



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, GANJAM**  
**(ST & SC DEVELOPMENT SECTION.) ☎:06811-263977**  
**DWO e-mail ID-dwoganjam@gmail.com**

No. 62 / SSD.

Dt. 02.01.2024

**NOTIFICATION**

**ADVERTISEMENT FOR HIRING OF GUEST TEACHERS FOR ASHRAM/SEVASHRAM SCHOOLS**

In pursuance to Letter No-364/SSD dated 13.01.2023 of the ST & SC Dev., M&BCW Deptt., applications are invited from the interested eligible candidates for guest teachers on hiring basis for elementary level in Ashram & Sevahram School under ST & SC Dev. Deptt. through walk-in- interview and career marking. The details of requirement of guest teachers is mentioned below:

SI No	Name of the Post	Requirement of guest teachers	Eligibility Criteria	Mode of selection
1	For Class I to VII	33	+2 Arts with minimum 50% marks in aggregate with C.T.	Through walk-in- interview and career marking
2		21	+2 Science with minimum 50% marks in aggregate with C.T.	
3	For Class-VIII	10	B.A. with minimum 50% marks in aggregate with B.Ed.	
4		13	B.Sc. with minimum 50% marks in aggregate with B.Ed.	

**A. Eligibility Criteria**

- Preference will be given to the retired teachers and candidates having teaching experience.

The interested candidates fulfilling the eligibility criteria as mentioned above may submit the filled in application form as the prescribed format for application as enclosed in Annexure-A along with the required documents either Registered post / Speed post only. He/She has also to submit a self addressed envelope with postage stamp for Regd. Post for correspondence. The envelope containing the filled in application form and required documents should be super scribed with "Application for the post \_\_\_\_\_ guest teacher" and it should be addressed to **The District Welfare Office, Ganjam, At/Po-Chatrapur, PS-Chatrapur, Pin-761020**. The applications must reach to the above office **on or before 24.01.2024** and any application received after the dateline shall not be considered. No candidate shall be allowed to attend the walk in interview without his/her application being received within the dateline. Walk- in- interview date will be intimated in district website after completion of scrutiny of application forms.

**B. Mode of selection:**

The marks will be assigned to the candidates in the following manner and on the basis of the marks secured by the candidates the merit list will be prepared.

- a. 50% career weightage (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**

- d. 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. The experience certificate must have been duly issued by an educational institution where the candidate was teaching. It should bear the issue number, date and signature with seal of the head of the educational institution.
- e. The merit list of the candidates will be prepared as per the marks secured by them out of 100 as elaborated above.
- f. If the total marks scored by two or more candidates is same, candidate with higher percentage of marks in CT or B.Ed. as the case may be, shall be given preference.
- g. The merit list shall remain valid for one (1) year.

**C. 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 records 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 Principal.

**D. 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.

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 class for a continuous period of 15 days or more deemed to be terminated and he shall never be entertained further.

**E. 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.

**Collector & District Magistrate  
Ganjam**

**Memo No.** 63 /SSD

**Date** 02 / 01 / 2024

Copy submitted to the District Informatics Officer, NIC, Collectorate/ Ganjam for kind information with a request to hoist the advertisement in the District website on today i.e 06 / 01 / 2024.

**District Welfare Officer  
Ganjam, Chatrapur**

**Memo No.** 64 /SSD

**Date** 02 / 01 / 2024

Copy submitted to all BDOs of Ganjam District for kind information with request to display this advertisement in their office notice board also on G.P Office Notice board for wide publicity.

Copy submitted to the ADM, Ganjam Chatrapur, for favour of kind information with request to display this advertisement in the notice board of Collectorate, Ganjam for wide publicity.

Copy submitted to the Sub Collector, Berhampur, Chatrapur & Bhanjanagar for favour of kind information with request to display this advertisement in their office notice board for wide publicity.

Copy submitted to all the District level Officers of Ganjam District for favour of kind information with request to display this advertisement in their office notice board for wide publicity.

Copy submitted to the D.E.O.-cum-D.P.C., Ganjam for favour of kind information with request to display this advertisement in her office notice board as well as forward the advertisement to all the B.E.O.s for displaying of this advertisement in their office notice board for wide publicity.

Copy forwarded to the S.O, TDA, Tumba, Patrapur block for information with request to display this advertisement in the office notice board for wide publicity.

Copy forwarded to the Principal, Biju Pattnaik Adarsha Vidyalaya, Konisi/ H.M. Govt (SSD) H.S. Humma/ H.M. of all the Ashram & Sevasharam Schools for information with request to display this advertisement in the office notice board for wide publicity.

Memo No. 65 /SSD

Date 02 / 01 /2024

Copy submitted to the C.I. of Schools & D.I. of Schools (SZ), Kandhamal for favour of kind information and necessary action.

*Handwritten signature and date 2.1.24*  
District Welfare Officer  
Ganjam, Chatrapur

Memo No. 66 /SSD

Date 02 / 01 /2024

Copy forwarded to the P.A. to Collector, Ganjam for kind information of Collector.

*Handwritten signature and date 2.1.24*  
District Welfare Officer  
Ganjam, Chatrapur

Memo No. 67 /SSD

Date 02 / 01 /2024

Copy submitted to the Joint Director, ST & SC Development, M&BCW Department for favour of kind information and necessary action.

*Handwritten signature and date 2.1.24*  
District Welfare Officer  
Ganjam, Chatrapur

**APPLICATION FORM.**

To

The District Welfare Officer, Ganjam, Chatrapur,

Affix passport  
Size  
photograph

**CATEGORY OF POST APPLIED FOR** \_\_\_\_\_  
**(Notification No \_\_\_\_\_ / Dt \_\_\_\_\_)**

1. Full name of the candidate. : \_\_\_\_\_  
(in Block Capital Letters)
2. Father's / Husband's name. : \_\_\_\_\_
3. Permanent Address. : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Present Address. : \_\_\_\_\_  
(for correspondence) \_\_\_\_\_  
\_\_\_\_\_
5. Whether retired teacher. (Yes/No) : \_\_\_\_\_
7. Gender. (Male / Female) : \_\_\_\_\_
7. Date of Birth as recorded in : \_\_\_\_\_  
the Matriculation certificate.
8. Age as on **01.01.2023** Years  th
9. Educational Qualification. :

(Attach self-attested xerox copy of certificates and mark sheets)

Name of the Examination	Year of Passing	Board/ University	Full Marks (without extra optional)	Marks secured. (without extra optional)	Percentage of marks secured
1	2	3	4	5	6
10 <sup>th</sup>					
+2					
+3					
B.Ed.					

10. Teaching experience (in years) : \_\_\_\_\_
11. Document to be enclosed in support of the data provided under item above.

**DECLARATION**

I do hereby declare that all the particulars given in this application are true, complete and correct to the best of my knowledge and belief. I have read the details in the advertisement notice and do hereby declare that I fulfil all the conditions of eligibility prescribed. In case of any of the statement / particulars is /are found to be given wrong during or after the selection, my candidature for the said post will be cancelled / forfeited by the authority.

Place :  
Date :

Signature of the candidate.