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OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KEONJHAR.
(ST&SC DEVELOPMENT SECTION)
ADVERTISEMENT

(Estt-XII-09/2023) No. 739 / SSD / Dated the 6th March, 2023

Applications in the prescribed format are invited from the intending candidates for engagement of **Guest Teachers** against the following vacancies on purely Contractual honorarium basis under ST&SC Development Department of Keonjhar District.

Vacancy :-

Sl.No.	Category of posts	Vacancy
01	PGT(ODIA)	01
02	PGT(ENGLISH)	01
03	PGT(ZOOLOGY)	01
04	TGT(BA.BEd.)	04
05	TGT(BSc.BEd.-PCM)	04
06	TGT(BSc.BEd.-CBZ)	02
07	MCT	55

The details guidelines, duties and responsibilities, terms and conditions , eligibility criteria, honorarium , selection procedure, application form, date and venue for Walk-in-Interview can be obtained from the District Website:- www.kendujhar.nic.in or from Notice Board of the District Welfare Office, Keonjhar during the Office hours.

The last date of receipt of application in the Office of the District Welfare Office, Keonjhar is 28-03-2023 up to 05 PM by Regd. Post/ Speed Post only. Applications received after due date shall not be considered. Application received through Courier Service/ By hand shall not be accepted. Incomplete applications shall not be considered.


Collector, Keonjhar

GUIDELINES/ 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 works as to be assigned by the Headmaster/ Principal.

B-Terms and Conditions:

1. 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.
2. Working hours and period duration shall be as per the school time table.
3. 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.
4. 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.
5. 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 District Welfare Officer, Keonjhar.
6. Maximum age for Guest Teacher at the time of engagement shall be **Sixty Two(62) years (As on 28.02.2023)** and the retired teacher engaged as Guest Teacher shall be disengaged on attaining the age of **Sixty Five(65) years**.
7. 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 to 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.
- e. The candidate must be a citizen of India.
- f. The candidate must be able to speak, read and write Odia and must have passed the High School Certificate Examination or equivalent with Odia as principal subject or passed Odia Test Examination to M.E. School standard conducted by the School & Mass Education Department , Odisha.
- g. The candidate must bear a good moral character.

D-Honorarium:

1. A guest teacher shall take maximum forty (40) classes in a month.
2. 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:

1. The available vacancies against the sanctioned post of the specific school(s) shall be assessed at district level by the DWOs.
2. 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.

3. 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
- 50% career weightage (50 marks)=1st Div.-50 marks, 2nd Div. with minimum 50% marks-30 marks
 - 30% teaching experience (30 marks)=1year-10 marks, 2 years-20 marks, 3 years and above-30 marks
 - 20% interview (20 marks).

Total 100 marks

The verification of Original Certificates and Walk-in-Interview of the eligible candidates for the posts of Guest Teachers shall be conducted at Govt.(SSD) High School, Naranpur on 12-04-2023 from 10.00 AM onwards.

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

4. 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 empanelled list will be valid for 1 (one) year from the date of approval.

5. The approved list of selected candidates and the empanelled list shall be approved by the District Collector.

6. **The Collector, Keonjhar reserves the right for cancellation/ modification of this advertisement and increase or decrease the notified vacancies without assigning any reason thereof.**

ENCLOSURES TO BE ATTACHED WITH THE APPLICATION FORM

- Self attested photo copies of certificates showing Academic Qualifications with Mark Sheets.
- Self attested photo copies of BEd./ CT certificates and mark sheets.
- Self attested photo copy of NCTE/ RCI approval to be attached in case of candidates who have passed BEd./ CT from outside Odisha.
- Self attested photo copies of OSSTET and OTET pass certificate if available.
- Self attested photo copies of Teaching Experience certificate / Service Certificate if any.
- 2 nos. of self attested recent passport size colour photographs with white background signed by the candidate in the front side out of which one has to pasted in the appropriate space provided in the application form and another should be firmly tagged with the application form.

Category & name of the post applied for and this Office Advertisement No 739 /SSD/ Dt 06-03-2023 should be superscripted in bold capital letters on the cover containing the application form. No TA/ DA will be paid to the candidates for their travel in connection with the verification of original certificates or interview.

Complete application in all respect along with above enclosure should be sent in a closed cover addressed to the **District Welfare Officer, Keonjhar, AT-Collectorate Campus, PO- Keonjhar, District-Keonjhar, PIN-758001, Odisha** by Registered Post/Speed Post only so as to reach on or before 28-03-2023 up to 05 PM.


Collector, Keonjhar

