

DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA

JANASIKSHYA BHAWAN, UNIT-V, BHUBANESWAR-751001

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File No.: **DHSE-GFEI-MISC-0021-2025 (II)//**

6819

Date: 28.5.25

From

Sri Raghuram R. Iyer, IAS
Director

To

The Principals of Govt. & Govt. Upgraded Higher Secondary Schools.

Sub: Guidelines for Engagement of Guest Faculty in Govt. & Govt.
Upgraded Higher Secondary Schools during the Academic Session 2025-26.

Madam/ Sir,

In enclosing here with the Guidelines for Engagement of Guest Faculty in Govt. & Govt. Upgraded Higher Secondary Schools during the Academic Session 2025-26 duly approved by the Government in School & Mass Education Department vide letter No. 13266/SME dated 09.05.2025, I am to say the following:

1. The engagement of Guest Faculty will be made through open advertisement. The preference in selection will be given as stipulated in the guidelines.
2. The process for engagement of Guest Faculty for 2025-26 as per the new guidelines may be initiated as per the given schedule.

Sl. No.	Activity	Date line
1.	Publication of Advertisement	By 30.05.2025
2	Certificate Verification & Publication of selection list	By 17.06.2025
3	Issuance of Engagement Order	By 18.06.2025
4	Engagement of Guest Faculty	20.06.2025 or Re-opening of School after Summer Vacation whichever is earlier.

3. The selection of all Guest Faculties must be completed by **18th June 2025**.

4. The Guest Faculties so selected may take classes till closure of Schools for next summer vacation 2025-26 or posting of PGT in the school whichever is earlier.

Yours faithfully


Director 28/5/25



Memo No.

6820

Date: 28.5.25

Copy forwarded to the Additional Secretary to Government, School & Mass Education
Department for information with reference to Govt. Letter No. 13266/SME dated 09.05.2025.


28/5/25
Director

Sl. No.	Description	Guidelines				
1	Mode of Engagement	Engagement of Guest faculties will be made through open advertisement following due procedure as detailed below:				
2	Tenure	One year from the date of engagement				
3	No. of Guest faculties to be engaged	<p>-Not more than total existing vacancies vis-a-vis the sanctioned posts.</p> <p>-In upgraded HSS guest faculties are to be engaged in the following subjects only in addition to the compulsory subjects (Odia & English)</p> <table border="1"> <thead> <tr> <th>Arts</th> <th>Science</th> </tr> </thead> <tbody> <tr> <td>1.History, 2.Political Science, 3.Economics, 4.Logic/Sociology/Odia</td> <td>1.Physics 2.Chemistry, 3.Mathematics 4.Biology</td> </tr> </tbody> </table> <p>-For Commerce Stream two Guest Faculties shall be engaged for all the subjects i.e Accountancy, BSM, BMS, Banking & Insurance /Cost Accountancy</p> <p>-In case of HSSs having two streams, only one Guest Faculty shall be engaged in each Compulsory subject i.e. Odia & English.</p> <p>-For subjects in which students have enrolled without having sanctioned teaching post</p>	Arts	Science	1.History, 2.Political Science, 3.Economics, 4.Logic/Sociology/Odia	1.Physics 2.Chemistry, 3.Mathematics 4.Biology
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1.History, 2.Political Science, 3.Economics, 4.Logic/Sociology/Odia	1.Physics 2.Chemistry, 3.Mathematics 4.Biology					
4	Preference & Procedure of selection	<p><u>Selection is to be made as per the following order of preference</u></p> <ol style="list-style-type: none"> Retired Government College/HSS teachers of the same institution who have not completed 65 years of age, if their pre-retirement performance was up to the mark. Retired teachers of other Government College/HSS who have not completed 65 years of age. If availability of such retired teachers exceeds the requirement, the Principal will select the most suitable one. Retired teachers of Aided College/HSS who have not completed 65 years of age and who were in receipt of GIA from Government. If availability of such retired teachers exceeds the requirement, the Principal will select the most suitable one. Fresh candidates will be selected as per merit by the following selection procedure given below in the event of non-availability of retired teachers. 				
5		<u>Method of selection of Fresh Candidates</u>				
I	Selection Committee	<p>(A) For Govt. HSS:</p> <ol style="list-style-type: none"> Principal of HSS- Chairman DEO or his representative such as (ADEO/Sr.BEO/BEO) - Member One Sr. faculty nominated by Principal- Member One subject expert from same HSS-Member 				

