



OFFICE OF THE COLLECTOR & DM: CUTTACK
(ST & SC DEVELOPMENT SECTION)
AT/PO-CHANDINI CHOWK, DIST-CUTTACK -753002 (ODISHA)
Email ID: dwo.cuttack@nic.in

No. 1936 / DW-2024

Date: 26/07/2024

ADVERTISEMENT

Applications in prescribed form are invited from the eligible candidates and Retired Teachers for engagement as **GUEST TEACHER against the vacancies of the following teaching posts under ST & SC Development Department** Educational institutions run in Cuttack district. The engagement is purely on Temporary basis with Honorarium Maximum up to Rs. 12,000/- for Elementary Level and Rs. 16,000/- for Secondary Level in a month.

Sl. No	Name of the Post	Number of Vacancies	Eligibility
1	B.Sc. BEd (PCM) (Secondary Level)	01	B.Sc (PCM) with 50% Marks in aggregate with B.Ed.
2	Hindi Teacher (Secondary Level)	01	Bachelors Degree with Hindi as one of the Subject (Elective/Optional/Honours/Pass) / with 50% Marks in aggregate or Rastra Bhasa Ratna from Rastrabhasa Prachara Samiti, Wardha/Sastri(Hindi) from Orissa Rastrabhasa Parishada, Puri/Snataka from Hindi Sikshyana Samiti, Orissa, Cuttack with 50% Marks in aggregate and One of the following training qualification: i)Hindi Sikshya Parangata from Kendriya Hindi Sansthana, Agra ii)B.H.Ed a course prescribed by NCTE from a recognised University/Institution iii)B.Ed in Hindi, a course prescribed by NCTE, from Dakin Bharat Hindi Prachara Sabha, Madras iv)B.Ed from NCTE recognised Institution.
3	MCT (Elementary Level)	37	Matriculation/ +2 Arts/Science with minimum 50 % Marks in aggregate with C.T.

Interested candidates are required to apply in the prescribed form (at **Annexure -I**) along with self attested copies of Academic Certificates with Mark Sheets, Experience Certificates (if any) to the District Welfare Officer, Cuttack, Collectorate, Cuttack, At/Po.- Chandini Chowk, Dist.-Cuttack, PIN-753002 by **Speed Post or Registered Post** only on or before **17.08.2024**. The application received after the due date shall not be entertained. The undersigned shall not be responsible for any postal delay. Applications received through Courier Service / By Hand shall not be accepted. Incomplete applications shall not be considered and liable for rejection. The applicant should super scribe on the top of the Envelope as **"APPLICATION FOR THE POST OF GUEST TEACHER INDICATING THE SPECIFIC POST"**.

After scrutiny of the Certificates, the eligible candidates will be informed through district website only to attend the walk-in-interview to be taken up by a Selection Committee of Experts comprising of District Welfare Officer, Inspector of Schools (SSD), DI of Schools (SSD), Headmaster of a School and a subject Teacher through District website i.e cuttack.odisha.gov.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.

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 Department.
- 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 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 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 unauthorized 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) As at Page no. 01 for different Post
- b) Preference will 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.
- II. A Guest teacher will be paid Rs. 300 per class/ period at elementary level and not exceeding **Rs.12000/-** in a month. At Secondary level, the guest teacher will be paid Rs. 400 per class/ period and not exceeding **Rs.16000/-** in a month.

E-Mode of Selection

1. The entire selection procedure will be decided by the Selection Committee.
2. The selection committee will select the candidates with reference to the eligibility criteria as mentioned in this notification and as per following norms:
 - a) 50% career weight-age (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.

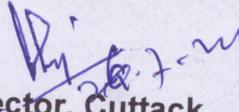
If the total marks scored by two or more candidates in computation of marks by selection committee gets equal, candidates scoring higher percentage of marks in CT or B. Ed as the case may be will get preference.

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 Development Department, Government 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.
6. Any Correspondence will be made to the candidates through the district website i.e cuttack.odisha.gov.in only.

The selection committee shall prepare a panel of candidates securing 50 or above marks in the selection process as mentioned at **Point No: 2 of Mode of Selection** of this Advisory for engaging them as and when required, when a guest teacher is disengaged or he/she quite the assignment. The empanelled list will be valid for 1(One) year from the date of approval.

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

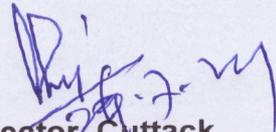
The undersigned reserves the right for cancellation / modification of this advertisement and increase or decrease of posts without assigning any reason thereof.


Collector, Cuttack
COLLECTOR, CUTTACK

Memo No. 1937 / DW-2024

Date: 26/07/2024

Copy forwarded to the District e-Governance Manager, Cuttack for information and necessary action. He is requested to display the Advertisement in the District Website for wide publications.


Collector, Cuttack
COLLECTOR, CUTTACK

Memo No. 1938 / DW-2024

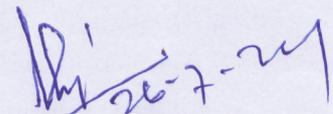
Date: 26/07/2024

Copy forwarded to the District Inspector of Schools (SSD), Cuttack/ Inspector of Schools (SSD), Keonjhar Zone, Keonjhar for information and necessary action.

Copy forwarded to the District Employment Officer, Cuttack / District Education Officer, Cuttack for information and necessary action. They are requested to display the Advertisement in their Office Notice Board for wide publications.

Copy forwarded to all Block Development Officers of Cuttack district for information and necessary action. They are requested to display the Advertisement in their Office Notice Board/G.P Notice Board for wide publications.

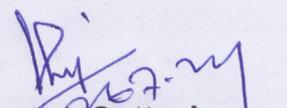
Copy to Notice Board of Collectorate, Cuttack.


Collector, Cuttack
COLLECTOR, CUTTACK

Memo No. 1939 / DW-2024

Date: 26/07/2024

Copy forwarded to the Joint Director, ST & SC Development Department, Odisha, Bhubaneswar for information with reference to his L. No: 364 Dated: 13.01.2023.


Collector, Cuttack
COLLECTOR, CUTTACK



**APPLICATION FORM FOR GUEST TEACHER IN DIFFERENT SSD SCHOOLS OF
CUTTACK DISTRICT**

Category of Post: TGT Sc. (PCM)/ Hindi/ MCT _____ (Mention Category)

1. Name of the Candidate: _____
2. Father's/Husband's Name: _____
3. Address for Correspondence: _____
At: _____
PO: _____
PS: _____
Dist: _____
PIN: _____
4. Permanent Address _____
At: _____
PO: _____
PS: _____
Dist: _____
PIN: _____
5. Contact Number (Whatsapp): _____ 6. Any alternative number: _____
7. Date of Birth: ____/____/____
(In figure) _____
8. Age as on the date of application: _____
9. Nationality: _____ 10. Sex : Male / Female
11. Educational Qualification:

Please affix
passport size
photograph

Qualification	Subjects Taken	Name of the Board/ University	Year of Passing	Maximum Mark	Marks Obtained	% of Marks
HSC						
+2 Sc/ Arts						
Graduation						
B.Ed.						
C.T						

12. Experience in the field of Teaching from any recognized Institute/State Board Institute.
(Period from _____ to _____)

13. Document attached

- i. _____ v. _____
ii. _____ vi. _____
iii. _____ vii. _____
iv. _____ viii. _____

Declaration

I do hereby declare that, all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I have read the details in the Notification and do hereby declare that I fulfill 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.

Date:

Place:

Full Signature of the Candidate