

**DISTRICT WELFARE OFFICE: SAMBALPUR**

Phone No. XXXXXXXXXXXX Email- [dwsambalpur123@gmail.com](mailto:dwsambalpur123@gmail.com)

**ADVERTISEMENT FOR WALK-IN-INTERVIEW FOR ENGAGEMENT OF GUEST TEACHERS IN THE SCHOOLS IN SAMBALPUR DISTRICT UNDER ST & SC DEVELOPMENT DEPARTMENT.**

No 570 / Estt. Date 27-02-2023

In pursuant to Govt. in ST & SC Development, M & BCW Department Letter No 364 Dated 13.01.2023, applications are invited in prescribed Form (Annexure-A) for the post of Guest Teacher against the following vacancies as per the advisory given below

SL No	Name of the School	Guest Teachers required against the post
1	Ainthapali Ashram School	MCT / +2 CT- 01
2	Balasingha Sevashram	MCT / +2 CT- 01
3	Banjari Ashram School	MCT / +2 CT- 01
4	Bomaloi Sevashram School	MCT / +2 CT- 01
5	Chhatrapur Ashram School	MCT / +2 CT - 01
6	Daspur Sevashram School	MCT / +2 CT - 01
7	Dhankauda Sevashram School	MCT / +2 CT - 01
8	Ghichamura Sevashram School	MCT / +2 CT - 01
9	Goudpada Sevashram School	MCT / +2 CT - 01
10	Gumkarama Sevashram School	MCT / +2 CT - 01
11	Jamadaripali Ashram School	MCT / +2 CT - 01
12	Jungala Ashram School	MCT / +2 CT-01
13	Jarabaga Ashram School	MCT / +2 CT - 02

*[Handwritten signature]*

14	Jayantpur Ashram School	MCT / +2 CT-01
15	Kandhal Ashram School	MCT / +2 CT - 02
16	Khandiamunda Sevashram School	MCT / +2 CT - 01
18	Khulia Ashram School	MCT / +2 CT - 01
19	Mahakud Sevashram School	MCT / +2 CT - 01
20	Muturumunda Ashram School	
21	Nishanbhanga Sevashram School	MCT / +2 CT - 01
22	Salohi Ashram School	MCT / +2 CT - 01
23	Sanatanpali Ashram School	MCT / +2 CT - 01
24	Sandhapathar Ashram School	MCT / +2 CT - 01
25	Tabadabahal Ashram School	MCT / +2 CT - 02
26	Tikilipda Ashram School	MCT / +2 CT - 02

**Vacancy in High Schools and Higher Secondary Schools**

SL No	Name of the School	Guest Teachers required against the post
01	Govt. (SSD) High School, Mochibahal	Hindi Teacher-01, PET- 01 MCT / +2 CT-01
02	Govt. (SSD) High School, Girishchandrapur.	Sanskrit Teacher-01 +2 CT/ (MCT) – 01 I.Sc CT-01
03	Govt. (SSD) Girls' High School, Rabga.	TGT, PCM-01 TGT, CBZ-01
04	Govt. (SSD) Girls' High School, Fasimal	Sanskrit Teacher- 01 I.A CT- 01
05	Govt. (SSD) Girls. High School, Tikilipada	I.A CT- 01 Sanskrit Teacher-01
06	Govt. (SSD) High School, Badmundaloi	TGT, CBZ-01 TGT, Arts-01
07	Govt. (SSD) High School, Tangarmunda	Sanskrit Teacher-01 TGT, Arts-01

*Smk*

08	Govt. (SSD) High School, Bhojpur	I.A, CT-01 Sanskrit Teacher-01
09	Govt. (SSD) Higher Secondary School, Sandhapathar (High School Section)	CBZ-01, PET-01
10	Govt. (SSD) Girls' Higher Secondary School, Ardabahal (High School Section)	I. Sc. CT-01 MCT / +2 CT- 01

