

COLLECTORATE : JAJPUR

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(ST & SC DEV. SECTION)

No. 1906 /Date. 04.10.2023

NOTIFICATION

Applications are hereby invited from the eligible candidates and Retired Teachers for the following posts for engagement as Guest Teacher on purely Temporary basis in different SSD Schools of Jajpur District.

Sl No	Name of the Post	Number of vacancies	Eligibility
1	BA, B.Ed	06	B.A with minimum 50% marks in aggregate with B.Ed
2	BSc, BEd (CBZ)	03	B.Sc with minimum 50% marks in aggregate with B.Ed
3	BA, BEd (Sanskrit)	01	B.A (Sanskrit) with minimum 50% marks in aggregate with B.Ed
4	MCT	49	Matriculation/+2 Arts/Science with minimum 50% Marks in aggregate with C.T of B.A/BSc with minimum 50% marks in aggregate with B.Ed
Total		59	

Interested candidates are required to apply on the Bio Data form (in Annexure-I) along with self attested copies of Academic Qualification Certificates with mark sheets, Experience Certificates (if any) to the District Welfare Officer, Jajpur by Speed Post/ Registered Post/ By hand only on or before 18.10.2023. The application received after the due date shall not be entertained. The applicant should super scribe on the top of the Envelop as “ APPLICATION FOR THE POST AS ABOVE FOR GUEST TEACHER.”

After scrutiny of the Certificate, the eligible candidates will be informed to attend the walk-in-interview to be taken up by a selection committee of Experts comprising of DWO, Jajpur, CI of Schools, DI of Schools, HM of the Schools and subject Teacher through District website i.e www.jajpur.nic.in to attend the interview. After the Walk-in interview the selected candidates will also be intimated through District website for their engagement.

A-Duties and Responsibilities of Guest Faculty:

Teachers appointed as Guest Faculty will discharge the following duties:

- 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 for appointment on a regular basic nor will they be a part of the cadre of Teachers of SSD Deptt.
- II. Working hours and period of 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 basic. 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 District Welfare Officer.
- VI. The 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/she 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 B.Ed.
- c) Preference will be given to the retired teachers and candidates having teaching experience.

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. A 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.

Mode of Selection:

1. The entire selection procedure will be decided by the Selection Committee.
2. The selection committee will select the candidates will reference to the eligibility criteria as mentioned in this notification and as per following norms:
 - a) 50% career weightage (50 marks)= 1st Div-50 Marks, 2nd 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

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 minimum 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, candidates scoring higher percentage of marks in CT or B.Ed as the case may be get preference.

3. Selected candidates shall have to perform his/her duties by abiding all the rules and regulations of a residential school managed by ST & SC Dev. Deptt. Govt. Of Odisha.
4. The undersigned reserves right to cancel the interview in part/ whole and disengage the candidature without prior notice or assigning any reason thereof.
5. No. T.A/D.A will be given for attending this interview.

Ten (10) months of teaching experience should be treated as a year and 10 marks will be awarded for each year of experience with minimum 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. Candidates scoring higher percentage of marks in CT or B.Ed as the case may be would get preference.

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 quite the assignment. The empaneled list will be valid for 1 (One) year from the date of approval.

The approve list of selected candidates and the empaneled list shall be approved by the District Collector.



Collector & District Magistrate,
Jajpur

**APPLICATION FORM FOR GUEST TEACHER IN DIFFERENT SSD SCHOOLS
UNDER ST & SC DEVELOPMENT DEPARTMENT OF JAJPUR DISTRICT**

POST APPLIED FOR MCT/TGT (Arts)/ TGT (Science)
(Mentioned subject)

1. Name of the Candidate (in Block letter) :
2. Name of Father / Husband :
3. Permanent Address :
4. Present Postal Address for correspondence with Pin code, phone if any
Name of the Village / hamlet:
Name of the G.P. :
Name of the Block :
Name of the District :
5. Nationality :
6. Religion :
7. Date of Birth in Christian era : Day _____ Month _____ Year _____
(As recorded in HSC)
8. Age as on 31.07.2022: Year _____ Month _____ Days _____
9. Category belongs to (SC/ST/SEBC): _____ / Sub-Caste _____
10. Martial Status (Married): Single Widow Divorcees
11. Essential Educational Qualification (Attach self attested copy of Mark Sheet & Certificate):

Sl. No.	Name of the Examination Passed	Name of the Board/ Council/ University	Year of Passing	Aggregate of Marks Secured	Grade/ Division	% of Marks Secured
	2	3	4	5	6	7
1.	H.S.C					
2.	+2 Arts/ Commerce/ Science					
3.	Graduation					
4	B.Ed					
5	C.T					
6.	Any other qualification desirable for the post					

12. Experience in the field of Teaching from any recognized institute/ State Board institute:
13. Any Correspondence will be made through District website i.e www.jajpur.nic.in only.

DECLARATION

I, Smt. / Miss _____ do here by declare that all the information furnished information being found false or incorrect at any stage and belief. In the event of any of the aforesaid information being false or incorrect at any stage hereafter, my candidature/ selection/ appointment is liable to be cancelled without any notice to me.

Place:

Date:

Full Signature of the Applicant