



ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଗଜପତି, ପାରଳାଖେମୁଣ୍ଡି  
**COLLECTORATE: GAJAPATI: PARALAKHEMUNDI**  
(ମଙ୍ଗଳ ଉପବିଭାଗ)

Ph.No.06815-222825

www.dwogpt@rediffmail.com

L. No: 3980 /Welfare  
II- 98/22

Dated: 6 /11/2025

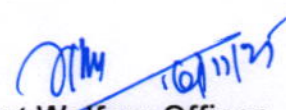
**ADVERTISEMENT**

Application in prescribed form are invited from the candidates for hiring of guest teacher having qualification MCT with 50% marks in Graduation and 50% marks in aggregate with CT for Educational institution in different **High schools and Ashram School/ Sevashrams** of ST & SC Development Department of Gajapati District. Preference shall be given to the retired teachers and candidates who having teaching experience.

Sl. No.	Category of post	No. of vacant post
1	MCT	40
	Total	40

The detail advertisement obtains from the notice board of District Welfare Office, Gajapati and also in the Dist. website [www.gajapati.odisha.gov.in](http://www.gajapati.odisha.gov.in). The last date of receipt of application in the Office of the District Welfare Office, Gajapati on or before 25.11.2025 at 5.30 PM. The detail advisory for hiring of guest teacher is appended at Annexure-A. The vacant post may also be increased or decreased. The undersigned reserves the rights to cancel the advertisement without assigning any reason thereof.

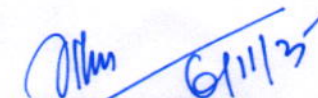
By order of Collector,

  
District Welfare Officer,  
Gajapati.

Memo No: 3981 /Welfare

Dated: 6 /11/2025

Copy to DeGM, Collectorate, Gajapati for information. He is requested to upload the advertisement for hiring guest teacher in respect of SSD Deptt. Schools, Gajapati for wide publicity.


  
District Welfare Officer,  
Gajapati.

Memo No: 3982/Welfare

Dated: 6 /11/2025

Copy submitted to the Sub Collector, Paralakhemundi, Gajapati/ Project Administrator, ITDA, Paralakhemundi for favour of kind information and necessary action. They are requested to display the Advertisement in their Office Notice Board for wide publicity.

Copy to the Employment Office, Gajapati/ all Tahasildars/ Block Development Officers of this district for kind information and necessary action. They are requested to display the Advertisement in his Office Notice Board for wide publications.

  
District Welfare Officer,  
Gajapati.



# APPLICATION FORM

To

The District Welfare Officer,  
\_\_\_\_\_

Affix  
passport  
size

CATEGORY OF POST APPLIED FOR \_\_\_\_\_

(Advertisement No \_\_\_\_\_ / Dt \_\_\_\_\_)

1. Full name of the candidate (in Block Capital Letters)

\_\_\_\_\_

2. Father's / Husband's name.

\_\_\_\_\_

3. Permanent Address.

\_\_\_\_\_

\_\_\_\_\_

4. Present Address (for correspondence)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Gender. (Male / Female)

\_\_\_\_\_

6. Date of Birth as recorded in the Matriculation certificate

\_\_\_\_\_

7. Age as on 01.01.2025      Years

9. Educational Qualification.

(Attach self-attested Xerox copy of certificates and mark sheets)

Name of the Examination	Year of Passing	Board/University	Full Marks (without extra optional)	Marks secured. (without extra optional)	Percentage of marks secured
1	2	3	4	5	6

**N.B.:** Marks secured in Extra optional / Ancillary / Foundation subject should not be included for calculation.

**10. List of enclosures.**

- i. Self-attested copies of certificate showing Academic qualification with for wide publicity mark as required for the post.
- ii. Self-attested copy of recent residential certificate issued by competent authority.
- iii. Two recent passport size photographs self-attested by candidate to be affixed in the application form.
- iv. Two self-addressed envelopes duly filled by the candidates.
- v. The category and post applied for should be clearly mentioned in the cover of the envelop.
- vi. Application completed in all respect along with the above enclosures should be sent in Registered post/ speed post in closed cover addressed to the District Welfare Officer, Gajapati, so as to reach this office on or before 25.11.25 during office hour.
- vii. No TA/ DA will be allowed at the time of "Walk- in- Interview"/ verification certificate.
- viii. The incomplete application and application received after due date will be summarily rejected.
- ix. All relevant documents shall be duly self-attested by the candidate. otherwise their candidature will be rejected.

**DECLARATION**

I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. I have read the details in the advertisement notice and do hereby declare that i fulfil all the conditions of eligibility prescribed. In case of any of the statement / particulars is /are found to be given wrong during or after the selection, my candidature for the said post will be cancelled / forfeited by the authority.

