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OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KEONJHAR.
(ST&SC DEVELOPMENT, M&BCW SECTION)
ADVERTISEMENT

(Estt-XII-37/2026)No. 1354 / SSD / Dated 11th May,2026

Applications in the prescribed format are invited from the intending candidates for engagement of **Guest Teachers(PGT)** against the following vacancies on purely Contractual **honorarium basis** under ST&SC Development, M&BCW Department of Keonjhar District.

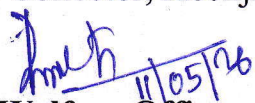
Vacancy:-

Sl.No.	Category of posts	Vacancy
01	PGT(ODIA)	02
02	PGT(ENGLISH)	03
03	PGT(EDUCATION)	01
04	PGT(PHYSICS)	04
05	PGT(CHEMISTRY)	06
06	PGT(BOTANY)	03
07	PGT(ZOOLOGY)	02
08	PGT(MATHEMATICS)	04

The details guidelines, duties and responsibilities, terms and conditions , eligibility criteria, honorarium , selection procedure, application form, date and venue for Walk-in-Interview is at Annexure-I.

The last date of receipt of application in the Office of the District Welfare Office, Keonjhar is **30.05.2026 up to 05 PM** by Speed Post only. Applications received after due date shall not be considered. Application received through Courier Service/ By hand shall not be accepted. Incomplete applications shall not be considered.

By order of the Collector, Keonjhar


District Welfare Officer
Keonjhar

GUIDELINES/ ADVISORY FOR HIRING OF GUEST TEACHERS FOR SSD DEPTT SCHOOLS

A-Duties and responsibilities of Guest Teachers:

- 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 works as to be assigned by the Principal/ Headmaster.

B-Terms and Conditions:

1. 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.
2. Working hours and period duration shall be as per the school time table.
3. **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.**
4. 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.
5. 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 District Welfare Officer, Keonjhar.
6. Maximum age for Guest Teacher at the time of engagement shall be **Sixty Two(62) years (As on 01.04.2026)** and the retired teacher engaged as Guest Teacher shall be disengaged on attaining the age of **Sixty Five(65) years.**
7. 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 shall never be entertained further.

C-Eligibility Criteria:

- a. Post Graduate in subject concerned with minimum 50% marks in aggregate with BEd.
- b. Preference should be given to the retired teachers and candidates having teaching experience.
- c. The candidate must be a citizen of India.
- d. The candidate must be able to speak, read and write Odia and must have passed the High School Certificate Examination or equivalent with Odia as principal subject or passed Odia Test Examination to M.E. School standard conducted by the School & Mass Education Department, Odisha.
- e. The candidate must bear a good moral character.

D-Honorarium:

1. A guest teacher shall take maximum forty (40) classes in a month.
2. A guest teacher will be paid **Rs.400/-** per class/period and not exceeding **Rs.16,000/-** in a month.

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. At the district level a selection committee shall be constituted with members such as DWO, CI of Schools, DI of Schools, Principal / HM of the school and a subject teacher in the respective subject.
- III. 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)=(1st Div.-50 marks, 2nd Div. with minimum 50% marks-30 marks)
 - b. 30% teaching experience (30 marks)=1year-10 marks, 2 years-20 marks, 3 years and above-30 marks
 - c. 20% interview (20 marks).

Total 100 marks

The verification of Original Certificates and Walk-in-Interview of the eligible candidates for the posts of PGT Guest Teachers shall be conducted at Govt.(SSD) High School, Naranpur on 10.06.2026 at 10.00 AM to till completion of certificate verification.

Ten(10) months of teaching experience shall be treated as one year and 10 marks will be awarded for teaching experience. 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 BEd. as the case may be shall get preference.

The selection committee shall prepare a panel of candidates securing 50 or above marks in the selection process as mentioned in sub Para III of Para E of this Advisory for engaging them as and when a required, when 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.

The approved list of selected candidates and the empanelled list shall be approved by the District Collector.

The Collector, Keonjhar reserves the right for cancellation/ modification of this advertisement and increase or decrease the notified vacancies without assigning any reason thereof. This Advertisement has been approved by the Collector, Keonjhar on 08.05.2026 in OSWAS file No.COLKNH-DWO-MISC-0058-2026.

F- Enclosures to be attached with the application Form.

- (i) Self attested photo copies of certificates showing Academic Qualifications with Mark Sheets i.e. (HSC , Post Graduate & BEd.)
- (ii) Self attested photo copies of BEd. certificates and mark sheets.
- (iii) Self attested photo copy of NCTE / Equivalency approval to be attached in case of candidates who have passed BEd. from outside Odisha.
- (iv) Self attested photo copies of Teaching Experience certificate / Service Certificate if any.
- (v) Self attested recent passport size colour photograph signed by the candidate in the front side to be pasted in the appropriate space provided in the application form.

Category & name of the post applied for and this Office Advertisement No 1354/SSD/ Dt.11.05.2026 should be superscripted in bold capital letters on the cover containing the application form.

No TA/ DA will be paid to the candidates for their travel in connection with the verification of original certificates or interview.

Complete application in all respect along with above enclosure should be sent in a closed cover addressed to the **District Welfare Officer, Keonjhar, AT-Collectorate Campus, PO-Keonjhargarh, District-Keonjhar, PIN-758001, Odisha** by **Speed Post only** so as to reach on or before **30.05.2026 up to 05 PM**.

Handwritten signature and date: 11/05/26

**District Welfare Officer
Keonjhar**

APPLICATION FORM FOR THE POST OF GUEST TEACHER(PGT)

(ST&SC DEVELOPMENT, M&BCW DEPTT., DIST-KEONJHAR)

Affix passport
size
Photograph

To
The District Welfare Officer, Keonjhar

(TO BE FILLED IN CAPITAL LETTERS)

CATEGORY OF PGT POST APPLIED FOR:- _____

(Advertisement No.1354/SSD/Dated.11.05.2026)

1. Full Name of the candidate: _____

2. Name of the Father / Husband _____

3. Permanent Address:-

AT- _____ PO- _____

VIA- _____ District- _____ State _____

PIN- Mobile No. _____

4. Present Address:-

AT- _____ PO- _____

VIA- _____ District- _____ State _____

PIN-

5. Whether ST/SC/SEBC/OBC/ Fresh candidate/ Retired Teacher _____

6. Gender: Male Female (Put \surd mark)

7. Date of Birth (As recorded in Matric Certificate) :- _____

8. Age as on 01.04.2026 :- _____ Years _____ Months _____ Days

9. Educational qualification:-

Sl. No.	Name of the Examination	Year of passing	Name of Board/University	Full Marks (without extra optional)	Mark secured (without extra optional)	% of marks secured

10. Teaching Experience if any (Copy of Experience Certificate / Service Certificate to be attached):-

N.B.- (i) Marks secured in Extra optional/ Ancillary/ Foundation subject should not be included for calculation.

List of the enclosures:

DECLARATION

I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and based upon documentary evidence. I carefully read the details of Advertisement /Notice and declared that, I fulfil all the conditions of eligibility prescribed for the post. In case of any of the statements / particulars is /are found to be incorrect during or after the selection my candidature for the said post will be cancelled / forfeited and I shall be responsible for this in each and every aspects.

Signature of the applicant
Date: