

## **DISTRICT WELFARE OFFICE, SAMBALPUR**

Phone No. 06632410343 Email- [dwosambalpur123@gmail.com](mailto:dwosambalpur123@gmail.com)

Order No 4311 / Estt. Date 14.12.2023

### **ADVERTISEMENT FOR WALK-IN-INTERVIEW FOR ENGAGEMENT OF SUBJECT TEACHERS IN THE ANWESHA HOSTELS IN SAMBALPUR DISTRICT UNDER ST & SC DEVELOPMENT DEPARTMENT.**

In pursuant to Govt. in ST & SC Development, M & BCW Department Letter No 21649/SSD/Dated.16.10.2023, applications are invited in prescribed Form (Annexure-A) for the post of Guest Subject Teachers (Mathematics, English and Science) for Class 8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> in Anwasha hostels against the following vacancies

SL No	Name of the ANWESHA Hostels	Vacancy against Guest Subject Teachers
1	ANWESHA Girls Hostel, Pitapali, Sambalpur ANWESHA Boys Hostel, Pitapali, Sambalpur AKHANKHYA Girls Hostel, Kainsir, Sambalpur ANWESHA Boys Hostel, Panchagachia, Sambalpur	Mathematics-03 English-04 Science-02

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 05.01.2024, during the Office hour (10.00 A.M to 5.30 P.M). Interview of the applicants will be held at 10.30 A.M on 15.01.2024. Applicants are requested to appear the interview with required original certificate for verification. No TA / DA will be entertained 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 of the above-mentioned Hostels 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.

  
District Welfare Officer, 14/12/2023  
Sambalpur

Memo No 4312 / SSD / Estt. Date 14.12.2023

Copy to the Superintendent-cum-W.E.O, Dhankauda for information and necessary action.

  
District Welfare Officer,  
Sambalpur

Memo No 4313 / SSD / Estt. Date \_\_\_\_\_

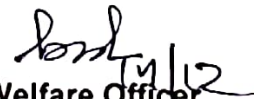
Copy to the Principals of Aditya Residential School, Sason Sambalpur/ Delhi Public School, Sason, Sambalpur/ Seven Hills Residential School, Sason, Sambalpur/ Vikash, The Concept School, Sason, Sambalpur/ St. John's School, Vinney Nagar, Sambalpur/ Daniel Public School, Kainsir Road, Sambalpur for kind information and necessary action. They are requested to display the advertisement in the office board of their office for wide publicity of the advertisement.

  
District Welfare Officer,  
Sambalpur

Memo No 4314 / SSD / Estt. Date 14.12.2023

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

  
District Welfare Officer,  
Sambalpur

Memo No 4315 / SSD / Estt. Date 14.12.2023

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 CDO cum E.O, Zilla Parisad, Sambalpur with a request to display the advertisement in the Notice Board of the Zilla Parisad, Sambalpur for wide publicity of the advertisement.

  
District Welfare Officer,  
Sambalpur

**Annexure-A**  
**APPLICATION FORMAT FOR HIRING OF SUBJECT TEACHERS**  
**(MATHEMATICS, ENGLISH AND SCIENCE) FOR ANWESHA HOSTEL IN**  
**SAMBALPUR, DISTRICT**

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

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

01. Full Name (In Block Letters) :  
02. Father's/Husband's Name :  
03. Date of Birth :  
04. Address for Correspondence :

**Present:**

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

**Permanent:**

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

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

06. Caste:                      Sub Caste:

07. 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 Sc./Arts/Com.					
3	Graduation (BA /B.Sc.) with Honors					
4	B.Ed					

08. Years of Experience in the field of teaching if, any (Minimum 02 yrs.)- \_\_\_\_\_
09. Name of the employment Exchange \_\_\_\_\_ Regd. No. \_\_\_\_\_ & Date. \_\_\_\_\_
10. Residence Certificate No. \_\_\_/Date: \_\_\_\_\_
11. Scheduled Tribe/ Caste Certificate No. \_\_\_\_\_/Date \_\_ issued by \_\_\_\_\_
12. Post for which applied: \_\_\_\_\_

### 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. Xerox copies of certificate showing Academic qualification with mark as required for the post.
2. Xerox copy of caste certificate from the competent authority in case of.
3. Xerox copy of recent residential certificate issued by competent authority.
4. Valid employment registration card issued by the competent authority.
5. Two recent passport size photographs Self attached by candidate to be affixed in the application form.
6. 2 Nos of good quality self-addressed stamped envelope.
7. The Category and post applied for should be clearly mentioned in the front cover of the envelope.
8. 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, ST & SC DEV., M&BC WELFARE SECTION, COLLECTORATE SAMBALPUR, PIN 768001 so as to reach this Office on or before \_\_\_\_\_ during office hour.
9. No. T.A./D.A will be allowed at the time of "Proficiency Test" /verification certificates.
10. The incomplete applications and application received after due date will be summarily rejected.
11. 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)

