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**ODISHA ADARSHA VIDYALAYA SANGATHAN**  
**N-1/9, NAYAPALLI, PO-SAINIK SCHOOL, BHUBANESWAR-751005**

**REVISED GUIDELINES FOR EMPANELMENT OF TEACHERS TO MEET  
URGENCIES FOR ODISHA ADARSHA VIDYALAYAS (OAVs)**

**1. OBJECTIVES:**

It has been decided to establish Odisha Adarsha Vidyalaya (OAVs) in all blocks of the state. It is decided to raise a panel of retired teachers/freshers at district/school point for various posts to meet the urgencies. The scheme has been envisaged keeping in view the exigencies of non-availability of teachers for regular engagement, leave vacancies and such situations arising from times to time.

**2. ELIGIBILITY**

**(A) POST OF PRINCIPAL:**

Educational Qualifications and age limit:

Retired Principal of Kendriya vidyalaya/Jawahar Navodaya Vidyalaya within the maximum age limit of 65 years are eligible.

OR

Retired Joint Director/District Education Officer/Inspector of Schools/ Deputy Director/ Officers of equal status within age limit of 65 years having masters Degree from recognized University with at least 45% marks in aggregate & BED (a course prescribed by NCTE) from an institution recognized by NCTE and affiliated to a recognized University are eligible.

OR

Retired Readers/Sr, Lectures of Govt. colleges within age limit of 65 years having master degree from a recognized University with a least 45% marks in aggregate and BED( a course prescribed by NCTE) from an institution recognized by NCTE and affiliated to a recognized University are eligible.

**(B) POST OF PGTs/TGTs:**

The posts of TGTs, PGTs can be filled up on part time Contractual basis in case any such vacancy exists / arises or when teachers proceed on long leave. Contractual appointments are made till the end of the session or till the regular teacher joins, whichever is earlier.

Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of

The following must be ensured, while making contractual appointment

- i. The teacher should possess the required educational qualifications prescribed for direct recruitment to the post.
- ii. Minimum and maximum age limit shall be 18 and 65 years respectively.
- iii. She/he would be engaged till such time the regular teacher joins or the end of the academic session, whichever is earlier.
- iv. Candidature of a contractual teacher who has served in a OAV in a year may be considered in subsequent year(s) by selection committee for a fresh appointment as contractual teachers, by following due procedure.
- v. The teachers engaged should be addressed by the Principal in OAVs.

**3. Tenure of engagement:**

Till such time regular Principal/teachers joins or the end of the academic session whichever is earlier.

**4. Documents to be produced by the retired employee:**

- a) Self attested copies of all certificates/mark sheets.
- b) Proof of retirement from service.(for retired candidates)
- c) Awards/certificates of merit received during service career.
- d) Two self attested photographs(passport size)
- e) Other relevant documents
- f) Undertaking to be effect that:
  - I. No proceeding is pending against him/her at any level
  - II. He/she has never been convicted by any court of law.
  - III. He is not a member of any political party.
- g) One Identity proof
- h) A declaration to the effect that he/she is receiving full pension. In case of provisional pension, reason to be cited.(for retired candidates)

**5. Mode of application:**

- a) One advertisement will be floated in the local dailies inviting application from the candidates. The candidates who can conveniently attend the schools in such locations need to apply for empanelment.
- b) The candidate will submit application to the concerned DEO of the district in the prescribed format along with documents by Registered

- c) Interview should be conducted on 15<sup>th</sup> march of every year for all districts.

6. Selection Procedure:

- I. The candidate will be required to appear before the selection board for empanelment. The Board will ascertain the suitability of the candidate by personal interview.
- II. The Board will consider the career mark and interview performance for empanelment.
- III. Computation of marks for empanelment of principals and Teachers will be as follows:
  - a) The computation of marks will be made taking 10% of the percentage of marks secured in HSC(without extra optional), Bachelor degree and BED level taken together for TGTs and HSC(without extra optional), Bachelor degree, Master Degree, M.phil & PhD and BED level taken together for principals & PGTs. For example: if one candidate has secured 67% in HSC examination, 6.7 marks will be taken into consideration and similarly in bachelor Degree level. If one candidate has secured 67%,62% and 70% in HSC, Bachelor degree and BED examination respectively, his computation of marks will be  $6.7+6.2+7.0=19.9$  Since M.Phil & PhD degree are extra qualification, 5 marks extra for each may be added in computation of marks. There will be interview for 10 marks. The panel will be prepared taking into account marks computed as above and marks secured in interview taken together.
- iv) The selection committee will finalize the list of selected teachers to be engaged as per the vacancies available in the OAVs in the district. The District Education Officer indicating the name of the OAV in which he/she is to be engaged will be intimated to the principal & Principal will issue engagement order.
- v) The engagement of a teachers will automatically come to an end once a regular teacher is appointed/ engaged against the vacant post in OAV. The concerned teacher may be allotted by the District Education Officer in any other OAV preferably in the concerned block area as per the available vacancy against sanctioned vacant post.
- vi) The Retired teacher, who has been awarded punishment in a vigilance case or Departmental proceeding or criminal Prosecution, shall not be considered

member of any political party after his/her retirement shall also not be eligible for engagement under the scheme.

