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GOVERNMENT OF ODISHA
DEPARTMENT OF SCHOOL AND MASS EDUCATION

Letter No. 13864 /SME Bhubaneswar
SME-HSE1-SMEGNC-0083-2017 Dated. 25-06-2024

From
Smt. Subhashree Nanda, IAS
Additional Secretary to Government

To
The Director,
Higher Secondary Education,
Odisha, Bhubaneswar

Sub: Guidelines for engagement of Guest Faculties in Govt. & Govt. Upgraded Higher Secondary Schools during the Academic Session 2024-25

Sir, P.127/c
I am directed to invite a reference to your letter No.5612 dated 21.05.2024 on the above noted subject and to intimate that Government have been pleased to approve the guidelines for engagement of Guest Faculties in Govt. & Govt. Upgraded Higher Secondary Schools during the Academic Session 2024-25 as proposed vide your letter under reference.

You are therefore requested to take immediate necessary follow up action in this regard.

Yours faithfully,

S. Nanda
25/06/24
Additional Secretary to Government

GS
25/06/24

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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	<ul style="list-style-type: none"> - Not more than total existing vacancies vis-a-vis the sanctioned posts. - In upgraded HSS guest faculties are to be engaged in following subjects only in addition to the compulsory subjects (Odia & English). <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Arts</th> <th style="width: 50%;">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> <ul style="list-style-type: none"> - For Commerce Stream two Guest Faculties shall be engaged for all subjects i.e. Accountancy, BSM, BMS, Banking & Insurance / Cost Accountancy - In case of HSSs having two streams, only one Guest Faculty shall be engaged in each Compulsory subject i.e. Odia & English. - For subjects in which students have enrolled without having sanctioned teaching post. 	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>Selection is to be made as per following order of preference</p> <ol style="list-style-type: none"> Retired Government College/HSS teachers of same institution who have not completed 65 years of age, if their pre-retirement performance was up to 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 following selection procedure given below in the event of non-availability of retired teachers 				
5		Method of Selection of Fresh Candidates				
1	Selection Committee	<p>(A) <u>For Govt. HSS:</u></p> <ol style="list-style-type: none"> Principal of HSS - Chairman DEO or his representative (ADEO/Sr. BEO) - Member One Sr. faculty nominated by Principal - Member One subject expert from the same HSS. - Member (If there is no teacher in that subject, teacher / retired teacher from nearby Govt. HSS or teacher / retired teacher of nearby non-Govt. Aided HSS as decided by the Principal) <p>(B) <u>For Upgraded Govt. HSS</u></p> <ol style="list-style-type: none"> DEO or his representative (ADEO/ Sr. BEO) - Chairman Principal (I/C) - Member One Sr. faculty nominated by DEO - Member 				

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		(Teacher / retired teacher from nearby Govt. HSS or teacher / retired teacher of nearby non-Govt. Aided HSS as decided by the DEO) 4. One subject expert - Member
II	Qualification	(Teacher / retired teacher from nearby Govt. HSS or teacher / retired teacher of nearby non-Govt. Aided HSS as decided by the DEO) - Master Degree in 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 knowledge in Computer application-100
IV	Career Marking	
	Ph. D	0
	NET	0
	M.Phil.	0
	Master Degree	25 marks
	B.Ed.	25 marks
	Bachelor Degree	15 marks
	+2 or equivalent	10 marks
	HSC or equivalent	10 marks
	Marks will be calculated as mentioned below: - If a candidate secures 80%, it will be calculated as 8 out of 10 (+2 & HSC or equivalent), 12 out of 15 (Bachelor Degree), 20 out of 25 (Master Degree & B.Ed.) & 40 out of 50 (Non B.Ed. subjects & non availability of B.Ed. candidates) keeping in view of 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 degree will be calculated out of 50 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 / lecturer of 45 minutes duration subject to a ceiling of maximum 50 classes with Rs. 20000/- per month.
7	Disengagement	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

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ANNEXURE-1

TO WHOMSOEVER IT MAY CONCERN

I Shri/Smt./Ms _____ S/D/W/o _____ aged about _____ years con: 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.