ରାଜଧାନୀ ମହାବିଦ୍ୟାଳୟ, ବରମୁଣ୍ଡା, ଭୁବନେଶ୍ୱର - ୭୫୧୦୦୩

OFFICE OF THE PRINCIPAL, RAJDHANI COLLEGE

BARAMUNDA, BHUBANESWAR – 751003

(A Govt. College, Estd. 1973)

Website: www.rajdhanicollege.org.in Email ID- rajdhanicollege@yahoo.in

No. 6123 **Date.** 14-11-26

ENGAGEMENT OF GUEST FACULTY

As per the DHSE letter no. 6148 dtd. 03.06.2026 & 9216 dtd. 13.08.2026, the applications are invited from eligible candidates for the engagement of one guest faculty in the subject Education against the maternity leave period of regular PGT for the session 2026-27 in Rajdhani H.S School.

ELIGIBILITY

Fresh candidates with minimum 50% of marks at P.G. level or equivalent grade may attend the certificate verification. Candidates are to come with Bio-data, recent passport size colour photograph, original and photocopies of all certificates and mark sheets from H.S.C onwards and Computer courses (DCA/PGDCA), Certificates of teaching experiences in H.S.S, if any.

No TA/DA is admissible. The reporting time is from 10.00 am to 12.00 noon on 21.11.2026 date in the Department of Education of this H.S School.

Conditions of Engagement:

1. The engagement is only for the period for which the regular PGT remains on sanctioned maternity leave.
2. The engagement shall automatically cease on expiry of the approved period or on resumption of duty by the regular PGT / closure of school for summer vacation in 2027, whichever is earlier.
3. The engagement is purely temporary in nature. They shall not claim for regular appointment.
4. The remuneration is Rs. 400/- per class subject to a ceiling of maximum 50 classes with Rs. 20,000/- per month (Rupees twenty thousand) only.

14/11/26

Principal

Rajdhani H.S School, Bhubaneswar

Memo No. 6124 dt. 14-11-26

Copy forwarded to Director, DHSE(O) / DEO, Khordha for information with a request to attend / send his representative for certificate verification.

14/11/26

Principal

Rajdhani H.S School, Bhubaneswar

Memo No. 6125 dt. 14-11-26

Copy to SNBs/OIC, Website / Administrative Bursar /Accounts Bursar / Academic Bursar (+2) /Accountant/Cashier / H.C for information and necessary action.

14/11/26

Principal

Rajdhani H.S School, Bhubaneswar

DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA
Jana Shiksha Bhawan, 1ST Floor, UNIT-V, BHUBANESWAR-751001
Ph: 0674-2390939 (O), email id: dhse.odisha@gmail.com

ORDER

DHSE-GEFI-MISC-0021-2025: No. 9216 **// Date.** 13-08-2026

Sub: Standing Instruction on engagement of Guest Faculties against PGT posts during the period of maternity leave of regular PGTs in Government and Government Upgraded Higher Secondary Schools.

In order to ensure uninterrupted teaching-learning activities in Government and Government Upgraded Higher Secondary Schools and to avoid disruption of academic activities during the period of maternity leave availed by regularly appointed Post Graduate Teachers (PGTs), it is hereby ordered that **Guest Faculty may be engaged against the concerned subject/post during the period of such maternity leave**, subject to the following conditions:

1. **Eligibility for engagement:**
   Guest Faculty may be engaged only against a sanctioned subject/post where the regularly appointed PGT is on sanctioned maternity leave and the absence of such PGT is likely to adversely affect the teaching-learning process.
2. **Strict adherence to Guest Faculty Guidelines:**
   The engagement of Guest Faculty under this Standing Order shall be made **strictly in accordance with the prevailing Guidelines for Engagement of Guest Faculty in Government Higher Secondary Schools and Government Upgraded Higher Secondary Schools issued by the Directorate of Higher Secondary Education, Odisha for the said Academic Session vide this Directorate Letter No. 6148 Dtd. 03.06.26**, including the prescribed eligibility criteria, selection procedure, remuneration, verification of documents, tenure and other terms and conditions.
3. **No relaxation of prescribed procedure:**
   The provision for engagement of Guest Faculty against maternity leave shall **not be construed as a relaxation or modification of any provision of the Guest Faculty Engagement Guidelines**. All prescribed procedures relating to advertisement/notification, receipt and scrutiny of applications, verification of certificates and credentials, preparation of merit/select list and engagement shall be followed strictly.
4. **Duration of engagement:**
   The Guest Faculty shall be engaged **only for the period for which the regular PGT remains on sanctioned maternity leave**, subject to the maximum period permissible under the prevailing Guest Faculty Engagement Guidelines. The engagement shall automatically cease on expiry of the approved period or on resumption of duty by the regular PGT, whichever is earlier.
5. **No claim for regular appointment:**
   Engagement as Guest Faculty under this Standing Order shall be purely temporary and contractual in nature and shall not confer any right or claim upon the Guest Faculty for regular appointment, continuation in service or absorption against the post of PGT.
6. **Remuneration:**
   The Guest Faculty shall be paid remuneration strictly as prescribed under the prevailing Guest Faculty Engagement Guidelines.
7. **Joining of regular PGT:**
   The Head of the Institution shall immediately intimate the concerned authority regarding resumption of duty by the regular PGT. The services of the Guest Faculty shall be discontinued from the date the regular PGT resumes duty.

