

**OFFICE OF THE PRINCIPAL**  
**GOVT. VOCATIONAL HIGHER SECONDARY SCHOOL, JAMURUNDA**  
**AT/PO-JAMURUNDA, BLOCK-UMERKOTE, DISTRICT – NABARANGPUR, PIN-764073**

Email-govt.nodalhsjamarunda@gmail.com

Contact No.-9777498632/9437525105

**ENGAGEMENT NOTICE FOR GUEST FACULTIES**

**Advt. No.-02/2024**

**Date-16/07/2024**

Applications in the prescribed format (Enclosed) are invited from retired Govt. College/Vocational HSS teachers or retired faculties of Govt. and Private ITI/Polytechnic/Technical Institute below 65 years of age for empanelment and engagement as Guest faculties to teach in vocational Higher Secondary Classes (+2) in Arts stream. In case of non-availability of teachers, fresh candidates will be selected through merit list prepared on the basis of their career assessment. The guest faculties so engaged shall be paid @Rs400/- per class/lecturer of 45 minutes duration subject to a ceiling of maximum 40 classes with Rs. 16,000/- rupees per month. The engagement is purely temporary in nature and will continue till closure of schools for next summer vacation of 2024-25 or posting of Jr. Lecturer in the school whichever is earlier. The details can be obtained from the website <https://nabarangpur.odisha.gov.in>

| Date & Reporting Time   | Trade                  | Qualification  |
|-------------------------|------------------------|--|
| 24/07/2024 at 10.30 a.m | Textile Designing (TD) | Post Graduation in clothing and Textiles/M.Tech. in Textile Technology/+2 with five year diploma in textile designing from Govt. recognized institute such as National Institute of fashion Technology/ Home Science Graduate plus two years P.G. Diploma in Textile Designing from any Govt. recognized institute such as National Institute of Designing, Ahmedabad and National Institute of Fashion Technology |

The undersigned reserves the right for disengagement by giving one month notice if their performance is not satisfactory and also to cancel part or whole of the above engagement notice without assigning any reason thereof. No TA/DA shall be admissible for document verification.

**Self-attested documents to be attached with the application**

1. HSC or Equivalent certificate and Mark sheet
2. +2 or Equivalent certificate and Mark sheet
3. Bachelor degree or Equivalent certificate and Mark sheet
4. Master degree or Equivalent certificate and Mark sheet
5. Certificate of computer knowledge
6. Experience Certificate
7. ID proof/ Address proof
8. Diploma certificate
9. Any other

  
**PRINCIPAL**  
Govt. Higher Secondary School  
Jamurunda, Nabarangpur

GVHSS, Jamurunda

### BIODATA

Paste here  
Pass Port Size  
Photograph

1. Post applied for: .....
2. Name of the applicant: .....
3. Father's name: .....
4. Date of birth: .....
5. Correspondence address: .....  
.....
6. Permanent address: .....  
.....
7. Contact No : .....
8. Email ID: .....
9. Caste Category : .....
10. Aadhaar No. ....
11. Educational qualification: .....

| Sl. No. | Name of the exam qualified | Name of the board /university | Passing year | Full marks | Marks secured | percentage | Subjects taken |
|---------|----------------------------|-------------------------------|--------------|------------|---------------|------------|----------------|
| 1       |                            |                               |              |            |               |            |                |
| 2       |                            |                               |              |            |               |            |                |
| 3       |                            |                               |              |            |               |            |                |
| 4       |                            |                               |              |            |               |            |                |
| 5       |                            |                               |              |            |               |            |                |
| 6       |                            |                               |              |            |               |            |                |
| 7       |                            |                               |              |            |               |            |                |

12. Experience :

| Institution where posted<br>and Post Held | Dates |    | Total |        |      |
|---|-------|----|-------|--------|------|
|   | From  | to | Years | Months | Days |
|   |       |    |       |        |      |
|   |       |    |       |        |      |
|   |       |    |       |        |      |
|   |       |    |       |        |      |

I hereby declare that the information submitted by me are true and correct to the best of my knowledge and belief.

