



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: BALANGIR**  
(ST & SC DEVELOPMENT SECTION)

**Notice for hiring of Guest Teacher**

No. 2374 // Date 05-09-2026

Applications are invited from eligible candidates for Guest Teachers to be engaged in Govt. (SSD) Higher Secondary Schools of Balangir District in prescribed format from eligible candidates for the following post with consolidate honorarium through document verifications, details of which are given below.

**Vacancy list of Post Graduate Teachers to be filled up by hiring Guest Teachers**

**Govt. (SSD) Higher Secondary Schools**

| Sl. No. | Block      | Name of the Higher Secondary School | PGT English | PGT Odia  | PGT Math  | PGT Botany |
|---------|------------|-------------------------------------|-------------|-----------|-----------|------------|
| 01      | Khaprakhol | Govt. (SSD) HSS, Malpada            | 01          | 01        | 00        | 00         |
| 02      | Balangir   | Govt. (SSD) HSS, Chudapali          | 00          | 01        | 01        | 01         |
| 03      | Deogaon    | Govt. (SSD) GHSS, Ramchandrapur     | 00          | 00        | 01        | 00         |
|         |            | <b>Total</b>                        | <b>01</b>   | <b>02</b> | <b>02</b> | <b>01</b>  |

**N.B:** The number of vacancies may increase or decrease as per requirement.

The interested candidates fulfilling the eligibility criteria as mentioned below may submit the filled-in application form as enclosed in prescribed format in Annexure-A along with the Xerox copies of required documents either by post or by hand or through courier service. The envelope containing the filled-in application form and required documents should be super scribed with “Application for the Post \_\_\_\_\_ Guest Teacher for Govt. (SSD) Higher Secondary Schools of Balangir District” and it should be addressed to the **District Welfare Officer (DWO), Balangir, Dist-Balangir, Odisha, 767001**. The applications must reach to the office of the undersigned on or before dt.18.09.2026 and any application received after the dateline shall not be considered.

The undersigned reserves the right to cancel any or all the applications without assigning any reason or communication thereof. No personal enquiry regarding recruitment should be entertained over phone.

**1. General & Educational eligibility:**

For Class-XI and XII: Post Graduation (Master's Degree) in the subject concerned with minimum 50% marks in aggregate and passing in BEd. In case BEd candidates are not available, non BEd candidates can be considered.

**2. Duties and Responsibilities of Guest Teachers:**

- Teaching the students in classroom in the concerned subject as per syllabus.
- Timely correction of assignments, test papers, projects etc.
- Any other works such as, hostel responsibility, official work of the office of the Headmaster/ Principal **shall not** be entrusted to any guest teacher.

3. Terms and Conditions:

- i. Services of guest teachers may be hired only against a sanctioned vacant post, till joining of regular teacher or for a particular academic year, whichever is earlier.
- ii. Guest teachers shall have no claim or right for appointment on a regular basis or contractual basis at any point of time nor will be a part of the cadre of teachers of SSD Department
- iii. Working hours and period duration shall be as per the school timetable.
- iv. Hiring of services of a guest teacher shall automatically come to an end once a regular/contractual teacher is appointed/ engaged against the vacant post or as andwhen the appropriate authority decides so.
- v. The performance of a guest teacher shall be reviewed on regular basis every month by the concerned Headmaster/Principal. If his/her performance is found to be not satisfactory, he/she should be disallowed immediately by the Headmaster/ Principal and intimate the DWO for sponsoring another guest faculty.
- vi. Services of a guest teacher shall automatically come to an end, if he/she remains absent unauthorizedly continuously for a period of seven days.
- vii. Any guest teacher involved in any activities amounting to misconduct disturbances in the school shall immediately be disallowed by the Headmaster under intimation to the DWO.
- viii. Guest teachers shall not be allowed to stay in the school premises after the official working hours of the school, nor they shall be provided any accommodation in the school or hostel premises.

4. Honorarium:

- i. A guest teacher will be paid Rs.400/- per class/period at Higher Secondary (XI & XII) level and not exceeding Rs.16,000/- in a month.
- ii. A guest teacher shall be allowed to take a maximum of forty (40) classes/periods of minimum 45 minutes each in a month.
- iii. Honorarium shall be paid by the DWO on the basis of the honorarium claim sheet submitted by the Headmaster in the format below. In case of any excess payment noticed, it will be realised from the concerned Headmaster or Principal as the case may be.

| Honorarium claim sheet of Guest Teacher(s) |                               |                                       |                               |                        |                    |                                |
|--------------------------------------------|-------------------------------|---------------------------------------|-------------------------------|------------------------|--------------------|--------------------------------|
| Name of School-                            |                               |                                       |                               |                        |                    |                                |
| Name of guest teacher                      | Month for which claim is made | No of School working days in the moth | No. Of classes/ period taught | Remuneration per class | Total Remuneration | Signature of the Guest Teacher |
| 1                                          | 2                             | 3                                     | 4                             | 5                      | 6                  | 7                              |
|                                            |                               |                                       |                               |                        |                    |                                |

Full Signature of the HM/Principal

5. **Mode of Selection:**

- i. Higher Secondary School wise requirement of guest teachers shall be displayed in the notice board of district level offices/block office/ GP office for information of interested persons for inviting applications within a specific date as to be mentioned in the notice.
- ii. Interested persons should submit applications to the DWO with their detailed biodata including qualification within the stipulated date as mentioned in the notice along with supporting documents/ certificates.
- iii. After receipt of applications, verification of original documents/ certificates should held in the office of the DWO on Dt. 23.09.2026 at 11AM . Persons submitting applications within the stipulated date shall only be allowed to participate in the verification process.
- iv. DWO should select the eligible persons on the basis of the minimum eligibility criteria as provided at **Para-1** of this advisory as per the following norms:
  - Academic weightage: **70 marks** as per the calculation indicated in table-1 below.
  - Training weightage: **30 marks** as per the calculation indicated in table-2 below.

