

OFFICE OF THE PRINCIPAL
Govt. Women's Higher Secondary School, Keonjhar

ADVERTISEMENT FOR ENGAGEMENT OF GUEST FACULTY

Engagement of Guest Faculties in Higher Secondary School for the session 2026-27 will be held at the College as per the following schedule and the Govt. guidelines issued by Directorate of Higher Secondary Education Odisha vide L.No.6148 / Date: 03-06-2026.

Sl. No.	Date	Time	Subjects
1	12-06-2026	9.00 AM	Math, Physics, Computer Science, Economics & Commerce

N.B.: For details please visit the College website: www.gwckeonjhar.ac.in

Chhavi
Principal 24.06.26

Govt. Women's H.S. School, Keonjhar

PRINCIPAL
GOVT. WOMEN'S COLLEGE
KEONJHAR

**GOVT. WOMEN'S HIGHER SECONDARY SCHOOL, KEONJHAR
COMMON FORMAT FOR GUEST FACULTY (SESSION, 2026-27)**

SUBJECT/DEPARTMENT: _____

1. APPLICANT INFORMATION

a.	CANDIDATE NAME (IN BLOCK LETTERS)		Paste here colour Passport size Photo
b.	FATHER'S NAME		
c.	CONTACT NO.		
d.	DATE OF BIRTH		
e.	EMAIL ID		
f.	AADHAAR CARD NO.		

2. ACADEMIC DETAILS

SL. NO	NAME OF EXAM PASSED	NAME OF BOARD/ UNIVERSITY	YEAR OF PASSING	TOTAL MARK	MARK SECURED	% of MARKS	QUALIFYING MARK
a.	10th / HSC						
b.	12th / +2 OR EQUIVALENT						
c.	BACHELOR'S DEGREE						
d.	B.ED.						
e.	MASTERS DEGREE						

f	BASIC KNOWLEDGE IN COMPUTER APPLICATION						
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3. EXPERIENCE (ONLY H.S.S. EXPERIENCE WILL BE CONSIDERED)

Sl No.	H.S.S. NAME	Academic Session	Period From - To
1			
2			

4. ADDRESS

DECLARATION

I hereby declare that the above given information is correct to the best of my knowledge and belief.

Date: _____

Place: _____

Full Signature of Candidate

Encl: Self attested photocopies of Academic, Experience, Aadhaar.

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

DHSE-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 border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Arts</th> <th style="width: 50%;">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> <ol style="list-style-type: none"> 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. 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. 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. 				

Handwritten signature

		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		<u>Method of selection of Fresh Candidates</u>
I	Selection Committee	(A) <u>For Govt. HSS:</u> 1. Principal of HSS- Chairman 2. DEO or his representative(ADEO/Sr.BEO/BEO) - Member 3. One Sr. faculty nominated by Principal- Member (B) <u>For Upgraded Govt. HSS</u> 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	- 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
	<u>Marks will be calculated as mentioned below:</u> - 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

- 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

Ana

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