




**OFFICE OF THE PRINCIPAL, S.K.C.G. (AUTO) COLLEGE/HSS,  
PARALAKHEMUNDI, GAJAPATI, ODISHA-761200.**

**No. 3049/SKCG/2023**

**Dt.07/10/2023**

**WALK-IN-INTERVIEW**

A walk in interview for the engagement of Guest Faculties for SKCG (Auto) College/HSS will be held in the College for the academic session 2023-24 on Dt. 17-10-2023 at 10 AM for BOTANY, ZOOLOGY, SANSKRIT, LOGIC & PHILOSOPHY, COMPUTER SCIENCE, ODIA & POLITICAL SCIENCE. Interested candidates are requested to visit College Website: [www.skcgparala.ac.in](http://www.skcgparala.ac.in) for more information.

  
7.10.23  
Principal  
S.K.C.G. (A) College  
Paralakhemundi

Memo no-3050/2023

Copy to Joint Secretary, Higher Education Department. /OIPRO, Gajapati/Guard file for information/OIC website for uploading the advertisement.

  
7.10.23  
Principal  
S.K.C.G. (A) College  
Paralakhemundi

**DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA**

**JANASHIKSHA BHAWAN , UNIT-V , BHUBANESWAR-751001**

**Phone-0674-2390939/ 2390639(O) , email: dhse.odisha@gmail.com**

File No. 1M-27/2022 - II

Letter No. 3647 Date: 06.07.23

From

Shri Raghuram R. Iyer, OAS(SS)  
Director

To

The Principals of Government Higher Secondary Schools

**Sub: Guidelines for Engagement of Guest Faculty in Government Higher Secondary Schools.**

Sir /Madam,

In enclosing here with the guidelines for engagement of Guest faculties in Government Higher Secondary Schools duly approved by the Government in School & Mass Education Department vide letter No. 7118/SME dated 27.03.2023 , I am to say that

1. The advertisement for engagement of Guest teachers will be published in at least one major Odia daily newspaper. The preference in selection will be given as stipulated in the guidelines.
2. The process for engagement of Guest faculties for 2023-24 as per the new guidelines may be initiated soon after receipt of this letter. The selection of all guest faculties must be completed by 15<sup>th</sup> May 2023.
3. The guest faculties so selected may take classes from the reopening day of the Schools after Summer vacation till closure of Schools for next Summer vacation.
4. The Guest faculties now in position may be allowed to take classes till closure of Schools for Summer vacation 2022-23. Thereafter, all Guest faculties engaged during AY 2022-23 may be disengaged.

Yours faithfully

  
Director 6/4/23

Memo No 3648

Date: 06.07.23


Copy forwarded to the Special Secretary to Government, School & Mass Education Department for information with reference to Govt. Letter No. 7118/SME dated 27.03.2023.

  
Director 6/4/23

Memo No 3649

Date: 06.07.23

Copy forwarded to the State Project Director, OSEPA for information and necessary action.

  
Director 6/4/23

Memo No 3650

Date: 06.07.23

Copy forwarded to all District Education Officers for information and necessary action. They are requested to monitor and ensure the timely engagement of Guest faculties in upgraded Higher Secondary Schools.


  
Director 6/4/23

Memo No 3651

Date: 06.07.23

Copy forwarded to the Finance Officer, DHSE, Odisha for information and necessary action.

  
Director 6/4/23

  
Principal  
S.K.C.G (A) College  
Paralakhemundi

		- (Non-B.Ed. Subjects: Anthropology, Commerce, Education, Geology, Indian Music, Logic/ Philosophy, Psychology, Sociology, Statistics, Home Science and Telgu)	
6	Total Marks	- Career, teaching experience & Computer -85 - Viva voce -15	
7	<b>Career marking</b>		
	Master Degree	20 marks	Marks will be calculated in %. (if candidate secures 80% , it will be calculated as 8/10,16/20,32/40 depending on full marks )
	B.Ed.	20 marks	
	Bachelor Degree	10 marks	
	+2 or equivalent	10 marks	
	HSC or equivalent	10 marks	
	Computer	5 marks	
	Teaching Experience	2 marks for each year of experience subject to maximum-10 marks	
8	Remuneration	Rs.400/- per class / lecturer of 45 minutes duration subject to a ceiling of maximum 50 classes with Rs. 20000/- per month.	
9	Disengagement	- The Guest faculties so engaged can be disengaged by giving one month notice if their performance is unsatisfactory. - Upon joining of regular teachers against the said vacant post.	
10	Undertaking format	Annexure-A	

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*[Signature]*  
7.10.23

**Principal**  
**S.K.C.G (A) College**  
**Paralakhemundi**



**Viva-Voce Marking :**

- (i) Teaching capability : **20 marks**  
(ii) Conceptual understanding in the subject domain : **15 marks**  
(iii) Perspective in positivity and leadership : **5 marks**

Preferences be given to superannuated faculties and teachers having Ph.D./NET with more than 3 years experience in any Govt. Colleges of the State may be engaged without going through the interview process as per the regular selection procedure. In case of superannuated faculty at least 10 years of teaching experience at UG level or above must be recommended by the HOD of the Department with their CV attached. The Committee may consider the CV in absentia and decide on his engagement. However, their cases may be considered for engagement up to age limit of 70 years.

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7-10-23

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**Honorarium to be paid:-**

Rate of honorarium to be paid to the guest/visiting faculties to be engaged for Degree classes in Govt. Degree/Autonomous and Model Degree Colleges is Rs.500/- ( Rupees five hundred only) per class/lecture of 45 minutes duration subject to a maximum ceiling of Rs.25,000/- ( Rupees twenty five thousand only) per month averaged over nine months ( limited to average 50 classes per month and to 450 classes during the year of engagement wherever possible. For example the guest faculty must be assigned 450 classes during 9 months and paid accordingly. The monthly limit is an average indicator). The Principal must keep a record of monthly database with respect to each guest faculties work record for the month containing the following data ( Name, subject, number of theory or theory equivalent practical taken, reason for deviation from the 50 class average, Balance classes left from the total 450, additional duties done, remark). Since the workload calculation is based on 450 classes per Guest Faculty is self consistent with the minimum required hours necessary for managing the Course, the Principal must ensure the class distribution accordingly.

Rate of honorarium to be paid to the guest/visiting faculties to be engaged for +2 wing ( Higher Secondary) of composite Govt. Colleges is Rs.400/- ( Rupees four hundred only) per class/lecture of 45 minutes duration subject to a maximum ceiling of Rs.16,000/- ( Rupees Sixteen Thousand only) per month ( 40 classes per month ).

**JOB CHART:-**

- (i) Guest Faculties are required to be engaged for both theory and practical classes .
- (ii) Guest faculties with 3 years of experience (Engagement for 9 months or more may be considered as one year) may be involved in question setting and evaluation on recommendation of the respective Principal, if required. Assignment of question setting would be required for implementing the introduction of compilation of question bank in each subject. Assignment of Evaluation must be implemented after coding of answer paper is fully implemented.

*Head*

*Pr*

*Asst. Dir. (PI)*

*Asst.*

*[Signature]*  
7.10.23  
Principal  
S.K.C.G (A) College  
Paralakhemundi