



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

Letter No. 03 /SSD

Dt. 01 / 01 /2025

OFFICE ORDER

In pursuance of L.No.- 364 dt. 13.1.2023 of the Govt. in SSD Deptt. Odisha, & selection by the District Level Selection committee, the following candidates are hereby selected as Guest teacher. on hiring basis for the elementary level in Ashram and Sevashram School run under ST & SC Dev. M & BCW Deptt of Ganjam District as mentioned against school. The date of hiring is the date of joining in the school.

Sl. No.	Eligibility	Name & Address	Place of Posting
(1)	(2)	(3)	(4)
1	(+2 ARTS with C.T/D.Ed)	RAMA CHANDRA PATTANAIAK	Tapatapani Ashram School
2		RAKESH KUMAR PANI	Samalai Sevashram School
3		DEEPAK BEHERA	Nimakhandi Ashram School
4		JYOTI BISOI	Buragaon Sevashram School
5		CHANDAN SETHI	Goudani Ashram School
6		BIJAYA KUMAR KUNDA	Jaypore Colony Sevashram School
7		HEMANANDA KUNDA	Guhariapata Sevashram School
8		RAJALAXMI GOUDA	Saba Ashram School
9		HULLASA POLEI	Santoshpur Sevashram School
10		TAPASWINEE JENA	Kaithada Sevashram School
11		MADHUSMITA PARIDA	Rudhapada Ashram School
12		BABITA MAHANTY	Saba Ashram School
13		RASMITA BEHERA	Badapalli Sevashram School (K)
14		MAMA MAHANTY	Kaithada Ashram School
15		MITHUNA SAHU	Badapalli Sevashram School (K)

16	+2 Science with C.T/D.Ed	FALGUNI DAS	Balarampur Ashram School, Badapalli (K) Sevashram School School
17		P.SWAGAT KUMAR DORA	
18		DAS MOTIMALA	Goudani Ashram School
19		ANWAR PATRA	Kandhabakara Sevashram School
20		SUBRATA KUMAR PANDA	M.E C Loka Sahi Ashram School
21		SANTOSH BADATYA	Kumbhajhari Sevashram School
22		SANGRAM SETHI	Bhaliapalli Sevashram School
23		BISMITA SAHU	Karanjei Sevashram School
24		G. KAJAL RANI REDDY	Balarampur Ashram School
25		RUPASHREE GOUDA	Khajuripalli Sevashram School
26	+3 Arts with B.Ed	MADHUSMITA NANDA	Nimakhandi Ashram School
27		JAMUNI PRADHAN	Patalasingi Sevashram School
28		RAMESWARI NAYAK	Goudani Ashram School
29		SANAK PARIDA	Kanasarala Sevashram School
30		KALU CHARAN POLLEY	Patalasingi Sevashram School
31	+3 Science with B.Ed	PRIYANKA PANIGRAHI	Chengo Sevashram School
32		TUSAR RANJAN PARIDA	Kushapalli Ashram School
33		GEETANJALI TRIPATHY	Balarampur Ashram School
34		RASHMITA SAHU	Darapangia Sevashram School
35		PUJA KUMARI MOHARANA	Badapalli Sevashram School (D)
36		SUGYANI PANIGRAHI	Patalasingi Sevashram School

**A. Duties and responsibilities of Guest Teacher:**

- 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 ect.
- f. Performing invigilation duty/ evaluation work as and when assigned.
- g. Any other work as to be assigned by the Principal.

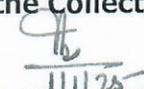
**B. Terms & Conditions:**

- a. He/She no claim or right for appointment on a regular basis and they will not a part of the cadre of teachers of SSD Deptt.
- b. Working hours and period duration shall be as per the school time table.
- c. He/She shall automatically come to an end once when a regular/ Contractual teacher is appointed/ engaged against vacant post.
- d. He/She shall not be entitled for extra honorarium for correction and evaluation works of the concerned subject in the school.
- e. The performance of the guest teacher will be reviewed on regular basis. If any teacher is found to be non- performing or engaged in activities leading to misconduct they will be disengaged by the appropriate authority.
- f. 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)
- g. He/She will unauthorized remaining absent and not taking classes for a continuous period of 15 days or more deemed to be terminated and he/she never be entertained further.
- h. He/ She shall perform all such other duties as assigned to them by the Competent Authority as and when required.

**C. Honorarium:**

- a. He/she shall take maximum forty (40) classes in a month.
- b. A guest teacher will be paid Rs. 300/- per class/period at elementary level and not exceeding Rs. 12000/- in a month.

**By Order of the Collector, Ganjam**

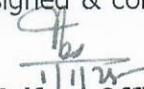
  
11/11/25  
**District Welfare Officer  
Ganjam, Chatrapur**

**Memo No. 04/SSD**

**Dt. 01 / 01 /2025**

Copy to the persons concerned for information and necessary action. They are directed to join in place of posting school within 15 days of receipt of the engagement order.

Copy forwarded to all H.M of the SSD Deptt. School for information and necessary action, with a direction to intimate the date of joining of concerned staff at School. Further, he is requested to submit the month wise classes assigned & conducted by the guest teachers for further necessary action at this end.

  
11/11/25  
**District Welfare Officer  
Ganjam, Chatrapur**

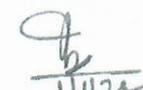
**Memo No. 05/SSD**

**Dt. 01 / 01 /2025**

Copy submitted to the District Informatics Officer, NIC, Ganjam for information and necessary action, with a requested to upload the order in website www.ganjam.nic.in.

Copy to Steno to ADM for kind information of the ADM (G) for information.

Copy to PA to Collector for kind information of the Collector, Ganjam for information.

  
11/11/25  
**District Welfare Officer  
Ganjam, Chatrapur**