Signature of the Applicant

Place:

Date:

**Document Check List:**

| SL NO | DOCUMENTS                            | Submitted<br>YES/NO | REMARKS |
|-------|--------------------------------------|---------------------|---------|
| 1     | Any ID Proof( )                      |                     |         |
| 2     | 10 <sup>th</sup> Certificate         |                     |         |
| 3     | 10 <sup>th</sup> Marksheet           |                     |         |
| 4     | 12 <sup>th</sup> Certificate         |                     |         |
| 5     | 12 <sup>th</sup> Marksheet           |                     |         |
| 6     | Graduation Certificate               |                     |         |
| 7     | Graduation Marksheet                 |                     |         |
| 8     | PG Certificate                       |                     |         |
| 9     | PG Marksheet                         |                     |         |
| 10    | Diploma certificate                  |                     |         |
| 11    | Diploma marksheet                    |                     |         |
| 12    | Address Proof                        |                     |         |
| 13    | PGDCA Certificate or one year course |                     |         |
| 14    | Teaching Experience Certificate      |                     |         |
| 15    | Any others                           |                     |         |

**DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA**

**JANA SIKHYA BHAWAN, UNIT-V, BHUBANESWAR-751001**

email id: [dhse.odisha@gmail.com](mailto:dhse.odisha@gmail.com)

No.4A-ACA-12-24-VII-

7769

/Date. 09-07-24

From

Sri Raghuram R. Iyer, IAS  
Director

To

All the District Education Officers of Odisha.


Sub:- Engagement of Guest Faculty in Govt. Vocational Higher Secondary School regarding.

Madam /Sir ,

I am to say that as per the guidelines approval by SME Deptt. vide Letter No.14801 /SME dt.01.07.24, you are one of the member in the selection committee for engagement of Guest Faculties in Govt. Vocational Higher Secondary Schools (copy enclosed).

You are therefore requested to attend the committee meeting in person or depute your representative in the selection committee formed by the concerned Govt. Vocational Higher Secondary Schools as per the said guidelines.

Yours faithfully

  
Director

Memo No. 7770 // Date. 09-07-24

Copy forwarded to the all Principals of Govt. Vocational Higher Secondary Schools for information and necessary action.

  
Director

Memo No. 7771 // Date. 09-07-24

Copy forwarded to the Additional Secretary to Government for information.

  
Director


Memo No. 7772 // Date. 09-07-24

Copy forwarded to the State Project Director, OSEPA for information and necessary action.

  
Director

Memo No. 7773 // Date. 09-07-24

Copy forwarded to Regional Director, Regional Directorate of Higher Secondary Education, Bhubaneswar/ Berhampur & Sambalpur for information and necessary action. They are requested to monitor and ensure the timely engagement of Guest faculties in upgraded Higher Secondary Schools.

  
Director



(26)

GOVERNMENT OF ODISHA  
SCHOOL & MASS EDUCATION DEPARTMENT

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No. 14801 / SME, Date 01/01/24

SME-HSE2-MISC-0061-2024

From

Sri Sudam Sethy, OSS,  
Under Secretary to Government

To

The Director, Higher Secondary Education, Odisha.


Sub: Draft guidelines for engagement of Guest faculty in Govt. Vocational Higher Secondary Schools during the academic session 2024-25.

Sir,

In inviting a reference to your L. No. 5761, dtd. 29.05.2024 on the subject captioned above, I am directed to intimate that Government have been pleased to approve the guidelines for engagement of Guest faculty in Govt. Vocational Higher Secondary Schools during the academic session 2024-25 as proposed vide your letter on the reference.

You are therefore requested to take immediate necessary follow up action in this regard.

