



GOVT. OF ODISHA

OFFICE OF THE COLLECTOR, KANDHAMAL, PHULBANI.

(ST & SC Development Section)

e_mail : dwo.kandhamal@gmail.com

No. 4185/SSD/XVI-01/2024 Date. 08.08.2025

Walk-in-Interview

Hiring of Guest Teachers for ST & SC Dev. Deptt. Schools

Interested candidates fulfilling the eligibility criteria are requested to attend the Walk-in-Interview for hiring of Guest Teachers in ST & SC Dev. M&BCW Deptt. run Higher Secondary Schools/High Schools/Girls High Schools/Ashram Schools/ Sevashrams in Kandhamal District with honorarium as described at point no-4 and subject to terms and conditions of hiring as described at point no-3. The hiring will be made on purely temporary basis & liable for termination at any time without any notice or assigning any reason.

The date, venue and time of Walk-in-Interview will be intimated through Kandhamal District Website (www.kandhamal.odisha.gov.in) & Mob/e-mail of the applicant after last date of receipt of the applications.

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 by over phone.

1. General & Educational eligibility:

- a. He /She must be a citizen of India.
- b. He/She must have passed Class-X standard in MIL Odia. In case he/she has not kept Odia as a subject up to Class-X standard, then he/she should have qualified at the single subject Odia examination upto High School standard conducted by the Board of Secondary Education, Cuttack.
- c. i. For Class I to VII- Matric/ +2 Arts/ Science with minimum 50% marks in aggregate with CT.
ii. For Class VIII to X- BA/B.Sc with minimum 50% mark in aggregate with B.Ed
iii. For Class-XI & XII- PG in subject concerned with minimum 50% marks in aggregate with B.Ed
- d. Preference should be given to the retired teachers and candidates having teaching experience.

2. Duties and Responsibilities of Guest Teachers:

- a. Teaching of concerned subject as per syllabus.
- b. Timely correction of class and home assignments, test papers, projects etc.

- c. Setting of question papers for various tests and exams.
- d. Preparation of lesson plans and maintaining academic record of students.
- e. Preparing students for curricular/co-curricular activities etc.
- f. Performing invigilation duty/ evaluation work as and when assigned.
- g. Any other work as to be assigned by the Headmaster/Principal.

3. Terms and Conditions:

- a. Guest teachers hired would have no claim or right for appointment on a regular basis not will they be a part of the cadre of teachers of ST & SC Dev. M&BCW Deptt.
- b. Working hours and period duration shall be as per the school time table.
- c. The hiring of these Guest teachers will 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.
- d. The Guest Teacher so hired shall also be entrusted with correction and evaluation work of the concerned subject in the school and he/she will not be entitled for extra honorarium for such work.
- e. The performance of the teacher will be reviewed on regular basis. If any teacher is found to be non-performing or engaged in activities leading to misconduct he/she shall be disengaged by the appropriate authority under intimation to the DWO.
- f. Maximum age for Guest Teacher at the time of hiring shall be Sixty-Two (62) & the retired teacher hired as Guest Teacher shall be disengaged on attaining the age of Sixty-Five (65).
- g. A Guest Teacher unauthorizely remaining absent and not taking classes for a continuous period of 15 days or more deemed to be terminated and he/she shall never be entertained further.

4. Honorarium:

- a. A guest teacher shall take maximum forty (40) classes in a month.
- b. A Guest Teacher will be paid Rs. 300/- per class/period at elementary level and not exceeding Rs. 12,000/- per month.
- c. At Secondary and Higher Secondary level he Guest Teacher will be paid Rs. 400/- per class/period and not exceeding Rs. 16,000/- in a month.

5. Mode of Selection:

- A. Complete application in all respect along with above enclosures should be sent in a closed cover addressed to **THE DISTRICT WELFARE OFFICER, KANDHAMAL AT- COLLECTORATE, KANDHAMAL PO:PHULBANI, DIST.: KANDHAMAL, PIN: 762001** by Registered post / Speed Post only so as to reach on or before dated **25.08.2025** up to **05.00 P.M.** Applications received after due date shall not be considered. Applications received through Courier Service / By Hand shall not be accepted. Incomplete applications shall not be considered.

