



COLLECTORATE ; DEOGARH.

(ST & SC Development Section)

E-Mail:-dwo_deogarh@yahoo.com

Letter No. 460 /DWO, Dated : 14.03.2026

To,

All HMs of SSD Schools & Hostels of SME Schools.

Sub: Admission modalities for SSD Hostels.

Ref: Govt. Letter No.7496/SSD Dtd. 30.05.2020 & 9031/SSD Dtd. 02.07.2020

Sir/ Madam,

With reference to the subject & letter cited above, you are requested to follow the above guidelines for selection of ST/SC students for SSD Hostels during 2026-27. The matter has also been discussed in last Zila Parishad Meeting for wide publicity among stake holders.

Further, notice for inviting applications for admission in hostels must be shared with local PRI members (Sarpanch, Ward member, P.S member, Z.P member) & BDOs. Every step must be taken for wide publicity of advertisement.

Yours faithfully,

- Encl: Letter No.7496/SSD Dtd. 30.05.2020
Letter No. 9031/SSD Dtd. 02.07.2020

K.K. Sami
Collector & DM,
Deogarh. 14/3/26

Memo No. 461 Dt. 14.03.2026

Copy to all BDOs for information and necessary action. WEOs of the Blocks will take steps to discuss the matter in Panchayat Samiti meetings for Wide Publicity.

K.K. Sami
Collector & DM,
Deogarh. 14/3/26
Dt. 14.03.2026

Memo No. 462

Copy to DeGM, Collectorate, Deogarh for information with instruction to hoist the letter in District web side.

K.K. Sami
Collector & DM,
Deogarh. 14/3/26
Dt. 14.03.2026

Memo No. 463

Copy to Sub-Collector, Deogarh/ District Education Officer, Deogarh/ all Block Education Officers information & necessary action.

K.K. Sami
Collector & DM,
Deogarh. 14/3/26

6

15

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT MINORITY & BACKWARD CLASSES WELFARE
DEPARTMENT

No. 27496 / SSD, Bhubaneswar, Dated. 20.02.20
STSCD-EEI-PLAN1-0001-2019

From,

Ms. Guha Poonam Tapas Kumar, IAS

Director (ST)

To,

All District Welfare Officers

**Sub- Guidelines of modalities for admission into SSD Hostels attached to
ST & SC Development Department Schools.**

Madam/Sir,

Odisha is one of the leading States in providing residential schooling facility to tribal students. 1731 residential schools and 6700 hostels in the State are providing education from primary to senior secondary level to more than 5.75 lakh ST SC students.

Provision of residential schooling facilities has been crucial in increasing the enrolment of students among the disadvantaged SC/ ST communities. Many ST/SC parents prefer residential schools as they provide free food, clothing and boarding to students apart from free education, thus relieving the impoverished parents from the huge burden of meeting these basic needs of the children. A glaring disparity is noticed with regard to admission of boarders in various residential schools functioning under this Department. In order to remove this disparity as well as to make a rationalization of admission of students in the Residential Schools of this Department, the following instructions may be adhered strictly.

In this regard a detailed guideline has been shared at **Annexure-I** and you are requested to follow the same meticulously from the academic year **2020-21**.

Yours faithfully,


Director ST

4

Annexure-I

**Guideline of modalities for admission into SSD Hostels attached to
SSD Department Schools**

Odisha is one of the leading States in providing residential schooling facility to tribal students. 1731 residential schools and 6700 hostels in the State are providing education from primary to senior secondary level to more than 5.75 lakh ST/SC students.

Provision of residential schooling facilities has been crucial in increasing the enrolment of students among the disadvantaged SC/ ST communities. Many ST/SC parents prefer residential schools as they provide free food, clothing and boarding to students apart from free education, thus relieving the impoverished parents from the huge burden of meeting these basic needs of the children. The 24/ 7 support and guidance of teachers have been a big support and the residential mode of schooling has helped in ensuring continuity and completion of education of ST/SC students without disruption. The dropout rate has also reduced substantially due to provision of Residential Schools.