Yours faithfully,

  
01/01/2024

Under Secretary to Government



**Guidelines for Engagement of Guest Faculties in Government Vocational  
Higher Secondary Education, Odisha**

| Sl. No.   | Description  | Guidelines  |      |         |          |   |  |  |
|---|--|---|------|---------|----------|---|--|--|
| 1   | Mode of Engagement   | Engagement of Guest Faculties will be made through open advertisement following due procedure as detailed below:  |      |         |          |   |  |  |
| 2.  | Tenure   | Till closure of schools for summer vacation in 2025 or posting of Junior Lecturer whichever is earlier.   |      |         |          |   |  |  |
| 3   | No. of Guest faculties to be engaged   | <p>Guest Faculty in the trades where there are students in 2<sup>nd</sup> year without Junior Lecturer.</p> <table border="1"> <thead> <tr> <th>Arts</th><th>Science</th><th>Commerce</th></tr> </thead> <tbody> <tr> <td>Catering &amp; Restaurant Management (CRM), Textile Designing (TD), Sports, Physical Education, Fitness &amp; Leisure (SPEFL), Tourism &amp; Hospitality (T&amp;H), IT-ITeS</td><td>Horticulture (HORT), Sericulture (SERI), Inland Fisheries (IF), Crop Production (CP), Medical Laboratory Technician (MLT), Audio Visual Technician (AVT), Power Driven Farm Machinery (PDFM), IT-ITeS, Electronic Hardware (E&amp;H), Agriculture Dairy Farmer, Agriculture Small Poultry Farmer</td><td>Insurance (INS), Office Management (OM), Banking Financial Services &amp; Insurance (BFSI)</td></tr> </tbody> </table> <p>[N.B:- Trade written in Bold Letter are Revamped Trade (NSQF aligned) subjects]</p>  | Arts | Science | Commerce | Catering & Restaurant Management (CRM), Textile Designing (TD), Sports, Physical Education, Fitness & Leisure (SPEFL), Tourism & Hospitality (T&H), IT-ITeS | Horticulture (HORT), Sericulture (SERI), Inland Fisheries (IF), Crop Production (CP), Medical Laboratory Technician (MLT), Audio Visual Technician (AVT), Power Driven Farm Machinery (PDFM), IT-ITeS, Electronic Hardware (E&H), Agriculture Dairy Farmer, Agriculture Small Poultry Farmer | Insurance (INS), Office Management (OM), Banking Financial Services & Insurance (BFSI) |
| Arts  | Science  | Commerce  |      |         |          |   |  |  |
| Catering & Restaurant Management (CRM), Textile Designing (TD), Sports, Physical Education, Fitness & Leisure (SPEFL), Tourism & Hospitality (T&H), IT-ITeS | Horticulture (HORT), Sericulture (SERI), Inland Fisheries (IF), Crop Production (CP), Medical Laboratory Technician (MLT), Audio Visual Technician (AVT), Power Driven Farm Machinery (PDFM), IT-ITeS, Electronic Hardware (E&H), Agriculture Dairy Farmer, Agriculture Small Poultry Farmer | Insurance (INS), Office Management (OM), Banking Financial Services & Insurance (BFSI)  |      |         |          |   |  |  |
| 4   | Preference & Procedure of selection  | <p><b><u>Selection is to be made as per following order of preference</u></b></p> <ol style="list-style-type: none"> <li>Retired Lecturers of Government Colleges / Vocational Higher Secondary Schools who have not completed 65 years of age.</li> <li>Retired Faculties of Government and Private ITI / Polytechnic / Technical Institution who have not completed 65 years of age.</li> <li>Retired teachers of other Govt. College / HSS who have not completed 65 years of age. If availability of retired teachers exceed the requirement, the Principal will select the most suitable one.</li> <li>The in-service persons or self employed persons in the same profession / subject with requisite qualification as per Annexure-I &amp; II may be eligible for engagement of Guest faculties.</li> <li>Fresh candidates will be selected as per merit by following selection procedure given below in the event of non-availability of retired teachers.</li> </ol> |      |         |          |   |  |  |

