



**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR , PURI
(Welfare Section)**

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Adv. No. 1422 /SSD Dt. 28/11/24

A walk -in-Interview will be held on **Dt. 06.12.24 at 11 AM** in the Office of the District Welfare Officer, Puri for hiring of 02 (two) nos. guest teachers in Sevashram School under this district (Elementary level) as per Advisory of ST & SC Development, M & BCW Department, Odisha received vide L.No. 364 /SSD Dt.13.01.23 of Joint Director.

The details of Duties and Responsibilities, Eligibility criteria etc are mentioned in the Advisory (03 pages copy enclosed).

Interested candidates are requested to go through the Advisory and apply in plain paper to the District Welfare Officer, Puri At-Collectorate, Puri PO/DT- Puri. PIN- 752001 by Regd. /Speed Post or by hand along with the self attested copy of following documents .

1. Educational Certificate: Matric/+ 2 Arts/Science with minimum 50% marks in aggregate with CT .
2. Experience certificate , if any: Only from govt./govt. recognized educational institutions (Attach copy of pay roll/ Bank pass book along with the experience certificate)
3. Age proof: Maximum age at the time of engagement 62 (sixty two) years

Last date for receiving the application is 04.12.24 upto 05 PM.

The Authority reserves the right to cancel the interview at any time without assigning any reason there to.

By order of Collector,Puri


**District Welfare Officer
Puri**

Advisory for Hiring of Guest Teachers for SSD Deptt Schools

A-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.

B-Terms and Conditions:

- ✓ I. Guest teacher engaged, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of SSD Deptt.
- ✓ II. Working hours and period duration shall be as per the school time table.
- ✓ III. The engagement 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.
- ✓ IV. The Guest Teacher so engaged 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.
- ✓ V. 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.
- VI. Maximum age for Guest Teacher at the time of engagement shall be Sixty-Two (62) & the retired teacher engaged as Guest Teacher shall be disengaged on attaining the age of sixty-five (65).
- ✓ VII. A guest teacher unauthorizedly remaining absent and not taking classes for a continuous period of 15 days or more deemed to be terminated and he shall never be entertained further.

C-Eligibility criteria:

- a. For class I to VII – Matric /+2 Arts/Science with minimum 50% marks in aggregate with CT.
- b. For class VIII to X – BA/BSc with minimum 50% marks in aggregate with BEd.
- c. For class XI & XII – PG in subject concerned with minimum 50% marks in aggregate with BEd.
- d. Preference should be given to the retired teachers and candidates having teaching experience.

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D-Honorarium:

- I. A guest teacher shall take maximum forty (40) classes in a month.
- II. A guest teacher will be paid Rs.300/- per class/period at elementary level and not exceeding Rs.12,000/- in a month. At Secondary and higher secondary level the guest teacher will be paid Rs.400/- per class/period and not exceeding Rs.16,000/- in a month.

E-Mode of Selection:

- I. The available vacancies against the sanctioned post of the specific school(s) shall be assessed at district level by the DWOs.
- II. School wise requirement of guest teachers shall be displayed in the notice board of district level offices/block office/ GP office for wide publicity and obtaining applications from the interested candidates. A walk in interview date shall be fixed and communicated in the said notice with time and venue. The walk in interview shall be attended by the candidates those who have submitted applications at least two days before the date fixed for walk in interview. Without prior application no candidate shall be allowed to attend the interview on the spot.
- III. At the district level a selection committee shall be constituted with members such as DWO, CI of schools, DI of schools, HM of the school and a subject teacher in the respective subject.
- IV. The selection committee shall select the candidates with reference to the eligibility criteria as mentioned at para C of this Advisory and as per the following norms and
 - a. 50% career weightage (50 marks) = 1st div- 50 marks, 2nd div with minimum 50% marks- 30 marks;
 - b. 30% teaching experience (30 marks)= 1 year- 10 marks, 2 years- 20 marks, 3 years and above-30 marks
 - c. 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.

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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 CT or BEd as the case may be should get preference.

- V. The selection committee shall prepare a panel of candidates securing 50 or above marks in the selection process as mentioned in sub para IV of para E of this Advisory for engaging them as and when a required, when a guest teacher is disengaged or he/she quits the assignment. The empaneled list will be valid for 1 (one) year from the date of approval.
- VI. The approved list of selected candidates and the empaneled list shall be approved by the district Collector.

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13/01/23

Joint Director
ST & SC Dev. M & BCW Dept.