- B. The walk in interview shall be attended by the candidates those who have submitted applications by due date. Without prior application no candidate shall be allowed to attend the interview on the spot.
- C. The District Level Selection Committee shall select the candidates with reference to the eligibility criteria and as per the following norms
- 50% career weightage (50 marks) = 1st div-50 marks, 2nd div with minimum 50% marks- 30 marks.
 - 30% teaching experience (30 marks)= 1 year-10 marks, 2ⁿ year- 20 marks, 3 year and above - 30 marks.
 - 20% interview (20 marks)

Total- 100 marks


Ten(10) months of teaching experience should be treated as a year and 10 marks will be awarded for each year of experience with maximum limitation of 30 marks. Candidates having more than 3 years of experience will be limited to 30 marks.

If the total marks scored by two or more candidates in computation of marks by selection committee gets equal, candidate scoring higher percentage of marks in B.Ed as the case may be should get preference.

- The selection committee shall prepare a panel of candidates securing 50 or above marks in the selection process as mentioned in sub point-5 under title mode of selection for engagement them as and when a required, when a guest teacher is disengaged or he/she quits the assignment. The empanelled list will be valid for one(1) year from the date of approval.

D. vacancy:

| Sl. No | Category of Posts | School Type | No of Vacancy |
|--------|---------------------------|-------------------------------------|---------------|
| 1 | PGT Odia | KMRS/ Higher Secondary | 01 |
| 2 | PGT English | KMRS/ Higher Secondary | 02 |
| 3 | PGT Chemistry | KMRS/ Higher Secondary | 02 |
| 4 | PGT Mathematics | KMRS/ Higher Secondary | 03 |
| 5 | PGT Botany | KMRS/ Higher Secondary | 01 |
| 6 | PGT Computer Science | KMRS/ Higher Secondary | 02 |
| 7 | Guest Teacher in Arts | High School/Girls High School/ KMRS | 04 |
| 8 | Guest Teacher in CBZ | High School/Girls High School | 01 |
| 9 | Guest Teacher in PCM | High School/Girls High School | 06 |
| 10 | Guest Teacher in Hindi | High School/Girls High School/ KMRS | 03 |
| 11 | Guest Teacher in Sanskrit | High School/Girls High School | 01 |
| 12 | Guest Teacher Elementary | Ashram/ Sevashram | 32 |
| | | Total | 58 |


District Welfare Officer,
Kandhamal, Phulbani.

Memo No. 4186 /SSD Dated. 08/08/2025

Copy forwarded to the DeGM, OSWAN, Kandhamal for information and necessary action. She is requested to float the notification in District website for wide publicity.

Copy submitted to the Project Administrator, ITDA, Balliguda/Phulbani for information and necessary action. They are requested to display the advertisement in their Office Notice Board for wide publication.

Copy forwarded to the DI & PRO, Kandhamal for information and necessary action.

Copy to all Welfare Extension Officer of Kandhamal District for information and necessary action. They are directed to display the advertisement in their Office Notice Board for wide publication.

Copy to all Principal/ Headmaster/Headmistress, Govt. (SSD) Higher Secondary Schools/ Govt.(SSD) Girls High Schools/ High Schools/ Ashram Schools/ Sevashrams for information and necessary action.


District Welfare Officer,
Kandhamal, Phulbani.

Memo No. 4187 /SSD Dated. 08/08/2025

Copy submitted to the Joint Director to Govt. ST & SC Dev. M&BCW Deptt. Odisha for information and necessary action.


District Welfare Officer,
Kandhamal, Phulbani.

APPLICATION FORM FOR GUEST TEACHER

Notification. No. 4185

Date 08.08.2025

Affix passport
Size
photograph

To

The District Welfare Officer,
Kandhamal.

1. Full name of the candidate. : _____
(in Block Capital Letters)
2. Father's / Husband's name. : _____
3. Communication Address. At: _____ Po: _____
Via: _____ Dist: _____
Pin: _____
Mob No: _____ e-Mail I.D : _____
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 |
|---------------|-----------------|-------------------|------------|----------------|---------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
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| | | | | | |

7. Whether superannuated Teacher : (Yes/No)
(Please attach relevant certificate)

8. Experience Details

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

Signature of the candidate.

Date :

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 all academic & training Certificates 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.
 - b. Experience certificate in respect of above point-5.c above.
 - c. One self addressed envelope affixed with postage stamp of Rs. 25/-

N:B- No TA, DA will be allowed at the time of Walk-in-Interview and counseling.