

OFFICE OF THE PRINCIPAL
GOVT. HIGHER SECONDARY SCHOOL, CHERCHETTA
AT/PO-CHERCHETTA, P.S-PAPADAHANDI, DIST-NABARANGAPUR
MOB-9938419115 EMAIL-hmcherchetta@gmail.com
UDISE-21280700501

ENGAGEMENT NOTICE FOR GUEST FACULTIES

Advt. No. - 01/26 Dt- 05.06.2025

Application in the prescribed format (Enclosed) are invited from retired Govt. and Aided College/HSS Teachers below 65 years of age for empanelment and engagement as Guest Faculties to teach in Higher Secondary Classes (+2) in Arts stream. In case of non-availability of retired teachers, fresh candidates will be selected. The applicants must have qualified Master Degree in the concerned subject with at least 50% marks or equivalent grade and B.Ed. or equivalent degree recognized by the NCTE New Delhi, in case of B.Ed. Subject. The selection shall be made through carrier assessment, teaching experience and basic experience in computer application. The Guest faculties so engaged shall be paid @ **Rs400/-** per class/lecture of 45 minutes duration subject to a ceiling of maximum 50 classes with **Rs. 20000/-** rupees per monthly remuneration. The engagement is purely temporary in nature and will continue till closure of schools for next summer vacation of **2025-26** or posting of PGT in the school whichever is earlier. 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 cancel part or whole of the above engagement notice without assigning any reason thereof. The document verification shall be held on dated. **11.06.2026** in the office of the Principal. No TA/DA shall be admissible for document verification. The application should be reached to the undersigned on or before Dt. **11.06.2026** The details can be obtained from the web site <https://nabarangpur.odisha.gov.in>.

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.

Subject :

Arts MIL (Odia), English, Economics.

Sul
05/06/2026

Principal

Govt. Higher Sec. School, Cherchetta
Papadahandi, Nabarangpur

BIODATA

Paste here
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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		

ANNEXURE-A

TO WHOMSOEVER IT MAY CONCERN

I Shri/Smt./Ms _____ aged about _____ years S/D/W/o
_____ on being engaged as Guest Faculty by Principal,
_____ Higher Secondary School, at _____
District _____ 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

DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA
Jana Shiksha Bhawan, 1- Floor, UNIT-V, BHUBANESWAR-751001
Ph: 0674-2390939 (O), email id: dhse.odisha@gmail.com

DISE-GEFI-MISC-0021-2025: No. 6148 // Date: 03-06-2026

From

Smt. Niyati Pattnaik, IAS

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 2026-27.

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 to say that:

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 2026-27 as per the new guidelines may be initiated as per the given schedule.

Sl.No	Activity	Date Line
1.	Publication of advertisement	By 05.06.2026
2.	Certificate verification & Publication of select list	By 12.06.2026
3.	Issuance of Engagement Order	By 16.06.26
4.	Engagement of guest faculty	17.06.26 or Re-opening of School after Summer Vacation whichever is earlier

3. The selection of Guest Faculties must be completed by 18th June 2026.
4. The Guest Faculties so selected may take classes till closure of Schools on summer vacation or posting of PGT in the school whichever is earlier.

Yours faithfully

Niyati Pattnaik
03.6.2026
Director

Memo No. : 6149 // Date: 03-06-2026

Copy forwarded to all the District Education Officers of Odisha for information and necessary action.

Niyati Pattnaik
03.6.2026
Director

Memo No. : 6150 // Date: 03-06-2026

Copy forwarded to the Additional Secretary to Govt., School & Mass Education Department, Odisha.

Niyati Pattnaik
03.6.2026
Director

**GUIDELINE FOR ENGAGEMENT OF GUEST FACULTIES IN GOVT. & GOVT. UPGRADED
HIGHER SECONDARY SCHOOLS FOR THE ACADEMIC SESSION-2026-27**

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	For a period of one year from the date of engagement till closure of Schools for Summer Vacation in 2027 or posting of PGTs whichever is earlier				
3	No. of Guest faculties to be engaged	<p>-Not more than total existing vacancies vis-a-vis the sanctioned posts in Govt. & Govt. Up-graded HSSs.</p> <p>-In upgraded HSS Guest Faculties are to be engaged in the following subjects only in addition to the compulsory subjects (Odia & English)</p> <table><thead><tr><th>Arts</th><th>Science</th></tr></thead><tbody><tr><td>1. History, 2. Political Science, 3. Economics, 4. Logic/Sociology/Optional Odia</td><td>1. Physics 2. Chemistry, 3. Mathematics 4. Botany 5. Zoology</td></tr></tbody></table> <p>-For Commerce Stream two Guest Faculties shall be engaged for all subjects i.e Accountancy, BSM, BMS, Banking & Insurance /Cost Accountancy</p> <p>-In case of HSSs having two streams, only one Guest Faculty shall be engaged in each Compulsory subject i.e. Odia & English.</p> <p>- In case of HSSs having three stream two Guest Faculties shall be engaged in each Compulsory subject i.e. Odia & English.</p> <p>-For subjects in which students have enrolled without having creation of corresponding teaching posts</p>	Arts	Science	1. History, 2. Political Science, 3. Economics, 4. Logic/Sociology/Optional Odia	1. Physics 2. Chemistry, 3. Mathematics 4. Botany 5. Zoology
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1. History, 2. Political Science, 3. Economics, 4. Logic/Sociology/Optional Odia	1. Physics 2. Chemistry, 3. Mathematics 4. Botany 5. Zoology					
4	Preference & Procedure of selection	<p><u>Selection is to be made as per the following order of preference</u></p> <p>i. Retired Government College/HSS teachers of same institution who have not completed 65 years of age, if their pre-retirement performance was up to mark.</p> <p>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 selection committee will select the most suitable one.</p> <p>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 selection committee will select the most suitable one.</p>				

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		iv Fresh candidates will be selected as per merit by following selection procedure given below in the event of non-availability of retired teachers.
5		Method of selection of Fresh Candidates
I	Selection Committee	<p>(A) For Govt. HSS.</p> <ol style="list-style-type: none"> 1. Principal of HSS- Chairman 2. DEO or his representative(ADEO/Sr.BEO/BEO) - Member 3. One Sr. faculty nominated by Principal- Member <p>(B) For Upgraded Govt. HSS</p> <ol style="list-style-type: none"> 1. DEO or his representative(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)
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 (Either DCA/ PGDCA)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 	

True

		B.Ed. candidates, the mark for Master's degree will be calculated out of 50 Marks.
	Basic knowledge in Computer application	5 marks
	Teaching Experience	2 marks for each year of experience in HSSs 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 PGT against the said vacant post.
8	Undertaking format	Annexure-A

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