P.T.O

8. **Responsibility of the Head of Institution:**

The Principal/Headmaster/Head of the Institution concerned shall be personally responsible for ensuring that:

1. the maternity leave of the regular PGT is duly sanctioned;
2. there is an actual teaching requirement during the leave period;
3. the Guest Faculty is selected strictly as per the prescribed Guidelines;
4. all certificates and credentials are properly verified;
5. no Guest Faculty is engaged beyond the approved period; and
6. all relevant records relating to the engagement are maintained for inspection/audit.

9. **No parallel engagement:**
Under no circumstances shall Guest Faculty be engaged against a PGT post if the regular PGT is available and performing his/her teaching duties. Similarly, engagement shall not continue after the regular PGT resumes duty.

10. **Monitoring and compliance:**
The concerned District Education Officer shall monitor such engagements and ensure strict compliance with this Standing Order and the prevailing Guest Faculty Engagement Guidelines. Any deviation from the prescribed procedure shall be viewed seriously and the officer responsible shall be liable for appropriate action.

11. **Applicability:**
This Standing Order shall be applicable to **Government Higher Secondary Schools and Government Upgraded Higher Secondary Schools** under the Directorate of Higher Secondary Education, Odisha, subject to the conditions stipulated herein and the prevailing Guest Faculty Engagement Guidelines.

This Standing Order shall come into force with immediate effect.

Nijam Pattnaik
13.08.2026
Director

Higher Secondary Education,
Odisha, Bhubaneswar

Memo No. 9217 //Date: 13-08-2026
Copy forwarded to the Principals of all the Govt. and Govt. upgraded Higher Secondary Schools.

Nijam Pattnaik
13.08.2026
Director

Memo No.: 9218 //Date: 13-08-2026
Copy forwarded to all the District Education Officers of Odisha for information and necessary action.

Nijam Pattnaik
13.08.2026
Director

Memo No. : 9219 // Date: 13-08-2026
Copy forwarded to the Special Secretary to Govt., School & Mass Education Department, Odisha for information..

Nijam Pattnaik
13.08.2026
Director

DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA
Jana Shiksha Bhawan, 1st Floor, UNIT-V, BHUBANESWAR-751001
Ph: 0674-2390939 (O), email id: dhse.odisha@gmail.com

DHSE-GEFI-MISC-0021-2025: No. 6148 **// Date.** 03-06-2026

From
Smt. Niyati Pattnaik, IAS
Director

To
The Principals of Govt. & Govt. Upgraded Higher Secondary Schools.

Sub: Guidelines for Engagement of Guest Faculty in Govt. & Govt. Upgraded Higher Secondary Schools during the Academic Session 2026-27.

Madam/Sir,

In enclosing herewith the Guidelines for Engagement of Guest Faculty in Govt. & Govt. Upgraded Higher Secondary Schools during the Academic Session 2025-26 duly approved by the Government in School & Mass Education Department vide letter No. 13266/SME dated 09.05.2025, I am to say that:

1. The engagement of Guest Faculty will be made through open advertisement. The preference in selection will be given as stipulated in the guidelines.
2. The process for engagement of Guest Faculty for 2026-27 as per the new guidelines may be initiated as per the given schedule.

Sl.No	Activity	Date Line
1.	Publication of advertisement	By 05.06.2026
2.	Certificate verification & Publication of select list	By 12.06.2026
3.	Issuance of Engagement Order	By 16.06.26
4.	Engagement of guest faculty	17.06.26 or Re-opening of School after Summer Vacation whichever is earlier

3. The selection of Guest Faculties must be completed by 18th June 2026.
4. The Guest Faculties so selected may take classes till closure of Schools on summer vacation or posting of PGT in the school whichever is earlier.

Yours faithfully
Niyati Pattnaik
03.6.2026
Director

Memo No. : 6149 // Date: 03-06-2026
Copy forwarded to all the District Education Officers of Odisha for information and necessary action.

Niyati Pattnaik
03.6.2026
Director

Memo No. : 6150 // Date: 03-06-2026
Copy forwarded to the Additional Secretary to Govt., School & Mass Education Department, Odisha.