A glaring disparity is noticed with regard to admission of boarders in various residential schools functioning under this Department. In order to remove this disparity as well as to make a rationalization of admission of students in the Residential Schools of this Department, the following instructions may be adhered strictly.

Eligibility Criteria for admission into Hostels attached to SSD residential schools:

1. Students belonging to ST/SC category in a ratio of 10:1 (For e.g. in a 100 seated hostel 90 ST & 10 SC boarder students to be admitted). Likewise taking into consideration the total sanctioned strength of each hostel, boarders of these 2 categories @ 10:1 are to be admitted. In case of non availability of SC students, the seats will be filled by ST students of the same district.
2. Students should **not** belong to the same Revenue village in which the SSD hostel is located. Preference will be given to the students of other revenue villages in the same block especially those villages with poor schooling facilities. Wherever SSD schools are available with High School classes, children beyond 5 KM radius to be admitted as boarders.
3. 10% of the vacancy of boarders will be reserved for deserving students to be recommended by Higher Authorities based on specific criteria like children who have lost one or both parents, destitute, rescued from any incident, physically challenged, extreme poverty or any special conditions to be certified by the Child Welfare Committee of the district. While admitting the students as boarders in hostel, order of priority should be given to:

- 13
- a. Children of PVTG Community
 - b. Disabled children
 - c. Children with disabled parents
 - d. Orphan Children
 - e. Children with single parents
 - f. Drop out Children
 - g. Rescued Child Labourer (recommended from RST)
 - h. Children belong to inaccessible / Cut Off/ Hill Top area
 - a. Children of displacement family for Govt. project
 - j. Case of repatriations (recommended from DCPO)
 - k. KGBV Pass out children
 - xx. Pass out of SSD hostels

3. Children belong to parents listed under SECC (Preference to be given to students of home block)

(with self declaration of income i.e. less than Rs. 2.5 lakh/ annum for ST & SC in case of non-availability of Income Certificate / PHH Card (Rice Card)/ Antyodaya Card / Annapurna Card etc. by the parents)

4. In case of Ashram Schools having STGHs, PSHs & Ashram Hostel, steps may be taken to rationalize the boarders on gender basis i.e. in no case both boys and girls will be allowed to stay in one hostel.

Modalities of Admission-

There shall be a Hostel Management Committee headed by the Headmaster who will take other members such as: Sarpanch or his representative where the school is located, Ward Counsellor in case of NAC or Municipality area, HM of the nearby school, SMDC / SMC Chairman, (both the members if both Committees are functioning), Ward Member where the school/ hostel is located and one teacher of the school to assist the HM and constitute a Boarder Selection Committee of the School. That Committee will observe the selection of the boarder students as per criteria of priority and approve the same for admission.

- v. Hostel Admission should be strictly as per the boarding /lodging capacity of the hostel especially with toilets and bathrooms in the 1:10 ratio.
- v. Class wise vacancy to be mapped by concerned HM by January each year.
- v. A meeting to be held of the Hostel Management Committee for seat allocation, selection date (Lottery/Written Test), criteria for selection, documents required, setting of targets along with timeline to complete the process by first week of February.
- v. Basing on the vacancy position the concerned HM will issue an advertisement in mid February and display information in at least 2-3 prominent places in the concerned and adjoining GP. WEOs to ensure this and also display of notices at the Block headquarters.
- v. HM will ensure distribution of application forms to the interested students.

- v. Receipt of application forms along with relevant documents will be done within the stipulated timeline.
- v. Proper scrutiny of filled in applications forms and segregation of the completed and rejected forms to be done as per the timeline.
- v. Short listing of candidates to be done by Hostel Management Committee and a copy shared with the concerned WEO and DWO.
- v. Intimation to be sent to the shortlisted candidates for lottery/written test to be conducted.
- v. The concerned WEOs to monitor the entire process of Notification of seats in the school/ hostel, facilitating the forms to the guardians/ students for submission in time, preparation of Draft Select List, publication of Select List, admission of the boarder students and facilitating the other blocks if vacancy exhausts in the home block.

Class Strength

- v. The Class strength should normally be 50 in each class with elementary sections. In case adequate classrooms are available, then it can be stretched to 60 with the prior approval of Collector / Sub- Collector / DWO.
- v. The class strength should be within 60 for High School Classes and depending on the adequacy of classrooms can go up to 70 with prior approval of Authorities mentioned above.

