

**DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA**

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From

Sri Raghuram R. Iyer, 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 2025-26.

Madam/ Sir,

In enclosing here with 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 the following:

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 2025-26 as per the new guidelines may be initiated as per the given schedule.

Sl. No.	Activity	Date line
1.	Publication of Advertisement	By 30.05.2025
2	Certificate Verification & Publication of selection list	By 17.06.2025
3	Issuance of Engagement Order	By 18.06.2025
4	Engagement of Guest Faculty	20.06.2025 or Re-opening of School after Summer Vacation whichever is earlier.

3. The selection of all Guest Faculties must be completed by 18th June 2025.
4. The Guest Faculties so selected may take classes till closure of Schools for next summer vacation 2025-26 or posting of PGT in the school whichever is earlier.

Yours faithfully

  
Director 28/5/25



Memo No.

6820

Date: 28.5.25

Copy forwarded to the Additional Secretary to Government, School & Mass Education  
Department for information with reference to Govt. Letter No. 13266/SME dated 09.05.2025.

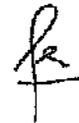
  
Director

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	One year from the date of engagement				
3	No. of Guest faculties to be engaged	<p>-Not more than total existing vacancies vis-a-vis the sanctioned posts.</p> <p>-In upgraded HSS guest faculties are to be engaged in the following subjects only in addition to the compulsory subjects (Odia &amp; English)</p> <table border="1"> <thead> <tr> <th>Arts</th> <th>Science</th> </tr> </thead> <tbody> <tr> <td>1.History, 2.Political Science, 3.Economics, 4.Logic/Sociology/Odia</td> <td>1.Physics 2.Chemistry, 3.Mathematics 4.Biology</td> </tr> </tbody> </table> <p>-For Commerce Stream two Guest Faculties shall be engaged for all the subjects i.e Accountancy, BSM, BMS, Banking &amp; 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 &amp; English.</p> <p>-For subjects in which students have enrolled without having sanctioned teaching post</p>	Arts	Science	1.History, 2.Political Science, 3.Economics, 4.Logic/Sociology/Odia	1.Physics 2.Chemistry, 3.Mathematics 4.Biology
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1.History, 2.Political Science, 3.Economics, 4.Logic/Sociology/Odia	1.Physics 2.Chemistry, 3.Mathematics 4.Biology					
4	Preference & Procedure of selection	<p><b>Selection is to be made as per the following order of preference</b></p> <ol style="list-style-type: none"> <li>Retired Government College/HSS teachers of the same institution who have not completed 65 years of age, if their pre-retirement performance was up to the mark.</li> <li>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 Principal will select the most suitable one.</li> <li>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 Principal will select the most suitable one.</li> <li>Fresh candidates will be selected as per merit by the following selection procedure given below in the event of non-availability of retired teachers.</li> </ol>				
5		<b>Method of selection of Fresh Candidates</b>				
1	Selection Committee	<p><b>(A) For Govt. HSS:</b></p> <ol style="list-style-type: none"> <li>Principal of HSS- Chairman</li> <li>DEO or his representative such as (ADEO/Sr.BEO/BEO) - Member</li> <li>One Sr. faculty nominated by Principal- Member</li> <li>One subject expert from same HSS-Member</li> </ol>				

		<p>(If there is no teacher in that subject then the teacher/retired teacher from the nearby Govt.HSS or the teacher/retired teacher from the nearby non-Govt. Aided HSS as decided by the Principal )</p> <p><b>(B) For Upgraded Govt. HSS</b></p> <ol style="list-style-type: none"> <li>1. DEO or his representative such as (ADEO/ Sr. BEO/BEO) – Chairman</li> <li>2. Principal(I/C) – Member</li> <li>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)</li> <li>4. One subject expert- 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)</li> </ol>	
II	Qualification	<ul style="list-style-type: none"> <li>- Master's Degree in the concerned subject with at least 50% marks or equivalent grade</li> <li>- B.Ed. or equivalent degree recognized by NCTE, New Delhi, in case of B.Ed. subjects.</li> </ul>	
III	Total Marks	<ul style="list-style-type: none"> <li>- Career , Teaching Experience &amp; Basic Computer Knowledge in Computer Application -100 marks</li> </ul>	
IV	<b>Career marking</b>		
	Ph.D	0	
	NET	0	
	M.Phil	0	
	Master's Degree	25 marks	<p><b>Marks will be calculated as mentioned below:</b></p> <ul style="list-style-type: none"> <li>- If a candidate secures 80%, it will be calculated as 8 out of 10 (+2 &amp; HSC or equivalent), 12 out of 15 (Bachelor's Degree), 20 out of 25 (Master's Degree &amp; B.Ed.) &amp; 40 out of 50 (Non B.Ed. subjects &amp; 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.</li> <li>- In case of Non-B.Ed. subjects i.e. Anthropology, Commerce, Education, Geology, Logic, Psychology, Sociology, Statistics &amp; Home Science / Non-availability of B.Ed. candidates, the mark for Master's degree will be calculated out of 50 Marks.</li> </ul>
	B.Ed.	25 marks	
	Bachelor's Degree	15 marks	
	+2 or equivalent	10 marks	
	HSC or equivalent	10 marks	

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	Basic knowledge in Computer application	5 marks
	Teaching Experience	2 marks for each year of experience 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"><li>- The Guest faculties shall be disengaged:</li><li>- Every year during the start of summer vacation.</li><li>- By giving one month notice if their performance is not satisfactory.</li><li>- Upon joining of regular teachers against the said vacant post.</li></ul>
8	Undertaking format	Annexure-A



ANNEXURE-1

TO WHOMSOEVER IT MAY CONCERN

I Shri/Smt./Ms \_\_\_\_\_ S/DW/o. \_\_\_\_\_ aged about \_\_\_\_\_ years on being engaged as Guest Faculty by Principal, \_\_\_\_\_ Higher Secondary School, 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**