Place :  
Dated :

Signature of the candidates



## **Advisory for Hiring of Guest Teachers for SSD Deptt. Schools**

Application in prescribed form are invited from the candidates for hiring of guest teacher having qualification MCT with 50% marks in Graduation and 50% marks in aggregate with CT for Educational institution in different **High schools and Ashram School/ Sevashrams** of ST & SC Development Department schools of Gajapati District. The application should be sent through Regd. Post/ Speed Post & reach to the District Welfare Office, Gajapati on or before 25.11.251by 5 PM. Preference shall be given to the retired teachers and candidates who having teaching experience.

### **A-Duties and Responsibilities of Guest Teacher:**

- a. Teaching of concerned subject as per syllabus.
- b. Timely correction of class and home assignments, test papers, projects etc.
- c. Setting of question papers for various tests and exams.
- d. Preparation of lesson plans and maintaining academic record of students.
- e. Preparing students for curricular/ co-curricular activities etc.
- f. Performing invigilation duty/ evaluation work as and when assigned.
- g. Any other work as to be assigned by the Headmaster/ Principal.

### **B-Terms and Conditions:**

- I. Guest teacher engaged would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of SSD Deptt.
- II. Working hours and period duration shall be as per the school time table.
- III. The engagement of these Guest teachers will automatically come to an end once a regular/ contractual teacher is appointed/ engaged against the vacant post or as and when the appropriate authority decides.
- IV. The Guest Teacher so engaged shall also be entrusted with correction and evaluation work of the concerned subject in the school and he/she will not be entitled for extra honorarium for such work.
- V. The performance of the teacher will be reviewed on regular basis, If any teacher is found to be non-performing or engaged in activities leading to misconduct he/she shall be disengaged by the appropriate authority under intimation to the DWO.
- VI. Maximum age for Guest Teacher at the time of engagement shall be Sixty-Two (62) & the retired teacher engaged as Guest Teacher shall be disengaged on attaining the age of sixty-five (65).
- VII. A guest teacher unauthorizedly remaining absent and not taking classes for a continuous period of 15 days or more deemed to be terminated and he/ she shall never be entertained further.

### **C-Eligibility criteria:**

- a. For the post of MCT teacher, having qualification MCT with 50% marks in Graduation and 50% marks in aggregate with CT.
- b. Preference should be given to the retired teachers and candidates having teaching experience.

### **c. D-Honorarium:**

- I. A guest teacher shall make maximum forty (40) classes in a month.
- II. A guest teacher will be paid Rs. 300/- per class/ period at secondary and higher secondary level and not exceeding Rs. 12,000/- in a month.



### **E-Enclose documents:**

- I. Application form.
- II. Copy of educational certificate
- III. Copy of experience certificate.

### **E-Mode of Selection:**

- I. The available vacancies against the sanctioned post of the specific school(s) shall be assessed at district level by the DWOs.
- II. School wise requirement of guest teachers shall be displayed in the notice board of district level offices/block office/GP office for wide publicity and obtaining applications from the interested candidates. A walk in interview date shall be fixed and communicated in the said notice with time and venue. The walk in interview shall be attended by the candidates those who have submitted applications at least two days before the fixed for walk in interview. Without prior application no candidate shall be allowed to attend the interview on the spot.
- III. At the district level a selection committee shall be constituted with members such as DWO, CI of schools, DI of schools, HM of the school and a subject teacher in the respective subject.
- IV. The selection committee shall select the candidates with reference to the eligibility criteria as mentioned at para C of this Advisory and as per the following norms and
  - a. 50% career weightage (50 marks) = 1<sup>st</sup> div- 50 marks, 2<sup>nd</sup> div with minimum 50% marks- 30 marks:
  - b. 30% teaching experience (30 marks)= 1 year- 10 marks, 2 years- 20 marks, 3 year and above- 30 marks
  - c. 20% interview (20 marks)

Total-100 marks

Ten (10) months of teaching experience should be treated as a year and 10 marks will be awarded for each year of experience with maximum limitation of 30 marks. Candidates having more than 3 years of experience will be limited to 30 marks.

If the total marks scored by two or more candidates in computation of marks by selection committee gets equal, candidate scoring higher percentage of marks in CT as the case may be get preference.

- V. The selection committee shall prepare a panel of candidates securing 50 or above marks in the selection process as mentioned in sub para IV of para E of this Advisory for engaging them. As and when required a guest teacher is disengaged or he/she quits the assignment. The empanelled list will be valid for 1 (one) year from the date of approval.

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