

# Requirement of Guest Faculties

State Institute for Development of Arts & Crafts, Bhubaneswar invites applications from qualified & experienced trainers to be engaged as Guest Faculties in Palm Leaf Engraving, Applique & Terracotta for State Level Training Courses managed by SIDAC. For detailed term & conditions and applications form, please visit the website: [sidac.odisha.gov.in](http://sidac.odisha.gov.in). The last date for submission of application is up to 5:00 pm on 09.06.2026.

Sd/-  
Member Secretary

**State Institute for Development of Arts & Crafts**

Handlooms, Textiles & Handicrafts Department, Govt. of Odisha

Handicrafts Complex, Gandamunda, Bhubaneswar-751030

Tel. No.+91 (0)674 2350318,E-mail: [sidacorissa@gmail.com](mailto:sidacorissa@gmail.com), Website: [sidac.odisha.gov.in](http://sidac.odisha.gov.in)



## Terms of Reference

State Institute for Development of Arts & Crafts (SIDAC) an autonomous institution under Handlooms, Textiles & Handicrafts Deptt. Govt of Odisha, proposed to empanel experienced and qualified Guest Faculties for it State level and District level Institutional Training Centers.

At the State Level, the institute is at Gandamunda, Khandagiri having three level of course i.e. Basic, Higher and Masters and duration of each level of course is one year. The crafts covers under basic level and higher level are Pattachitra, Applique, Terracotta, Palm leaf engraving, Stone carving and Wood carving. The Master Course covers Pattachitra, Palm leaf Engraving, Stone Carving and Wood Carving, Intake capacity for each level of course is 10 per each craft. One Guest faculty will be engaged for each course.

The empanelment will be based on educational qualification, experience and personal interview. The institute will engage guest faculties as per requirement from the panel list. The usual timing of the training is from 10.00AM to 5.00PM daily. The engagement will be purely on contractual basis.

### **Remuneration:**

- i) ₹ 22,500/- per month (Consolidated) for “Category A” crafts (Pattachitra, Palm Leaf Engraving)
- ii) ₹ 20,000/- per month (Consolidated) for “Category B” crafts (Terracotta, Applique)

### **Minimum Eligibility:**

- a. Applicant's name must be present in the Survey Database of Handicraft artisans.
- b. Applicant's minimum educational qualification should be HSC (Exempted in case of Awardee).
- c. Applicant must be between the age group of 35 to 55 years as on the date of application.
- d. The Candidate must be an empanelled MCP under Directorate of Handicrafts, Odisha in the concerned Craft. However, National level Awardees/ State level Awardee /Retired Govt. Instructors can apply without empanelment.
- e. The candidate must have at least 36 months of experience of imparting different types of handicraft training after empanelment as an MCP under Directorate of Handicrafts, Odisha.
- f. The applicant must have his /her own production unit (Produce proof of production/ sale).
- g. No empanelled MCP will be engaged as guest faculty for imparting training without undergoing Training of Trainers programmes. (Exempted in case of Awardees).
- h. Remuneration will be paid as per the Capacity Building Guidelines amended Government from time to time.

- i. Retired Govt. Instructors may also apply and can be considered as up to the age of 65.

### **Selection Procedure:**

- The applications received at SIDAC will be scrutinized and selected by a committee to be constituted by the Member Secretary, SIDAC.
- The selection will be based on experience and personal interview as per the evaluation process indicates below.
- No guest faculty will be engaged for three consecutive terms in the same training centre/ school.
- The minutes of the Selection Committee along with the list of selected candidates in order of merit shall be intimated to Directorate of Handicrafts.
- In case non availability of suitable candidate, these conditions may be relaxed in exceptional cases with approval of Director.

### **Evaluation Process:**

The candidate having minimum eligibility criteria will be shortlisted for next phase of selection as Guest Faculty. Marks will be awarded as per the following system.

Particulars	Scoring method	Max Mark
Experience as MCP/ Guest Faculty	<ul style="list-style-type: none"> <li>• 36 month- 20 marks</li> <li>• Each additional 06 month-02 marks</li> </ul>	30
Recipients of Awards (Only highest Award received by the candidate will be considered )	<ul style="list-style-type: none"> <li>• Empanelled MCP-20</li> <li>• Kalakruti Award-24 Marks</li> <li>• State merit/ State Design Award-26 Marks</li> <li>• National Merit/ State Award-28 Marks</li> <li>• Shilpa Guru/ National Award-30 Marks</li> </ul>	30
Personal Interview		40
	Total	100

Benchmark Score for Selection:

A candidate must have to score at least 70 marks for selection as Guest Faculty.

### **Crafts for Empanelment**

The engagement will be made in three crafts i.e. Applique, Palm leaf Engraving. Terracotta only.