**Table-1**

| Weightage for Academic Performance (Maximum 70 Marks) |                |               |             |           |           |           |           |           |           |
|-------------------------------------------------------|----------------|---------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Sl No.                                                | Class Category | Qualification | Weightage   |           |           |           |           |           |           |
|                                                       |                |               | 80% & above | 75 to 79% | 70 to 74% | 65 to 69% | 60 to 64% | 55 to 59% | 50 to 54% |
| 1                                                     | 2              | 3             | 4           | 5         | 6         | 7         | 8         | 9         | 10        |
| 1                                                     | XI-XII         | PG            | 70          | 65        | 60        | 55        | 50        | 45        | 40        |

**Table-2**

| Weightage for Training(Maximum30Marks) |                |          |             |           |           |           |               |
|----------------------------------------|----------------|----------|-------------|-----------|-----------|-----------|---------------|
| SL No.                                 | Class Category | Training | Weightage   |           |           |           |               |
|                                        |                |          | 80% & above | 70 to 79% | 60 to 69% | 50 to 59% | Less than 50% |
| 1                                      | 2              | 3        | 4           | 5         | 6         | 7         | 8             |
| 1                                      | XI-XII         | B.Ed     | 30          | 25        | 20        | 15        | 10            |

- v. A list of selected candidates as per the total marks calculated above should be empanelled for the purpose of hiring their services as guest teachers.

  
Collector, Balangir

Memo No.

2375

/Dt

05.09.26

Copy submitted to the Principals of Govt. (SSD) HSS, Balangir District for information and necessary instruction with a request to display a copy in the office Notice Board for wider publicity.

  
District Welfare Officer

Balangir

Memo No.

2376

/Dt

05.09.26

Copy to All ADWOs/WEOs of Balangir district for wider publicity among intended beneficiaries/communities.

  
District Welfare Officer

Balangir

Memo No.

2377

/Dt

05.09.26

Copy forwarded to the District Informatics Officer, NIC, Balangir for information and necessary action. He is requested to display the Advertisement in the District Website for wide publication.

  
District Welfare Officer

Balangir

**APPLICATION FORM FOR SUBJECT TEACHER FOR GUEST TEACHER  
FOR THE POST OF \_\_\_\_\_**

Advt. No. \_\_\_\_\_

Date. \_\_\_\_\_

To

The District Welfare Officer,  
Balangir

Affix passport  
Size Photograph

1. Full name of the candidate : \_\_\_\_\_  
(in Block Capital Letters)
2. Father's/Husband's name : \_\_\_\_\_
3. Communication Address :  
 At: \_\_\_\_\_ Po: \_\_\_\_\_  
 Via: \_\_\_\_\_ Dist: \_\_\_\_\_  
 Pin: \_\_\_\_\_ Mobile No.: \_\_\_\_\_  
 Whatsapp No.: \_\_\_\_\_ e-Mail ID: \_\_\_\_\_
4. Gender (Male/Female) : \_\_\_\_\_
5. Date of Birth as recorded in the Matriculation certificate: \_\_\_\_\_
6. Educational Qualification : \_\_\_\_\_

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

| Qualification | Year of Passing | Board/University | Full Marks | Marks Secured | Percentage of Marks |
|---------------|-----------------|------------------|------------|---------------|---------------------|
|               |                 |                  |            |               |                     |
|               |                 |                  |            |               |                     |
|               |                 |                  |            |               |                     |
|               |                 |                  |            |               |                     |

7. Whether worked earlier in any Eng. Med. School : (Yes/No)  
(Please attach relevant certificate)

8. Experience Details

| Name of the Employer | Post Held | From Date | To Date | Total |        | Job Description |
|----------------------|-----------|-----------|---------|-------|--------|-----------------|
|                      |           |           |         | Years | Months |                 |
|                      |           |           |         |       |        |                 |
|                      |           |           |         |       |        |                 |
|                      |           |           |         |       |        |                 |

### DECLARATION

I do hereby declare that all 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.

Further, I undertake that, I shall produce all original certificate / documents in support of the above information at the time of Interview/ certificate verification.

Place:

Date:

**Signature of the candidate**

**Candidates are required to attach the following documents along with the application form:**

1. One recent passport size color photograph duly pasted at the designed space.
2. Self-attested photocopy of identity Proof (Voter ID card/ PAN Card/ Driving License/ Aadhar Card/ Passport)
3. Self Attested Xerox copies of Certificate showing Academic Qualification with mark sheets along with Matric Certificate. (Both Side)
- a. Self Attested recent passport size colour photograph to be affixed in the Application Form.