



# Sambalpur University

Jyoti Vihar, Burla, Sambalpur, Odisha – 768019  
(Accredited with Grade 'A' by NAAC)

No. 3078 /Estt-III

Dt. 08/07/2025

## Office Order

This is for information of all concerned that the Vice-Chancellor has been pleased to allow the HoDs/Coordinators of different P.G. Departments, to conduct the walk-in-interview to engage Guest Faculty as per the vacancy notified below, whose tenure of engagement shall be till Dt.31.05.2026 or till the vacancy is filled in regular manner whichever is earlier.

Department	Guest Faculty			Total
	Asst. Professor	Asso. Professor	Professor	
L.R. Law College	02	00	00	02
Home Science	00	00	01	01
History	02	00	00	02
Business Admn.	02	00	00	02
Earth Sc.	01	00	01	02
Mathematics	01	00	00	01
Sociology	00	00	01	01
Pol. Sc.	02	00	00	02
Env. Sc.	00	00	01	01
MA Education	02	00	00	02
Commerce	03	00	00	03
Sanskrit	02	00	00	02
Total				21

The respective HoDs/Coordinators will decide upon the suitable date for the above interview and accordingly upload the advertisement in the University website. The conduct of the interview and selection of the candidate will be carried out as per the revised SOP attached herewith and subsequently the bills of TA/Remuneration will directly be submitted to the CoF for reimbursement as per the office order already issued vide No.2714/Estt-III Dt.16.06.2025.

The earlier advertisement vide No.2546/Estt-III Dt.04.06.2025, the SOP supplied vide No.2621/Estt-III Dt.10.06.2025, and the Corrigendum issued vide No.2712/Estt-III Dt.16.06.2025 stand modified accordingly.

Registrar 08/07/25

Memo No. 3079 /Estt-III

Dt. 08/07/2025

Copy forwarded for information and necessary action to:

1. The Chairman, P.G. Council, Sambalpur University.
2. The CoF/A.O., Sambalpur University.
3. All HoDs/Coordinators, SU and the Principal, L.R. law College, Sambalpur.
4. All Officers/Section Officers, Sambalpur University.
5. Director, e-Gov Nodal Centre, Sambalpur University to upload the above office order only.
6. The Secy. to the Vice-Chancellor/P.A. to the Registrar, Sambalpur University.

Registrar 08/07/25

GUIDELINES & STANDARD OPERATING PROTOCOLS (SOPs) FOR APPOINTMENT OF GUEST  
FACULTY IN P.G. DEPARTMENTS OF SAMBALPUR UNIVERSITY.

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- 1) Selection of Guest Faculty will be done through Walk in Interview.
- 2) The concerned P.G. Dept. will issue the advertisement and upload the same in the University website.
- 3) Walk-in-interview will be held in the concerned P.G. Department on the date(s) as decided by that P.G. Dept.
- 4) Candidate will report at the scheduled time in the Department. Attendance will be taken by the Department. Candidate will submit an application in the prescribed format as uploaded in the website by the respective Depts. along with the following documents: (original documents to be returned to the candidates after verification and the photocopies to be retained by the concerned Dept.)
  - i) Original Mark sheets and Certificates of all Examinations.
  - ii) Original Evidence of Teaching Experience.
  - iii) Original UGC (NET) Certificate (if passed).
  - iv) Original Ph.D. Degree Certificate. (if passed).
  - v) Original Copies of all Research Publications.
  - vi) One set of Photocopies of all the above documents arranged in ascending order and self attested.
  - vii) One recent colour pass port size photograph.
- 5) Selection of required numbers of candidate as mentioned in the detailed advertisement will be done on the recommendation of a selection committee constituted by the concerned HoDs/Coordinators which will consist of the following members.
  - i) Head of the Department / Coordinator.
  - ii) One external subject expert to be contacted and finalized by the concerned HoD/Coordinator.
  - iii) One faculty member of the Department/Sister Department.
- 6) The selection of candidates for recruitment to the posts of Guest Faculty shall be made on the basis of evaluations as under: (marking scheme/format attached)

a. General Career (i.e. HSC, Intermediate, Degree etc.):	<b>30 Marks</b>
(ref: Statute-258, Schedule-'A' of OUPS-1990, page-208)	
b. Research Degree :	<b>20 Marks</b>
(15 marks for Ph.D. and 05 marks for M.Phil. and 20 marks for Ph.D. with M. Phil)	
c. Demo Class :	<b>15 Marks</b>
d. Research Publication :	<b>15 Marks</b>
(10 marks for International Journals 05 marks for National Journals)	
e. Viva-Voce :	<b>20 Marks</b>
f. <b>Total</b>	<b>100 Marks</b>
- 7) On completion of the interview, HoD/Coordinator will submit the merit list along with the copies of the application forms (only the front page) of the selected candidates (minimum 3 times of the no. of vacancy) in sealed envelope to the Registrar on the same day. *TA and Remuneration bill of the Subject Expert in the prescribed format, duly signed and certified by the respective HoDs/Coordinators should be sent to the CoF for reimbursement.*
- 8) Engagement letters to the selected candidates will be issued by the Estt-III Section which will be sent through e-mail.
- 9) The candidate will directly report to the HoD/Coordinator for joining. The joining order will be issued by the Estt-III section on the basis of the data provided.
- 10) Refreshments/Lunch if any will be arranged by the concerned P.G. Dept.

  
Deputy Registrar

Approved  
  
Vice-Chancellor

  
Registrar