### **How to apply**

The candidate have to submit the filled in prescribed application form as at "Annexure-1" along with required supportive documentary proof. Applications will be received through Speed post/ Registered Post/Courier etc. The candidate can e-mail the scan copies of filled in application form along with all supportive documents to sidacorissa@gmail.com. Filled in applications forms will also be received at SIDAC

directly on working days within the stipulated time period. Last date of submission of applications along with all supportive documents is 09.06.2026 No applications will be entertained after the stipulated time period. SIDAC will not be responsible for any kind of postal delay.

If any applicant wants to apply for empanelment in multiple crafts for State Level then he/she has to submit separate applications for each case. Incomplete application & application without supporting document will be rejected at scrutiny level.

**Address for submission of application:**

Member Secretary.  
State Institute for Development of Arts & Crafts  
Handicrafts Complex, Gandamunda,  
Khandagiri, Bhubaneswar, Odisha, 751030  
Ph: 0674 2350318  
E mail: [sidacorissa@gmail.com](mailto:sidacorissa@gmail.com)  
Website: [sidac.odisha.gov.in](http://sidac.odisha.gov.in)

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**APPLICATION FORM FOR EMPANELMENT OF GUEST FACULTY****A. Personal Information**

<b>01</b>	<b>Name of the Applicant:</b> <i>(Attach a recent passport-size photograph &amp; valid photo identity card)</i>	
<b>02</b>	<b>Father's / Spouse's Name</b>	
<b>03</b>	<b>Date of Birth &amp; Age (as on 09.06.2026):</b> <i>(Attach proof of age)</i>	
<b>04</b>	<b>Category:</b> <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> Minority <input type="checkbox"/> General <i>(Attach valid caste certificate if applicable)</i>	
<b>05</b>	<b>Communication Address:</b> <i>(Full address with village/town, post, district, pin code)</i>	
<b>06</b>	<b>Contact Details:</b> 1. <b>Mobile No(s):</b> 2. <b>E-mail ID:</b>	
<b>07</b>	<b>Proof of Identity (Attach copy):</b> <input type="checkbox"/> Aadhaar <input type="checkbox"/> Voter ID <input type="checkbox"/> PAN Card <input type="checkbox"/> Driving Licence <input type="checkbox"/> Other	
<b>08</b>	<b>Bank Details (for honorarium payment):</b> 1. <b>Name of Bank:</b> 2. <b>Branch:</b> 3. <b>Account Number:</b> 4. <b>IFSC Code:</b> <i>(Attach copy of first page of passbook)</i>	

**B. Educational and Professional Details**

<b>09</b>	<b>Educational Qualification:</b> <i>(Mention highest qualification and attach copy of certificate)</i>	
<b>10</b>	<b>Preferred Craft for Empanelment as Guest Faculty:</b>	
<b>11</b>	<b>Empanelment as MCP (Master Craft Person) by Directorate of Handicrafts:</b> <ul style="list-style-type: none"><li>• Year of Empanelment:</li><li>• Craft:</li><li>• Letter No. &amp; Date:</li></ul> <i>(Attach copy of empanelment letter)</i>	
<b>12</b>	<b>Courses / Training Completed Related to Handicrafts:</b> <i>(Mention course title, institution, and year of</i>	

	<i>completion; attach certificate)</i>	
<b>13</b>	<b>Experience Details:</b> <i>(Clearly mention period of experience, institution/organization, designation, and nature of work)</i>	
<b>14</b>	<b>Awards and Recognition:</b> <i>(Mention name of award, issuing authority, year of award, and attach supporting document)</i>	

### C. Additional Information

<b>15</b>	<b>Own Production Unit:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please provide details:</i> <ul style="list-style-type: none"> <li>• Name of the Production Unit:</li> <li>• Address:</li> <li>• Type of Craft/Products Manufactured:</li> <li>• Year of Establishment:</li> <li>• Number of Artisans/Workers Engaged:</li> <li>• Ownership Type: <input type="checkbox"/> Individual    <input type="checkbox"/> Partnership    <input type="checkbox"/> Cooperative    <input type="checkbox"/> SHG  <input type="checkbox"/> Others (Specify)</li> <li>• Registration Details (if any):</li> </ul>	
<b>16</b>	<b>Have you undergone Training of Trainers (ToT)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach copy of certificate)</i>	
<b>17</b>	<b>Any Other Relevant Information:</b> <i>(Attach additional sheets if required)</i>	

### D. Declaration & Undertaking

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I also confirm that no criminal case is pending against me. I understand that any false information or suppression of facts will disqualify me from empanelment.

**Signature of the Applicant:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Place:** \_\_\_\_\_