|    |   |  |  |
|----|---|--|--|
| 5  | Method of selection of fresh candidates | <u>Selection Committee:</u><br>i. Principal of HSS / GVHSS - Chairman.<br>ii. DEO or his representative (ADEO / Sr. BEO) – Member.<br>iii. One Sr. Faculty nominated by Principal preferably of the trade related stream.<br>iv. One subject expert.<br>v. Representative from nearby industries / other government organization / technical institution such as CDMO / CDVO / Employment Officer / Fishery Officer, as per trade requirement. |  |
| 6  | Qualification                           | <ul style="list-style-type: none"> <li>Minimum eligible qualification prescribed by Govt. for Revamped Trade (NSQF) at Annexure-I and State Run Trade subject (Annexure-II).</li> </ul>  |  |
| 7  | Total Marks                             | <ul style="list-style-type: none"> <li>Career, Teaching experience &amp; Basic Knowledge in Computer Application – 80.</li> </ul>  |  |
| 8  | Career Marking                          | <ul style="list-style-type: none"> <li>Master's Degree / Bachelor Degree / PG Diploma in the related trade as prescribed qualification by Govt.</li> </ul>   | 25 marks   |
|    |   | <ul style="list-style-type: none"> <li>+2 or equivalent</li> </ul>   | 15 marks   |
|    |   | <ul style="list-style-type: none"> <li>HSC or equivalent</li> </ul>  | 15 marks   |
|    |   | <ul style="list-style-type: none"> <li>Computer</li> </ul>   | 15 marks   |
|    |   | <ul style="list-style-type: none"> <li>Work experience</li> </ul>  | 2 marks for each year<br>Subject to maximum 10 marks |
| 9  | Remuneration                            | Rs. 400/- per class / Lecturer of 45 minutes duration subject to a ceiling of maximum 40 classes with Rs. 16,000/- per month.  |  |
| 10 | Disengagement                           | The Guest Faculties shall be disengaged: <ul style="list-style-type: none"> <li>Every year during the start of summer vacation.</li> <li>By one month notice, if their performance is not satisfactory.</li> <li>Upon joining of regular Junior Lecturer against the said vacant post.</li> </ul>  |  |
| 11 | Undertaking format                      | At Annexure - III  |  |

# QUALIFICATION OF GUEST FACULTY OF GVHSS

ANNEXURE-I

21

| SL.NO | TRADE NAME | NSQF SECTOR NAME<br>(JOB ROLE)   | QUALIFICATION  |
|-------|------------|--|--|
| 01    | CT         | IT/ITES<br>(Domestic CRM Voice)  | Bachelor of Engineering/<br>Technology in Computer Sc./Information Technology or<br>Master of Computer Sc. Or Master of Computer Application<br>Certificate. The suggested qnn is the minimum criteria.<br>However, higher Qualifications such as Master of<br>Engineering/Technology in Computer Sc./Information<br>Technology is acceptable. |
| 02    | EDA        | Electronics<br>& Hardware<br>(Field Technician Air Conditioner)                                | Master degree in Refrigeration and Air Engineering/Bachelor<br>of Engineering/Technology in Electrical/Electronics or<br>Master of Science in Electronics/Electrical. It is<br>recommended to have this specialized qualification in Air<br>Conditioning.  |
| 03    | DAI        | Agriculture<br>(Dairy Farmer/ Entrepreneur)  | Post Graduation in Dairying/Animal Husbandry from a<br>recognized Institute/University with at least 1 year Work<br>Experience.  |
| 04    | PF         | Agriculture<br>(Small Poultry Farmer)  | Bachelor in Veterinary Science OR Post Graduation in<br>Agriculture/Life Science With Specialization in Poultry<br>Science/Life Stock Production Management/ Animal<br>Genetics & Breeding/From a recognized Institute/University<br>with at least 2 years work experience   |
| 05    | CPM        | Sports, Physical Education, Fitness & Leisure<br>(Primary Years Physical Activity Facilitator) | Post Graduation in Physical Education from a recognized<br>Institute/University, with at least one year work/teaching<br>experience.   |
| 06    | TTT        | Tourism & Hospitality<br>(Counter Sell Executive)  | Diploma/Degree in Hotel Management from a recognized<br>Institute/University, with at least 5 years Work Experience<br>in Food and Beverage Service including 1 year as<br>Supervisory Capacity in a classified hotel or Facility<br>Management Company.   |
| 07    | AA         | BFSI<br>(Business Correspondent/ Business<br>Facilitator)                                      | Post Graduation in Commerce/Management/ Finance from<br>a recognized Institute/University, with at least 1 year work<br>experience   |
| 08    | TA         | BFSI<br>(Business Correspondent/ Business<br>Facilitator)                                      | Post -graduation in commerce/Management/Finance from a<br>recognized Institute/University, with at least 1 year Work<br>Experience   |



