

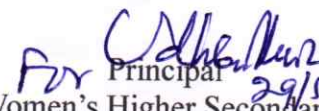
**OFFICE OF THE PRINCIPAL,
GOVT. WOMEN'S HIGHER SECONDARY SCHOOL, DHENKANAL**

No. 952 / Dt. 29.5.25

WALK-IN-INTERVIEW FOR ENGAGEMENT OF GUEST FACULTY


A walk-in-interview will be held for the empanelment of candidates for engagement of Guest Faculties in different subjects as and when required for the Academic Session 2025-26 as per **Government in Directorate of Higher Secondary Education, Odisha Letter no. 6819, dt. 28.05.2025.** Interested candidates are required to visit school/college website www.dhenkanalmahilamahavidyalaya.in/ for details, download the application form and report to the Office of the Principal Govt. Women's Higher Secondary School, Dhenkanal at 10.00am on scheduled date with filled in application form along with original and xerox copies of all certificates for interview. For interview dates and other details applicants are advised to visit the website regularly. The undersigned reserves the right to cancel any or all without assigning any reason thereof. The remuneration will be paid as per government norms. No TA and DA will be paid for attending the interview.

Subject	Date of Reporting	Reporting time	Required Qualification	Venue
Economics Education, History, Home Science, Psychology, Sanskrit, Logic, Political Science, English, Odia, Physics, Chemistry, Mathematics, Botany, Zoology & Commerce	17.06.2025	10.00A.M	Master Degree in concerned subject with at least 50% marks or equivalent grade. B.Ed. or equivalent degree recognised by NCTE, New Delhi in case of B.Ed. Subjects.	Smart Room

For 
Principal
Govt. Women's Higher Secondary School
Dhenkanal
Govt. Women's Higher Secondary School
Dhenkanal

Memo No. 953 Date. 29.5.25

Copy to the District Education Officer, Dhenkanal/ School Notice Board/ O.I.C Guest Faculty Recruitment/ O.I.C School/College website with a request to hoist the Notice in the website/Accountant/HC for information/ OIC, Dist. NIC Website, Dhenkanal with a request to hoist the notice in district website/Director.

For 
Principal
Govt. Women's Higher Secondary School
Dhenkanal
Govt. Women's Higher Secondary School
Dhenkanal

Documents to be attached with filled in Application Form

1. One set of self attested xerox copies of certificates and marksheets of all examinations passed and experiences (if any).
2. A colored passport size photograph to be pasted on the place provided in the application form.
3. Self-attested copies of the document (Aadhar Card/Voter Id/PAN Card/Driving License) in support of identity.
4. Original certificates and marksheets of all examinations passed, identity proof and Experience (if any) for verification purpose only.

Reporting Date and Time of Walk-In-Interview

Date	Subjects	Venue	Time
17.06.2025	Odia, English, Economics, Education, History, Psychology, Political Science, Home Science, Logic, Sanskrit, Physics, Chemistry, Mathematics, Botany, Zoology, Commerce	Office of the Principal, Govt. Women's Higher Secondary School, Dhenkanal	10.00AM onwards

Selection Procedure

On the basis of guidelines issued by Directorate of Higher Secondary Education, Bhubaneswar, Government of Odisha vide letter no. 6819, dt. 28.05.2025

How to get Application Form

Download from the School/College website- www.dhenkanalmahilamahavidyalaya.in/

Terms and Conditions:

1. No TA or DA or any other allowance will be paid for attending the walk-in- interview
2. The authority reserves the right to cancel whole or part of the advertisement or panel at any time without assigning any reason thereof.
3. Empanelment does not guarantee engagement of the empanelled candidates.
4. Canvassing for selection and engagement any form is no way allowed.
5. Engaged Guest Faculties are required to follow all the rules, regulations and guidelines of the HSS as well as Government from time to time.
6. Engaged Guest Faculties have to take classes assigned as per the HSS time table and follow all the instructions of the Principal/ Head of the Department with regard to taking classes, co-curricular and extra- curricular activities in the school.
7. Engaged Guest Faculties can not demand for permanent engagement in the HSS or Government.
8. Remuneration will be paid as per Govt. guideline and availability of Government allotment of fund.
9. Visit the School/College website www.dhenkanalmahilamahavidyalaya.in/ regularly for detail updates.
10. Preferences shall be given to the retired government college/HSS teachers in terms of Directorate of Higher Secondary Education, Odisha letter no. 6819 dt. 28.05.2025.

For Principal
Govt. Women's Higher Secondary School
Dhenkanal
Principal
Govt. Women's Higher Secondary School
Dhenkanal

APPLICATION FORM FOR ENGAGEMENT OF GUEST FACULTY FOR THE SESSION 2025-26**1. Personal Information**

Name of the Candidate	
Date of Birth	
Gender	
Caste	
Father's Name	
Mother's Name	
Permanent Address	
Communication Address	
Identity Proof	
Contact Number	
E-mail address	

2. Education Information (attach self-attested copies)

Examination	School/College name	Board/University name	Year of passing	Core Subject	Division/ Distinction	Marks Secured/ Total Marks	% of mark secured
HSC							
+2 or equivalent							
Bachelor's Degree							
B.Ed.							
Master's Degree							

3. Experience if any (attach self- attested copy) :

Sl. No	Name of the HSS/College	Class Taken (+2/U.G/P.G)	No of years	From	To

4. **Undertaking-** I undertake that the information given by me above are correct and true to the best of my knowledge and belief. If anything is found wrong and incorrect at any point of time, my candidature will be cancelled action deemed proper can be taken against me.

Date:

Place:

Signature of Candidate

DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA

JANASIKSHYA BHAWAN, UNIT-V, BHUBANESWAR-751001

PH: 0674-2390939/2390639 (O), EMAIL ID: dhse.odisha@gmail.com

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


28/5/25
Director



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.


Director 28/5/25

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	<div>-Not more than total existing vacancies vis-a-vis the sanctioned posts.</div> <div>-In upgraded HSS guest faculties are to be engaged in the following subjects only in addition to the compulsory subjects (Odia & English)</div> <table><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> <div>-For Commerce Stream two Guest Faculties shall be engaged for all the subjects i.e Accountancy, BSM, BMS, Banking & Insurance /Cost Accountancy</div> <div>-In case of HSSs having two streams, only one Guest Faculty shall be engaged in each Compulsory subject i.e. Odia & English.</div> <div>-For subjects in which students have enrolled without having sanctioned teaching post</div>	Arts	Science	1.History, 2.Political Science, 3.Economics, 4.Logic/Sociology/Odia	1.Physics 2.Chemistry, 3.Mathematics 4.Biology
Arts	Science					
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> <div><div>i.</div><div>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.</div></div> <div><div>ii.</div><div>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.</div></div> <div><div>iii.</div><div>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.</div></div> <div><div>iv.</div><div>Fresh candidates will be selected as per merit by the following selection procedure given below in the event of non-availability of retired teachers.</div></div>				
5		<u>Method of selection of Fresh Candidates</u>				
I	Selection Committee	<p><u>(A) For Govt. HSS:</u></p> <div><div>1.</div><div>Principal of HSS- Chairman</div></div> <div><div>2.</div><div>DEO or his representative such as (ADEO/Sr.BEO/BEO) - Member</div></div> <div><div>3.</div><div>One Sr. faculty nominated by Principal- Member</div></div> <div><div>4.</div><div>One subject expert from same HSS-Member</div></div>				

		(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) (B) For Upgraded Govt. HSS 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	- 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	<u>Marks will be calculated as mentioned below:</u> - 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