200-20200 +GP 1900	Dist Cadre	0	690	690	
2		Peon	D	4750-14680+GP 1700	Dist Cadre	0	2070	2070	
<b>Total for the State</b>						<b>0</b>	<b>2760</b>	<b>2760</b>	

Signature of the Secretary of the Department \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_



Men in position against sanctioned posts (Direct Recruitment Quota only)(As on 1st July,2014/1st January in subsequently years)			Out of the employees in Column-11-13, the number of contractual employees regularised in terms of G.A. Department Resolution No. 26108/ Gen, Dt.17.09.2013 read with Resolution No.1066/Gen, Dt.16.01.2014 and Resolution No.4591/Gen, Dt.15.02.2014			Out of the employees in Column-11-13, the number of employees conferred with "Temporary Status" and subsequently regularised in terms of Finance Department Resolution No.31715/F, Dt.04.09.2012			Vacancies against Sanctioned posts (Direct Recruitment Quota only)(As on 1st July,2014/1st January in subsequently years)		
Plan	Non-Plan	Total	Plan	Non-Plan	Total	Plan	Non-Plan	Total	Plan	Non-Plan	Total
11	12	13	14	15	16	17	18	19	20	21	22
	233	233		4	4						
	908	908		40	40						
	1141	1141		44	44						

Signature of the Secretary of the Department \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_



Vacant post(Group 'A', 'B', 'C' and 'D') proposed to be filled up by Direct Recruitment			Justification for filling up the posts		Redundant posts proposed to be redeployed / abolished			Remarks of the proposing Department, if any		Comments of the Members of the Committee	
Plan	Non-Plan	Total			Plan	Non-Plan	Total				
23	24	25	26		27	28	29	30		31	
	457	457									
	1162	1162	To ensure smooth running of Non Govt. Fully Aided High Schools of the State.								
	1619	1619									

Signature of the Secretary of the Department\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Date\_\_\_\_\_



## ANNEXTURE-II

### STAFF POSITION OF OTHER CATEGORIES

(As on 1st July, 2014 / 1st January in subsequent years)

Category	Name of the Office	Description of Posts/ Designation	Pay Band & G.P / Consolidated Remuneration	Sanctioned strength, if any	No. of employees actually working	Remarks
1	2	3	4	5	6	7
(i) Work Charged Establishment						
Total for the State						
(ii) Contract Service with regular scale of pay						
Total for the State						
(iii) Contractual employees with consolidated remuneration against posts created with concurrence of Finance Department.						
Total for the State						
(iv) Job contract employees under R & DM Deptt.						
Total for the State						
(v) No. of employees conference with "Temporary Status" in terms of Finance Department Resolution No.31715/F, Dt.04.09.2012						
Total for the State						

Signature of the Secretary of the Department \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_



### ANNEXTURE-III

#### POSITION OF RECRUITMENT MADE BY THE ADMINISTRATIVE DEPARTMENT IN NON GOVT. FULLY AIDED HIGH SCHOOLS

(Since 1st April during 2014 / from 1st January to 31st December in subsequent years)

Sl. No.	Name of the Office	Description of Posts/ Designation	Category i.e. (Group 'A', 'B', 'C' & 'D' / Other Category)	Pay Band & G.P	Mention Whether State Cadre (including Secretariate & HoD) or District Cadre	Recruitment made by the Administrative Department (Direct Recruitment Quota only) (Since 1st April during 2014/ from 1st January to 31st December in subsequent Years)		
						Plan	Non-Plan	Total
1	2	3	4	5	6	7	8	9
1	Directorate of Secondary Education, Odisha	Junior Clerk	C	5200-20200 +GP 1900	Dist Cadre		Nil	Nil
2		Peon	D	4750-14680+GP 1700	Dist Cadre		Nil	Nil
Total for the State								

Signature of the Secretary of the Department \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Date \_\_\_\_\_