- |   |                          |            |                          |
|---|--------------------------|------------|--------------------------|
| 01. HSC Board Certificate                           | <input type="checkbox"/> | Mark Sheet | <input type="checkbox"/> |
| 02. +2 Certificate                                  | <input type="checkbox"/> | Mark Sheet | <input type="checkbox"/> |
| 03. Graduation Certificate                          | <input type="checkbox"/> | Mark Sheet | <input type="checkbox"/> |
| 04. B.Ed Certificate                                | <input type="checkbox"/> | Mark Sheet | <input type="checkbox"/> |
| 05. Experience certificate                          |                          |            |                          |
| 06. Caste Certificate                               |                          |            |                          |
| 07. Residence Certificate                           |                          |            |                          |
| 08. Employment Registration Card                    |                          |            |                          |
| 09. Self-Attested passport size photograph          |                          |            |                          |
| 10. Two Good quality stamped self-addressed Envelop |                          |            |                          |
| 11. No. of document attached as per checklist       |                          |            |                          |

Signature of the Applicant

**Annexure-I**

**Advisory for Hiring of Subject Teachers  
(Mathematics, English and Science) for 8<sup>th</sup>, 9<sup>th</sup>  
,10<sup>th</sup> Students for Anwasha Hostels**

**A-Duties and Responsibilities of Subject Teachers:**

- a. Teaching of concerned subject as per syllabus of CBSE/ICSE board.
- 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. Any other work as to be assigned by the district authority/SSD department.

**B-Terms and Conditions:**

- i. Subject 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 shall be of 3-4 hrs.
- iii. The engagement of these Subject teachers will automatically come to an end once the contractual period is over.
- iv. An assessment of the performance of the Subject Teachers hired may be done by the same committee on a regular basis and also an annual appraisal at the end of the academic year to allow further renewal.
- v. Maximum age for Subject Teacher at the time of engagement shall be 26 to 45.
- vi. A subject teacher unauthorizedly 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.

**C-Eligibility criteria:**

- a. For class VIII to X – BA/BSc with minimum 50% marks in aggregate with B.Ed.
- b. The candidates should have passed BSc/BA with Honors In the specific subject (For example, in Science- Honors in Chemistry/Physics/Botany/Zoology is required)
- c. Minimum 2 years of experience of teaching English Medium Students

*[Signature]*  
16.10.2023

**D-Honorarium:**

- I. A subject teacher will be paid Rs.12,000/- in a month.

**E-Mode of Selection:**

- I. The available vacancies in the proportion of 3 subject teachers per ANWESHA building shall be assessed by the DWO.
- II. A notification stating requirement shall be widely publicized and affixed in the DWO office and the partner English medium schools calling for applications from suitable candidates who have at least 2 years teaching experience of English medium children in the specific subject.
- III. The selection committee may consist of the DWO, DI of schools, CI of schools, Hostel Superintendents (ADWOS/WEOs) and one Subject Teacher teaching High School Students of the concerned subject (English, Science, Mathematics) of any reputed English Medium School.
- IV. The application process has to close two days in advance and candidates cannot attend without prior application.
- V. The selection shall be made through walk in Interview and career marking as per the Guest Teacher advisory.

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*Handwritten signature*  
16.10.2023

GOVERNMENT OF ODISHA  
ST & SC DEVELOPMENT, M&BCW DEPARTMENT

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No. 364 / SSD, Bhubaneswar, Dated the 13<sup>th</sup> January, 2023  
STSCD-EEI-ESTT-0027-2021

From

Tuku Barik  
Joint Director

To

All District Welfare Officers

Sub: Advisory for hiring of guest teachers –regarding

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to enclose herewith an advisory for hiring of guest teachers against the vacancies of sanctioned post of teachers at elementary, secondary and higher secondary level.

You are, therefore, requested to take immediate appropriate steps at your level for hiring of guest teachers against the vacancies as and when required for smooth academic transactions in the schools of this Deptt by following the said advisory under intimation to this Deptt.

Yours faithfully,

  
Joint Director 13/01/23

Memo No. 365 /SSD dtd. 13.01.2023

Copy along with copy of advisory forwarded to all Collectors for information and necessary action.

  
Joint Director 13/01/23

Memo No. 366 /SSD dtd. 13.01.2022

Copy along with copy of advisory forwarded to all PA, ITDAs, CIs, DIs for information and necessary action.

  
Joint Director 13/01/23



## 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/BSe 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.

*Handwritten signature*  
13/01/23

**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 weighage (50 marks) = 1<sup>st</sup> div- 50 marks, 2<sup>nd</sup> 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)

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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.

*[Handwritten signature]*  
19/01/23

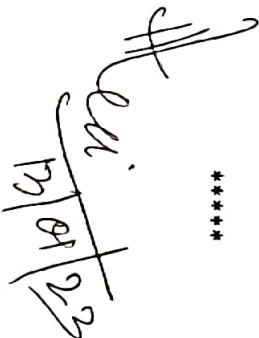
P.T.O

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 BIED 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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A. Devi  
13/01/23

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