Interested candidates are requested to apply in signed application along with self-attested supporting documents with two pass port size colour photograph by speed post / registered post addressed to District Welfare Office, Sambalpur. Application must reach to the District Welfare Office, Sambalpur on or before 10.03.2023, during the Office hour (10.00 A.M to 5.30 P.M). One applicant may apply in one application for engagement in three schools. The date of walk-in interview will be intimated though email / SMS / Over telephone. No TA / DA will be given to attend the walk-in-interview. The authority reserves the right to cancel or modify the advertisement, cancel the interview, accept / reject any or all applications without assigning any reason thereof. The authority also reserves the right to engage any candidate in any schools in the interest of the Schools in Sambalpur district under ST & SC Development Department, Odisha, Bhubaneswar. The details of the duties and responsibility of guest teachers, term and conditions, eligibility criteria, Honorarium and Mode of selection are mentioned in Annexure – I of this advertisement.

By the order of Collector, Sambalpur

  
27/2/2023  
District Welfare Officer, Sambalpur

Memo No 571 / SSD / Estt. Date 27-02-2023

Copy to the DIPRO, Sambalpur with a request to display the advertisement in the Notice Board of Collectorate, Sambalpur for wide publicity of the advertisement.

Copy submitted to the CDO cum E.O, Zillaparisad, Sambalpur with a request to display the advertisement in the Notice Board of the DRDA, Sambalpur for wide publicity of the advertisement.

  
27/2/2023  
District Welfare Officer  
Sambalpur

Memo No 572 / SSD / Estt. Date 27-02-2023

Copy submitted to the P.A. ITDA, Kuchinda for information and necessary action. He is requested to take necessary steps for wide publicity of the advertisement.

Copy submitted to the D.I.O, NIC, Sambalpur for information and necessary action. He is requested to hoist the advertisement in the district website i.e. [www.sambalpur.nic.com](http://www.sambalpur.nic.com).

Copy forwarded to the all-Block Development Officers for information and necessary action. They are requested to display the advertisement in the office board of their office and in the notice board of the Gram Panchayat Office under their jurisdiction for wide publicity of the advertisement.

*Amal*  
27/2/2023  
District Welfare Officer  
Sambalpur

Memo No 573 / SSD / Estt. Date 27-02-2023

Copy forwarded to the concerned Head Masters / Head Masters in charge / Principle in Charge for information and necessary action. They are requested to display the advertisement in the notice board of their schools.

*Amal*  
27/2/2023  
District Welfare Officer  
Sambalpur

## ANNEXURE-I

### A. Duties and Responsibility of Guest Teachers:

- a. Teaching of concerned subject as per syllabus.
- b. Timely correction of class and home assignments, test papers, project etc.
- c. Setting of question papers for various test and exams.
- d. Preparation of lesson plans and maintaining academic record of students.
- e. Preparing students for circular / co-curricular activities etc.
- f. Performing invigilation duty / evaluation work and when assigned.
- g. Any other work as to be assigned by the Headmaster / Principal.

### B. Term 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 Department.
- 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 schools 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.
- 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 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 or its equivalent. In case of unavailability of candidates having CT qualification, candidates with B.Ed qualification will be entertained.
- b. For Class -VIII to X- B. A/ BSc with minimum 50% marks in aggregate with B.Ed
- c. For Class -XI to XII – P.G 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.



**D. Honorarium:**

- I. A guest teacher shall take maximum forty (40) classes in a month) in High Schools and Higher Secondary School. And in elementary level the guest teacher shall take at least 40 class per month.
- II. A guest teacher will be paid Rs. 300 /- per class /period at elementary level and not exceeding Rs. 12,000/- per 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 interested candidates. A 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. The selection of the candidates for guest teachers will be made the selection committee by the following the procedure as follows.
  - a. 50% career weightage (50 marks) = 1<sup>st</sup> division- 50 Marks, 2<sup>nd</sup> division with equal or more than 50% more or marks – 30 marks:
  - b. 30% teaching experience (30 marks)- 1 year = 10 marks, 2 years -20 marks and 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.

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 B.E.d as the case be should get preference.