- vii) The Maximum age limit of such retired teachers shall not exceed 65(sixty five) years. In exceptional cases the selection committee may relax the upper age limit maximum by one more year specifying the reason of such relaxation.
- viii) **Delegation to the principals of OAVs:** In case of non reporting by applicants from the panel within 2 months from starting of Academic year and the post lies vacant, the Principals of OAVs are authorized to fill up the posts of PGTs/TGTs in following manner.
- a) The Principal of OAV will draw the list of non-reported teachers and the temporary requirement to be filled up on contract basis through Walk-in-interview.
  - b) Requirement may be given wide publicity through local Newspaper and also put on the notice board of the Vidyalaya and school website.
  - c) The selection Committee should consist of Nominee of Chairman, BEO/BEO(I/C), Principal, an eminent Educationist of the area and subject expert for TGTs/PGTs identified by Principal.
  - d) The Principals of all OAVs will mandatorily take approval of the Chairman , VMDC for constitution of selection committee within 7 days of starting of Academic Year. The selection should be strictly merit based on Interview and practical classroom observation.

#### 7. Execution of agreement -

An Agreement needs to be signed by the selected candidate and OAVs. The agreement should be in duplicate on non judicial stamp paper of appropriate value. On behalf of OAVS, Principal would sign the agreement. The agreement signed should be strictly complied with and it is the responsibility of the Principal to ensure that agreement is properly executed and the original agreement is kept in her/his custody.

#### 8. Duties and responsibilities of Contractual teachers:

Teachers appointed on contractual basis will discharge following duties

- a) Regular classroom activity/Copy checking.
- b) invigilation duty/Evaluation work.
- c) Helping students and colleagues in preparation and organization of different curricular /Co curricular activities in the Vidyalaya.
- d) Any other works assigned by the principal

### **9. Payment and remuneration to contractual teacher-**

Consolidated payment on monthly basis shall be made to the contractual teachers. If regular incumbent joins before completion of one month of the contractual teacher, then the contractual teacher may be assigned some other duty and shall be relieved when he/ she completes the minimum period of one month.

**Fund** – The payment to all categories i.e. TGT/PGT engaged against the regular vacancy will be met out of School Fund. The Principals to make advance requestion of fund to OAVS for this purpose as per their requirement.

Sl No	Designation	Station	Consolidated pay
1.	Principal	Any	45,000/-
2.	PGT of all subjects	Normal	25,000/-
		Hard/ Very Hard	30,000/-
3.	TGT of all Subjects	Normal	20,000/-
		Hard/ Very Hard	25,000/-

\* The list of Hard/ Very Hard station is mentioned in Annexure- "A".

### **10. Terms and Conditions:**

- I. Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Odisha Adarsha Vidyalayas.
- II. Teacher appointed on contractual basis will not be entitled for vacation pay during Summer/Autumn/Winter Break. Payment shall be calculated on pro rata basis.
- III. Teacher will not be entitled for pay, if remains absent on working day. In case of absence from duty, payment will be calculated on pro rata basis.
- IV. Working hours shall be same as regular teacher
- V. The engagement of these contractual teachers will automatically come to an end once a regular/contractual teacher is appointed/ engaged against the vacant post in OAV. The concerned teacher may be allotted by the District Education Officer in any other OAV preferably in the concerned block area as per the available vacancy against sanctioned vacant post.

- VI. The retired Principal/PGT/TGT will be paid a consolidated remuneration at the rate mentioned above per month and there shall not be any upper limit in taking number of classes. But he or she render service minimum for 20 days in a month excluding public holidays.
- VII. The teachers engaged should not be allowed to take class on holiday and vacations and they shall not also be engaged in any examination duty except internal examinations of the school.
- VIII. The teacher so engaged shall also be entrusted with correction and valuation work of the concerned subject in the OAV and he/she shall not be entitled for extra remuneration for such works.
- IX. The performance of the teacher will be reviewed on regular basis . If any teacher is found to be non-performing or engaged in activities amounting to misconduct he/she shall be disengaged forthwith by principal under intimation to District Education Officer.
- X. The retired teacher engaged under the scheme shall be treated as disengaged on attaining the age of sixty five unless there is an extension order from the District Education Officer.
- XI. In terms of Finance Department OM NO. 23689 dated 23.06.2012 contractual employees shall be eligible (subject to exigencies of Public service) for special leave of 10 days at the time maximum during the period of engagement for one year. The leave will not be carried over to the next year and will lapse on completion of each year of service.
- XII. Unauthorized absence for a continuous period of 15 days or more will automatically terminate his/her engagement.
- XIII. The temporarily engaged personnel shall be entitled to travelling allowance and daily allowance @ of the corresponding rank in regular Govt. Service When he/she discharge official duty/responsibility.

#### **11. Selection Board:**

The selection board will be constituted under the chairmanship of collector.

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|------------------------------|-------------------|
| I. Collector                 | - Chairman        |
| II. DEO                      | - Member Convenor |
| III. One Principal of OAV    | - Member          |
| IV. Any Principal of NVS/KVS | - Member          |
| V. DPC (SSA) of the district | - Member          |

#### **12. Validity Of Panel:**

The Panel will be valid for one year. The district selection board can revalidate the panel on exigencies.

The engagement of retired teachers does not confer any right of engagement.

**13. Special Provision:**

- I) Relaxation of B.Ed. qualification - In the absence of suitable candidates with B.Ed. Degrees in Hard/Very Hard station candidates with following qualifications may be considered in different categories without B. Ed qualification-
  - a) Post Graduate with 60% marks in Science subjects and 55% in Humanities subjects may be considered for the posts of PGTs, if suitable candidates with B.Ed. are not available.
  - b) Similarly in the case of TGT, B.Sc. with 60% marks and BA with 55% marks may be considered for appointment on part-time contractual basis if suitable candidates with B.Ed. are not available.
- II) Relaxation in CTET - In the absence of CTET qualified candidate, candidate without CTET qualification may be considered if otherwise eligible.

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