Selection Process:

Lottery - All students availing residential schooling facility in all entry points of Sevashrams/Residential Sevarshams (Std I-V), Ashram Schools (Std I-VII) or at entry points in case of High Schools (Std I-VII) will be selected through lottery system.

Written Test-All students applying to avail residential schooling facility in SSD Ashram School in Std VIII or in High School in Std VIII & IX (whichever entry class is first) from Ashram Schools will undergo a Written Test in Std VIII/IX. Questions will be set at the school level and evaluated under the supervision of concerned WEO and all documents kept properly for future use. Exams to be conducted under the strict supervision of concerned DWOs. Merit list of candidates to be prepared within 7 days of exams and to be duly signed by HM and concerned WEO.

Important- Priority to be given to ST/SC students already studying in SSD residential Schools for movement from Sevashram to Ashram School or from Ashram School to High School. Such students maybe kept outside the lottery process. If the number of such children is high then a lottery maybe held among them.

Similarly in the written examination, grace marks should be given to the children already studying in an SSD hostel to ensure her/his continuity of education.

Efforts should be taken to absorb children of the same block in hostels attached to SSD residential schools in a particular block. In case of 100% saturation the concerned WEO will certify the surplus students and seeing to the vacancy in the adjoining blocks they will be absorbed in the SSD residential schools of the adjoining blocks. Similarly in case of 100 % saturation in a particular district the concerned DWO will certify the surplus students based on the WEO's report and seeing to the vacancy in the adjoining districts they will be absorbed in the SSD residential schools of the adjoining district with an approval from the concerned DWO with a copy to the Department.

In special circumstances, deviation from the above guidelines, is to be approved by the Collector.

Undertaking by selected candidates/parents:

- v. Student /parent to duly fill undertaking in the application form
- v. Sharing of instructions note (as attached at Annexure I) to selected candidates for strict adherence

Updation of Boarders Attendance Register-Update boarders attendance in the attendance register & send enrolment for the current academic year to the concerned DWO.

Room Allotment to selected candidates- Prepare admitted boarders Vs Room Allotment Record.

Unique Identification No.- ID card to be issued to each boarder capturing Name/Roll No./School Name /Class/Blood group/Emergency Tel No.

Checklist/ Admission related documents:

- Birth Certificate
- Caste Certificate
- Aadhar Card
- 4 passport size photographs
- Blood Group
- BPL Card
- Telephone No of the parent

By order of Principal Secretary


Director ST
30/5/2020

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT DEPARTMENT

16

No. 9031 /SSD, Bhubaneswar
STSCD-EEESTT-0033-2017

Date: 02.07.2020

CORRIGENDUM

In continuation to this Department letter No 7496 dated 30.05.2020 regarding Hostel Admission Guidelines the following changes are hereby made

Eligibility Criteria- In point 1 ratio 9:1 maybe read instead of 10:1 and in point 3 serial order maybe replaced with this serial order

- 1 Children of PVTG Community
- 2 Orphan children
- 3 Disabled Children
- 4 Children of disabled parents
- 5 Children with single parents
- 6 Dropout children
- 7 Rescued Child Labourer (recommended from RST)
- 8 Children belonging to inaccessible/Cut-off/Hilltop area
- 9 Children of displacement family for Govt Project.
- 10 Case of repatriations (recommended from DCPO/Child Welfare Committee)
11. Pass out of SSD hostels

Modalities of Admission- First paragraph maybe read as Admission Selection Committee constituting of:

- WEO - Chairman
- Headmaster - Convener
- SMC/SMDC Chairman (Both if both Committees are functional) - Member
- One teacher of the school @1:100 boarders - Member
- (No. of teachers to increase taking into consideration the boarders strength) - Member

Hostel Management Committee may be replaced with Admission Selection Committee.

All other components remain unchanged.


Director (ST)
2/7/2020

Memo No 9032 /SSD Dated 02.07.2020
Copy forwarded to All Collectors for information and necessary action


Director (SD)