



OFFICE OF THE PRINCIPAL
GOVT HIGHER SECONDARY SCHOOL BALENGA
BALANGA, PS-KODINGA, BLOCK-KOSAGUMUDA, NABARANGPUR, 764075
E-mail: hmbalenga@gmail.com, Contact No-8018983581

date-25/08/2025

ENGAGEMENT NOTICE FOR GUEST FACULTIES

Pursuant to Govt. in School & Mass Education Department Order No. 13266/SME Dtd. 09.05.2025 and communicated by Director, Higher Secondary Education, Odisha vide letter No. 11753 dtd 25.08.2025, applications are invited from **retired Govt. and Aided College/HSS teachers below 65 years of age and Fresh eligible candidates** for empanelment and engagement as Guest faculties to teach in Higher secondary Classes (+2) in Arts stream for the session 2025-26. In case of non-availability of teachers, fresh candidates will be selected through merit list prepared on the basis of their career assessment. The guest faculties so engaged shall be paid @Rs 400/- per class/lecture or 45 minutes duration subject to a ceiling of maximum 50 classes with Rs 20000/- rupees per month. The engagement purely temporary in nature and will continue till closure of schools for next summer vacation of 2025-26 or posting of PGT in the schools whichever is earlier. The candidates must apply by **15.09.2025** positively. The document verification shall be held on date on **17.09.2025** in the office of the Principal. Application received after due date will not be entertained. No TA/DA shall be admissible for document verification. The detailed can obtained from the link provided below <https://nabarangpur.odisha.gov.in>

The undersigned reserves the right for disengagement by giving one month notice. If their performance is not satisfactory and also to cancel part or whole notice. If their performance is not satisfactory and also to

| Date & reporting time | Subject | Qualification |
|-----------------------|--|---|
| 17.09.2025 | English, Odia (Compulsory) History, Political science, sociology & Economics (Elective) | <ul style="list-style-type: none">Master degree in concerned subjects with at least 50% mark or equivalent grade and B.Ed. or equivalent degree from recognized university by NCTE, New DelhiThe candidates having experience in teaching and PGDCA will be given weightage as per the issued guideline. |

cancel part or whole of the above engagement notice without assigning any reason thereof.

Self-attested documents to be attached with the application form:

1. HSC or equivalent certificate and mark sheet
2. +2 or equivalent certificate and mark sheet
3. Bachelor degree or equivalent certificate and mark sheet
4. Master degree or equivalent certificate and mark sheet
5. B Ed degree or equivalent certificate and mark sheet
6. Certificate of computer knowledge
7. Experience certificate
8. ID proof/address proof
9. Any other

Memo No. 71/25 // Date: 25/08/2025
Copy to the Notice Board for information of all concerned.

Rusna Pati
25.08.25
PRINCIPAL
Govt. Higher Secondary School
Balenga, Nabarangpur

Memo No. 72/25 // Date: 25/08/2025
Copy forwarded to the Block Education Officer Kosagumuda for information and necessary action.

Rusna Pati
25.08.25
PRINCIPAL
Govt. Higher Secondary School
Balenga, Nabarangpur

Memo No. 73/25 // Date: 25/08/2025
Copy forwarded to the District Education Officer Nabarangpur for information and necessary action. He is requested to host the advertisement in the District NIC portal for wide circulation among the eligible candidates.

Rusna Pati
25.08.25
PRINCIPAL
Govt. Higher Secondary School
Balenga, Nabarangpur

DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA

JANASHIKSHABHAWAN, UNIT-V, BHUBANESWAR-751001

Phone-0674-2390939/2390639(O), email: dhse.odisha@gmail.com

No. 11753 //Date: 25-8-25
DHSE-GFEL-MISC-0021-2025 -11

From

Smt. Sasmita Mali, OES
Joint 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 herewith 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 directed to state the following action points.

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 25.08.2025 |
| 2 | Certificate Verification & Publication | By 17.09.2025 |
| 3 | Issuance of Engagement Order | By 19.09.2025 |
| 4 | Engagement of Guest Faculty | After Puja vacation |

3. The selection of all Guest Faculties must be completed by 19th September 2025.

4. The Guest Faculties so selected may take classes till closure of Schools for next summer vacation 2026-27 or posting of PGT in the school whichever is earlier.

Encl: As above

Yours faithfully

Sasmita Mali
25/8/25

Joint Director



MemoNo.

11754

Date:

25-8-25

Copy forwarded to the Additional Secretary to Government, School and Mass
Education Department, Odisha for information and necessary action.

Real
25/8/25
Joint 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 | <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 | <div><u>Selection is to be made as per the following order of preference</u></div> <div><div>i. 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>ii. 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>iii. 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>iv. 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 | <div><u>(A) For Govt. HSS:</u></div> <div><div>1. Principal of HSS- Chairman</div><div>2. DEO or his representative such as (ADEO/Sr.BEO/BEO) - Member</div><div>3. One Sr. faculty nominated by Principal- Member</div><div>4. One subject expert from same HSS-Member</div></div> | | | | |

| | | |
|-----|---|--|
| | | <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 |
| | B.Ed. | 25 marks |
| | Bachelor's Degree | 15 marks |
| | +2 or equivalent | 10 marks |
| | HSC or equivalent | 10 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. | |

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| | | |
|---|---|---|
| | 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 |

[Signature]

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



BIODATA

Paste here
Pass Port Size
Photograph

1. Post applied for:
2. Name of the applicant:
3. Father's name:
4. Date of birth:
5. Correspondence address:
.....
6. Permanent address:
.....
7. Contact No :
8. Email ID:
9. Caste Category :.....
10. Aadhaar No.
11. Educational qualification:

| Sl. No. | Name of the exam qualified | Name of the board /university | Passing year | Full marks | Marks secured | percentage | Subjects taken |
|---------|----------------------------|-------------------------------|--------------|------------|---------------|------------|----------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |

12. Experience :

| Institution where posted and Post Held | Dates | | Total | | |
|---|-------|----|-------|--------|------|
| | From | to | Years | Months | Days |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

I hereby declare that the information submitted by me are true and correct to the best of my knowledge and belief.

Signature of the Applicant

Place:

Date:

Document Check List:

| SL NO | DOCUMENTS | Submitted YES/NO | REMARKS |
|-------|--------------------------------------|---------------------|---------|
| 1 | Any ID Proof() | | |
| 2 | 10 th Certificate | | |
| 3 | 10 th Marksheet | | |
| 4 | 12 th Certificate | | |
| 5 | 12 th Marksheet | | |
| 6 | Graduation Certificate | | |
| 7 | Graduation Marksheet | | |
| 8 | PG Certificate | | |
| 9 | PG Marksheet | | |
| 10 | B.Ed Marksheet | | |
| 11 | B.Ed Certificate | | |
| 12 | Address Proof | | |
| 13 | PGDCA Certificate or one year course | | |
| 14 | Teaching Experience Certificate | | |
| 15 | Any others | | |