APPLICATION FORMAT FOR GUEST TEACHERS IN SCHOOL IN SAMBALPUR  
DISTRICT UNDER ST & SC DEVELOPMENT, M & BCW DEPARTMENT, ODISHA

(To be filled in by the candidate in his/her own handwriting)

Advertisement No. \_\_\_\_\_/Date. \_\_\_\_\_

Post applied for \_\_\_\_\_

School Name (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

1. Full Name (In Block Letters) :
2. Father's/Husband's Name :
3. Date of Birth :
4. Address for Correspondence :
5. Mobile No :
6. Email address :

**Present:**

At: \_\_\_\_\_  
Po: \_\_\_\_\_  
Via: \_\_\_\_\_  
Dist.: \_\_\_\_\_  
Pin: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

**Permanent:**

At: \_\_\_\_\_  
Po: \_\_\_\_\_  
Via: \_\_\_\_\_  
Dist.: \_\_\_\_\_  
Pin: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

7. Sex: Male  Female  8. Marital Status- Married  Unmarried

8. Caste: \_\_\_\_\_ Sub Caste: \_\_\_\_\_

7. Educational Qualification:

Sl. No.	Educational Qualification	Name of the Board/Council/ Univ./Institution	Year of Passing	Full Mark	Secured Marks	Percentage of Marks secured
1	2	3	4	5	6	7
1	HSC					
2	+2					
3	+ 3 / Graduation					
4	CT or its equivalent					
5	B.E.d or its equivalent					
6	Post Graduate					

9. Residence Certificate No. \_\_\_\_\_/Date: \_\_\_\_\_

**DECLARATION**

I do hereby declare that the entries and statements made in this application form and all the attachments and enclosures are true to the best of my knowledge and belief. I have carefully read the details in the Advertisements of the Collector; Sambalpur and I fulfil all the conditions of eligibility prescribed for the post. If it will be detected false / forged / in corrected / ineligibility at any time in future before or after the selection, my candidature will be rejected / cancelled / terminated or legal action will be taken.

Place:

Date:

Signature of the Applicant

**Enclosures to be attached with the application form:**

1. Self-attested copies of certificate showing Academic qualification with mark as required for the post.
2. Self-attested copy of recent residential certificate issued by competent authority.
3. Two recent passport size photographs Self attached by candidate to be affixed in the application form.
4. The Category and post applied for should be clearly mentioned in the front cover of the envelope.
5. Application completed in all respect along with the above enclosures should be sent in Registered post / Speed post in closed cover addressed to the DISTRICT WELFARE OFFICER, SAMBALPUR, so as to reach this Office on or before \_\_\_\_\_ during office hour.
6. No. T.A./ D.A will be allowed at the time of "Walk -in -interview" /verification certificates.
7. The incomplete applications and application received after due date will be summarily rejected.
8. All relevant documents shall be duly self-attested by the candidate. Neither their candidature will be rejected.

Check List (To be tick By the candidate of Documents submitted by Him / Her)

- |  |                          |            |                          |
|--|--------------------------|------------|--------------------------|
| 1. HSC Board Certificate                     | <input type="checkbox"/> | Mark Sheet | <input type="checkbox"/> |
| 2. +2 Certificate                            | <input type="checkbox"/> | Mark Sheet | <input type="checkbox"/> |
| 3. +3 Certificate                            | <input type="checkbox"/> | Mark Sheet | <input type="checkbox"/> |
| 4. P.G Certificate                           | <input type="checkbox"/> | Mark Sheet | <input type="checkbox"/> |
| 5. CT Certificate                            | <input type="checkbox"/> | Mark Sheet | <input type="checkbox"/> |
| 6. B.Ed Certificate                          | <input type="checkbox"/> | Mark Sheet | <input type="checkbox"/> |
| 7. Residence Certificate                     | <input type="checkbox"/> |            |                          |
| 8. Self-Attested passport size photograph    | <input type="checkbox"/> |            |                          |
| 9. No. of document attached as per checklist | <input type="checkbox"/> |            |                          |

Signature of the Applicant