



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

Ph.No.06815-222825

L. No: 3084 /Welfare
II- 98/26

www.dwogpt@rediffmail.com

Dated: 21/09/2026

ADVERTISEMENT

Application in prescribed form are invited from the candidates for hiring of guest teacher having qualification Post Graduation aggregate with B.Ed .posts for Govt. (SSD),higher secondary schools and Graduation aggregate with B.Ed posts for Govt. High Schools Educational institution of ST & SC Development Department, of Gajapati District. The post wise required qualification is enclosed in **Annexure- I**. Preference shall be given to the retired teachers and candidates who having teaching experience.

No	Name of the School	Category. of vacant post	No. of vacant post
1	Govt. (SSD) Higher Secondary School, K.C.Pur	PGT –Math	01
2	Govt. (SSD) Higher Secondary School, Rayagada	PGT –Botany	01
3	Govt. (SSD) Higher Secondary School, Mohana	PGT - English	01
		PGT –Physics	01
		PGT –Zoology	01
4	Govt. (SSD) Higher Secondary School, Antaraba	PGT -Odia	01
		PGT–Political Science	01
5	Govt. (SSD) Higher Secondary School, Dogharia	PGT -Chemistry	01
		PGT -English	01
		PGT -Botany	01
6	Govt. (SSD) Higher Secondary School, Ramagiri	PGT -Odia	01
7	KMRS, Mahendragada	PGT –Physics	01
		PGT –English	01
8	KMRS, Mahendragada	TGT (PCM)	01
		P.E.T	01

9	Govt. (SSD) High School, Ramagiri	TGT Arts	01
10	Govt. (SSD) Girls High School, Chandragiri	Sanskrit teacher	01
		P.E.T	01
11	Govt. (SSD) High School, Khani	P.E.T	01

The detail advertisement obtains from the notice board of District Welfare Office, Gajapati and also in the Dist. website www.gajapati.odisha.gov.in. The last date of receipt of application in the Office of the District Welfare Office, Gajapati on or before 09.10.2026 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,

[Signature]
24/09/26
District Welfare Officer,
Gajapati.

Dated 24/09/2026

Memo No: 3085 /Welfare

Copy to DeGM, Collectorate, Gajapati for information. He is requested to upload the advertisement in the Dist. website www.gajapati.odisha.gov.in for hiring guest teacher in respect of SSD Deptt. School, Gajapati for wide publicity.

[Signature]
24/9/26
District Welfare Officer,
Gajapati.

Memo No: 3086 /Welfare

Dated: 24/09/2026

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 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 for wide publicity.

[Signature]
24/09/26
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

10. Contact Number & mail Id.

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

11. List of enclosures.

- i. Self-attested copies of certificate showing Academic qualification with 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 front 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 09.10.2026 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. Neither 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 services of Guest Teachers for SSD Department Schools

Services of retired teachers (not exceeding 65 years of age) who are physically fit may be hired as guest teachers at appropriate level i.e. primary, upper primary, secondary and higher secondary, as and when required for SSD Department Schools temporarily against the vacancies so as to ensure uninterrupted teaching activities of the students.

In case of non-availability of retired teachers, services of the persons (not exceeding 62 years of age) having the following eligibility criteria may be hired as guest teachers.

1. Minimum Eligibility criteria:

- i. For class I to VIII : Plus 2 Arts/Science/Commerce with minimum 50% marks in aggregate and passing in CT/ D.El.Ed.
- ii. For class IX & X: BA/BSc/BCom with minimum 50% marks in aggregate and passing in BEd.
- iii. 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:

- i. Teaching the students in classroom in the concerned subject as per syllabus.
- ii. Timely correction of assignments, test papers, projects etc.
- iii. 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.

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- 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 and when 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 or creating 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.300/- per class/period at Primary (I-V) and Upper Primary (VI-VIII) level and not exceeding Rs.12,000/- in a month.
- ii. A guest teacher will be paid Rs.400/- per class/period at Secondary (IX & X) and Higher Secondary (XI & XII) level and not exceeding Rs.16,000/- in a month.
- iii. A guest teacher shall be allowed to take a maximum of forty (40) classes/periods of minimum 45 minutes each in a month.
- iv. 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.

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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 month	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:

- The available vacancies against the sanctioned post of the specific school shall be assessed at district level by the DWO. In case of Sevak/ Sevikas posts, the sanctioned strength for the academic year 2026-27 is the old strength and 60% of the new posts created and communicated vide this Department Letter No. 19131 dtd. 13.09.2023 and the Annexure attached thereto as indicated in Col. No. 9 (Copy enclosed) and Letter No.24724 dtd. 29-11-2023 and annexures attached thereto (copy enclosed).
- 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.
- 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.
- After receipt of applications, verification of original documents/ certificates should be held in the office of the DWO on the specific date and time as to be indicated in the notice. Persons submitting applications within the stipulated date shall only be allowed to participate in the verification process.

v. 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 60 to	69% 64%	55 to 59%	50 to 54%
1	2	3	4	5	6	7	8	9	10
1	I-VIII	Plus 2	70	65	60	55	50	45	40
2	IX-X	Plus 3	70	65	60	55	50	45	40
3	XI-XII	PG	70	65	60	55	50	45	40

Table-2

Weightage for Training (Maximum 30 Marks)							
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	I-VIII	CT/D.ELED	30	25	20	15	10
2	IX-X	B.Ed	30	25	20	15	10
3	XI-XII	B.Ed	30	25	20	15	10

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- vi. 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.
- vii. The DWO shall obtain the approval of district Collector on the empanelled list of candidates prior to hiring their services. A person empanelled for hiring his/her services should be issued with a Letter of Offer by the DWO. Sample copy of Letter of Offer is attached to this advisory at **Annexure-I**.

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