Niyati Pattnaik
03.6.2026
Director

GUIDELINE FOR ENGAGEMENT OF GUEST FACULTIES IN GOVT. & GOVT. UPGRADED HIGHER SECONDARY SCHOOLS FOR THE ACADEMIC SESSION-2026-27

<table>
<tr><th>Sl.. No.</th><th>Description</th><th>Guidelines</th></tr>
<tr><td>1</td><td>Mode of Engagement</td><td>Engagement of Guest Faculties will be made through open advertisement following due procedure as detailed below:</td></tr>
<tr><td>2</td><td>Tenure</td><td>For a period of one year from the date of engagement till closure of Schools for Summer Vacation in 2027 or posting of PGTs whichever is earlier</td></tr>
<tr><td colspan="2">3
No. of Guest faculties to be engaged</td><td>-Not more than total existing vacancies vis-a-vis the sanctioned posts in Govt. & Govt. Up-graded HSSs.
-In upgraded HSS Guest Faculties are to be engaged in the following subjects only in addition to the compulsory subjects (Odia & English)
<table><tr><th>Arts</th><th>Science</th></tr><tr><td>1.History, 2.Political Science,
3.Economics,
4.Logic/Sociology/Optional Odia</td><td>1.Physics 2.Chemistry,
3.Mathematics 4.Botany
5. Zoology</td></tr></table>-For Commerce Stream two Guest Faculties shall be engaged for all subjects i.e Accountancy, BSM, BMS, Banking & Insurance /Cost Accountancy
-In case of HSSs having two streams, only one Guest Faculty shall be engaged in each Compulsory subject i.e. Odia & English.
- In case of HSSs having three stream two Guest Faculties shall be engaged in each Compulsory subject i.e. Odia & English.

-For subjects in which students have enrolled without having creation of corresponding teaching posts</td></tr>
<tr><td>4</td><td>Preference & Procedure of selection</td><td><u>Selection is to be made as per the following order of preference</u>
i. Retired Government College/HSS teachers of same institution who have not completed 65 years of age, if their pre-retirement performance was up to mark.
ii. Retired teachers of other Government College/HSS who have not completed 65 years of age. If availability of such retired teachers exceeds the requirement, the selection committee will select the most suitable one.
iii. Retired teachers of Aided College/HSS who have not completed 65 years of age and who were in receipt of GIA from Government. If availability of such retired teachers exceeds the requirement, the selection committee will select the most suitable one.</td></tr>
</table>

		iv. Fresh candidates will be selected **as per merit** by following selection procedure given below in the event of non-availability of retired teachers.
5		**Method of selection of Fresh Candidates**
I	Selection Committee	(A) For Govt. HSS: 1. Principal of HSS- Chairman 2. DEO or his representative(ADEO/Sr.BEO/BEO) - Member 3. One Sr. faculty nominated by Principal- Member (B) For Upgraded Govt. HSS 1. DEO or his representative(ADEO/ Sr. BEO/BEO) – Chairman 2. Principal(I/C) – Member 3. One Sr. faculty nominated by DEO- Member (Teacher/retired teacher from the nearby Govt. HSS or teacher / retired teacher from the nearby non-Govt. Aided HSS as decided by the DEO)
II	Qualification	- Master's Degree in the concerned subject with at least 50% marks or equivalent grade - B.Ed. or equivalent degree recognized by NCTE, New Delhi,in case of B.Ed. subjects.
III	Total Marks	- Career , Teaching Experience & Basic Computer Knowledge (Either DCA/ PGDCA)in Computer Application -100 marks
IV	**Career marking**	

	Ph.D	0	
	NET	0	
	M.Phil	0	
	Master's Degree	25 marks	Marks will be calculated as mentioned below: - If a candidate secures 80%, it will be calculated as 8 out of 10 (+2 & HSC or equivalent), 12 out of 15 (Bachelor's Degree), 20 out of 25 (Master's Degree & B.Ed.)& 40 out of 50 (Non B.Ed. subjects & non availability of B.Ed. candidates) keeping in view the % of marks secured by the candidate in the examination as specified in column No. 5 (IV) out of the full marks of the said examination. - In case of Non-B.Ed. subjects i.e. Anthropology, Commerce, Education, Geology, Logic, Psychology, Sociology, Statistics & Home Science / Non-availability of
	B.Ed.	25 marks	
	Bachelor's Degree	15 marks	
	+2 or equivalent	10 marks	
	HSC or equivalent	10 marks	

			B.Ed. candidates, the mark for Master's degree will be calculated out of 50 Marks.
	Basic knowledge in Computer application	5 marks	
	Teaching Experience	2 marks for each year of experience in HSSs subject to maximum-10 marks	
6	Remuneration	Rs.400/- per class / lecture of 45 minutes duration subject to a ceiling of maximum 50 classes with Rs. 20000/- per month.	
7	Disengagement	- The Guest faculties shall be disengaged: - Every year during the start of summer vacation. - By giving one month notice if their performance is not satisfactory. - Upon joining of PGT against the said vacant post.	
8	Undertaking format	Annexure-A	

ANNEXURE-A

TO WHOMSOEVER IT MAY CONCERN

I Shri/Smt./Ms _____aged about _____years S/D/W/o. _____on being engaged as Guest Faculty by Principal, _____Higher Secondary School, at _____ District_____do hereby certify that I fully understand the temporary nature of my engagement as Guest Faculty. Being a temporary engagement, I will not claim for regularization of my services in future.

Place: Full Signature

Date: Name:

Witness:

1.

2.

Seal & Signature of the Principal of the HSS