## Qualifications of 11 Trade Subjects (Non STARS)

| SL.No                              | Name of the trade Subject   | Eligibility Criteria  |
|------------------------------------|---|---|
| <b>Agriculture Based</b>           |   |   |
| 1                                  | Inland Fisheries(IF)  | B.F.Sc. with 55% of marks   |
| 2                                  | Horticulture(HORT)  | B.Sc.(Agri) with 55% of marks   |
| 3                                  | Crop Production(CP)   | B.Sc.(Agri) with 55% of marks   |
| 4                                  | Repair and Maintenance of power Driven Farm Machinery (PDFM)/Farm Mechanics(FM) | Degree in Agricultural Engineering  |
| 5                                  | Sericulture(SERI)   | B.Sc. Sericulture with 55% of marks   |
| <b>Business and Commerce Area</b>  |   |   |
| 6                                  | Office Management (OM)  | M.Com. with 55% of marks  |
| 7                                  | Insurance(INS)  | M.Com. with 55% of marks  |
| <b>Engineering Area</b>            |   |   |
| 8                                  | Audio Visual Technician (AVT)/Repair and Maintenance of Radio and T.V.(RTV)     | B.E/B.Tech. in any branch of Electronics engineering or equivalent 1. Instrumentation & Control Engineering. 2. Electronics & Telecom Engineering, 3.Applied Electronics & Instrumentation, 4.Electrical & Electronics, 5.Electrical Engineering , 6. Electronics engineering.  |
| <b>Humanities &amp; Others</b>     |   |   |
| 9                                  | Textile Designing(TD)   | Post Graduation in clothing and Textiles/M.Tech. in Textile Technology /+2 with five years diploma in textile designing from Govt. recognized Institute such as National Institute of designing , Ahmedabad/ National Institute of Fashion Technology / Home Science Graduate plus two years P.G. Diploma in Textile Designing from any Govt. recognized Institute such as National Institute of Designing, Ahmedabad and National Institute of Fashion Technology.   |
| <b>Health and Paramedical Area</b> |   |   |
| 10                                 | Medical Laboratory Technician/ Technology(MLT)                                  | M.B.B.S with 55% of marks (Preference to M.D in Pathology /Microbiology/ Path and Bact./Biochemistry)   |
| <b>Home Science</b>                |   |   |
| 11                                 | Catering and Restaurant Management (CRM)  | Degree/Diploma (Minimum 3 years duration) in Hotel Management and Catering Technology/Hospitality and Hotel Administration from any Institute affiliated to National Council for Hotel Management and Catering Technology/State Board of Technical Education/Recognized University having minimum 50% marks in aggregate -with two years of experience in Industry or Teaching/M.A or M.Sc. in Home Science with 55% of Marks(in Food and Nutrition / Nutrition and Dietetics/Institutional Management and deities or equivalent/B.Sc. (Home Science) with one year certificate course in Food and Beverage Service/Food Production with one year experience in relevant trade. |

19

108

## Underwriting

ANNEXURE-III

I Shri/ Smt./Ms \_\_\_\_\_ aged about \_\_\_\_\_ Years, S/D/W/o. \_\_\_\_\_  
\_\_\_\_\_ on being engaged as Guest Faculty by Principal, Govt. Vocational 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 GVHSS