		<p>(If there is no teacher in that subject then the teacher/retired teacher from the nearby Govt.HSS or the teacher/retired teacher from the nearby non-Govt. Aided HSS as decided by the Principal)</p> <p>(B) For Upgraded Govt. HSS</p> <ol style="list-style-type: none"> 1. DEO or his representative such as (ADEO/ Sr. BEO/BEO) – Chairman 2. Principal(I/C) – Member 3. One Sr. faculty nominated by DEO- Member (Teacher/retired teacher from the nearby Govt. HSS or teacher / retired teacher from the nearby non-Govt. Aided HSS as decided by the DEO) 4. One subject expert- Member (Teacher / Retired teacher from the nearby Govt. HSS or teacher / retired teacher from the nearby non-Govt. aided HSS as decided by the DEO) 	
II	Qualification	<ul style="list-style-type: none"> - Master's Degree in the concerned subject with at least 50% marks or equivalent grade - B.Ed. or equivalent degree recognized by NCTE, New Delhi, in case of B.Ed. subjects. 	
III	Total Marks	- Career , Teaching Experience & Basic Computer Knowledge in Computer Application -100 marks	
IV	Career marking		
	Ph.D	0	
	NET	0	
	M.Phil	0	
	Master's Degree	25 marks	<p><u>Marks will be calculated as mentioned below:</u></p> <ul style="list-style-type: none"> - If a candidate secures 80%, it will be calculated as 8 out of 10 (+2 & HSC or equivalent), 12 out of 15 (Bachelor's Degree), 20 out of 25 (Master's Degree & B.Ed.) & 40 out of 50 (Non B.Ed. subjects & non availability of B.Ed. candidates) keeping in view the % of marks secured by the candidate in the examination as specified in column No. 5 (IV) out of the full marks of the said examination. - In case of Non-B.Ed. subjects i.e. Anthropology, Commerce, Education, Geology, Logic, Psychology, Sociology, Statistics & Home Science / Non-availability of B.Ed. candidates, the mark for Master's degree will be calculated out of 50 Marks.
	B.Ed.	25 marks	
	Bachelor's Degree	15 marks	
	+2 or equivalent	10 marks	
	HSC or equivalent	10 marks	

	Basic knowledge in Computer application	5 marks
	Teaching Experience	2 marks for each year of experience subject to maximum-10 marks
6	Remuneration	Rs.400/- per class / lecture of 45 minutes duration subject to a ceiling of maximum 50 classes with Rs. 20000/- per month.
7	Disengagement	<ul style="list-style-type: none">- The Guest faculties shall be disengaged:- Every year during the start of summer vacation.- By giving one month notice if their performance is not satisfactory.- Upon joining of regular teachers against the said vacant post.
8	Undertaking format	Annexure-A



ANNEXURE-1

TO WHOMSOEVER IT MAY CONCERN

I Shri/Smt./Ms _____ S/D/W/o. _____ aged about _____ years on being engaged as Guest Faculty by Principal, _____ Higher Secondary School, do hereby certify that I fully understand the temporary nature of my engagement as Guest Faculty. Being a temporary engagement, I will not claim for regularization of my services in future.

Place:

Full Signature

Date:

Name:

Witness:

- 1.
- 2.

Seal & Signature of the Principal of the HSS

OFFICE OF THE PRINCIPAL
BUBEL NODAL HIGHER SECONDARY SCHOOL, BUBEL
Dist. – Balangir,Pin-767002
Email: nidhisagarbidyapithabubel@gmail.com
Ph No : +918249070966,7978433918

APPLICATION INVITED FOR ENGAGEMENT OF GUEST FACULTIES

Advt. No. 002 Dt-29/05/2025

Application is here by invited from the intending candidate for the engagement and empanelment of Guest faculties for Higher Secondary Classes (+2) in subjects (English, Odia, Political Science, History, Economics, Odia (optional)) for the session 2025-26 or till the vacancies are filled up whichever is earlier. Retired Govt. / Non-Govt. Aided Lecturers below 65 years of age / fresh candidates who have secured minimum 50% marks in PG in respective subject may apply with their complete Bio-data, one passport size photographs and all certificates and mark sheets from HSC to PG with one set of self-attested photo copies. The candidate must apply by 12th June 2025. Application received after due date will not be entertained. Application to be submitted in prescribed format attached here with either via speed post or physically during the office hour except government holidays to the Principal, Bubel Nodal Higher Secondary School, Bubel, At/Po:- Bubel ,Block:- Puintala, Dist:- Balangir PIN:767002.

The candidates having B.Ed. Degree and PGDCA will be given weightage. The remuneration is @₹400 per class subject to a maximum of 50 classes in a month. The Principal reserves rights to cancel part or whole of the selection process with out assigning any reason thereof.

N.B: for details contact Ph no. +918249070966,7978433918 , 8179823194

Sd-

Principal
Girija Banki
Bubel Nodal Higher secondary school
Bubel

(For Guest Faculties Engagement Of Upgraded HSS)

BIO DATA



1. Name of the Post, applied for : _____
2. Name in full (IN BLOCK LETTERS) : _____
3. Father's /Husband Name : _____
4. Date of Birth : _____ Age : _____
5. Whether SC/ST/OBC/General : _____ Caste : _____
6. Marital Status : Married / Unmarried
7. Tel./Mobile No. : _____
8. Email ID : _____
9. Address for Correspondence : _____

10. Educational Qualifications : _____

Sl.No.	Name of Examination	Name of School / College/Board/ University	Year of Passing	Subjects (+2 and above) (Three main Subjects only)	Division/Class	Percentage

11. Teaching Experience ((If any): _____

Sl.No.	Period		Post held	Name of the Office
	From	To		

Declaration

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature/ appointment shall be liable to cancellation / termination without notice or any compensation in lieu thereof.

Date : _____

Place : _____

Signature of the Candidate