



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KENDRAPARA
(WELFARE SECTION)

Email: -dwo.kendrapara@yahoo.co.in

No. 221 / Welfare / Date. 3/2/23 //

Application in prescribed form are invited from the candidates from native of Kendrapara District for hiring of guest teacher in the Matric/ +2 Arts/Science with 50% mark in aggregate with CT under Educational institution of ST & SC Development Department. Preference should be given to the retired teachers and candidates having teaching experience. The details school wise vacancies of post is given below:

Sl. No	Name of the School	No. of vacant posts
1	Mahadeipatana A/S	2
2	Berunha S/S	1
3	Tikhiri S/S	2
4	Nagapura S/S	1
5	Dhumanta S/S	1
6	Kulasahi A/S	2
7	Pattamundai S/S	1
8	Kakharuni S/S	1
9	Padanipal A/S	1
Total		12

The detail advertisement obtains from the notice board of District Welfare Office, Kendrapara. The last date of receipt of application in the Office of the District Welfare Office, Kendrapara by 17.02.2023. The detail advisory for hiring of guest teacher is enclosed herewith at Annexure-A. The undersigned reserve the rights to change the post school wise without assigning any reason thereof.

nl 3/2/2023
District Welfare Officer,
Kendrapara.

Memo No. 222 /DT. 3/2/23 //

Copy to all Tahasildar/ Block Development Officer for information & necessary action. They are requested to display the advertisement in their Notice Board for wide publicity.

nl 3/2/2023
District Welfare Officer,
Kendrapara.

Memo No. 223 /DT. 3/2/23 //

Copy to DIO, NIC, Kendrapara for information. He is requested to upload the advertisement for hiring guest teacher in respect of SSD Deptt. School, Kendrapara for wide publicity.

nl 3/2/2023
District Welfare Officer,
Kendrapara.

Advisory for Hiring of Guest Teachers for SSD Deptt. Schools

Application in prescribed form are invited from the candidates from native of Kendrapara District for hiring of guest teacher in the Matric/ +2 Arts/Science with 50% mark in aggregate with CT under Educational institution of ST & SC Development Department. The application should be sent through Regd. Post/ Speed Post & reach the District Welfare Office, Kendrapara on or before 17.02.2023 by 5 PM. Preference should be given to the retired teachers and candidates having teaching experience.

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 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).

C-Eligibility criteria:

- a. For class I to VII- Matric /+2 Arts/Science with minimum 50% marks in aggregate with CT.
- b. Preference should be given to the retired teachers and candidates having teaching experience.

D-Honorarium:

- I. A guest teacher shall make 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.

E-Enclose documents:

- I. Application form.
- II. Copy of educational certificate (Matric/ +2/ CT)
- III. Copy of experience certificate.

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 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 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 year 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 maximum 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, candidate scoring higher percentage of marks in CT or Bed 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 empanelled list will be valid for 1 (one) year from the date of approval.
- VI. The approved list of selected candidates and the empanelled list shall be approved by the district Collector.

APPLICATION FORM.

To

The District Welfare Officer,

Affix passport

Size

NAME OF THE SCHOOL APPLIED FOR _____

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. Gender. (Male / Female) : _____
6. Date of Birth as recorded in
the Matriculation certificate. : _____

7. Age as on **01.01.2023** Years Month Day

8. 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

N.B.: Marks secured in Extra optional / Ancillary / Foundation subject should not be included for calculation.

9. List of enclosures.

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 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.