

OFFICE OF THE COLLECTOR & DM, SUNDARGARH

(ST & SC Dev Section)

E-Mail-dwosundargarh@gmail.com

No. 3046 / ST & SC Dev.

Date. 11/09/2024

**Advertisement of walk-in- interview for selection of guest teachers.**

A walk-in-interview is scheduled to be held in the office chamber of DWO, Sundargarh on 24.09.2024 from 10.30 AM onwards for selection of candidates to be engaged as guest teachers against the existing vacancies of different teaching posts as mentioned below :

Sl. No.	Name of the Post	No. of vacancies to be filled up	Name of the HSS	Eligibility Criteria :
1	PGT, Odia	1	Chhatenpali HSS	PG in concerned subject with minimum 50% marks in aggregate with BED.
2	PGT, Chemistry	1		

. The interested candidates fulfilling the eligibility criteria as mentioned above may submit the filled-in application form as enclosed in Annexure – A along with the Xerox copies of required documents either by post / by hand or through courier service. The envelope containing the filled-in application form and required documents should be super scribed with “Application for the Post of \_\_\_\_\_ Guest Teacher” and it should be addressed to the District Welfare Officer (DWO), Sundargarh, Dist- Sundargarh, Odisha, 770001. The applications must reach to the office of the undersigned on or before 21.09.2024 and any application received after the dateline shall not be considered. The candidates who do not fulfil the abovementioned eligibility criteria will not be allowed to attend the walk-in-interview even if they have submitted the applications within the dateline. No candidate shall be allowed to attend the walk-in-interview without his/her application being received within the dateline.

**A. Mode of Selection :**

The marks will be assigned to the candidates in the following manner and on the basis of the marks secured by the candidates the merit list will be prepared.

- 50% career weightage (50 marks) = 1<sup>st</sup> div-50 marks, 2<sup>nd</sup> div with minimum 50% marks- 30 marks;
- 30% teaching experience (30 marks) = 1 year – 10 marks, 2 years – 20 marks. 3 years and above – 30 marks
- 20 % interview (20 marks)

**Total – 100 marks**

- d. 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. The experience certificate must have been duly issued by an educational institution where the candidate was teaching. It should bear the issue number, date and signature with seal of the head of the educational institution.
- e. The merit list of the candidates will be prepared as per the marks secured by them out of 100 as elaborated above.
- f. If the total marks scored by two or more candidates is same, candidate with higher percentage of marks in B.ED shall be given preference.
- g. The merit shall remain valid for one (1) year.

**B. 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.

**C. 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 of 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 shall never be entertained further.



**D. Honorarium:-**

The PGT guest teachers shall be paid Rs.400/- per class/ period and not exceeding Rs.16000/- per month.

  
11.9.24  
District Welfare Officer,  
Sundargarh.

Memo No:- 3047

Date:- 11/09/2024

Copy to the **DEGM**, Sundargarh for kind information with request to hoist the advertisement in the dist website.

  
District Welfare Officer,  
Sundargarh.

Memo No.: 3048

Date:- 11/09/2024

1. Copy to all BDOs of Sundargarh district for kind information with request to display this advertisement in their office notice boards and also on GP office notice boards for wide publicity.
2. Copy submitted to the ADM (Gen), Sundargarh for kind information with request to display the advertisement in the notice board of Collectorate, Sundargarh.
3. Copy to the PA, ITDA, Sundargarh/Panposh/Bonai for kind information with request to display the advertisement in their respective notice boards.

  
District Welfare Officer,  
Sundargarh.

**APPLICATION FORM.**

To

The District Welfare Officer,  
Sundargarh.

Affix passport

Size photo

**CATEGORY OF POST APPLIED FOR** \_\_\_\_\_  
(Notification No \_\_\_\_\_ / Dt \_\_\_\_\_)

1. Full name of the candidate.  
: \_\_\_\_\_  
(in Block Capital Letters)
2. Father's / Husband's name. : \_\_\_\_\_
3. Permanent Address. : \_\_\_\_\_  
with Mob No. \_\_\_\_\_  
\_\_\_\_\_
4. Present Address.  
: \_\_\_\_\_  
(for correspondence)  
\_\_\_\_\_
- with Mob No. \_\_\_\_\_
5. Whether retired teacher. (Yes / No) : \_\_\_\_\_
6. Gender. (Male / Female) : \_\_\_\_\_
7. Date of Birth as recorded in  
the Matriculation certificate. : \_\_\_\_\_
8. Age as on **31.08.2024**. Years  Month  Day
9. Educational Qualification. : \_\_\_\_\_  
(Attach xerox copy of certificates and mark sheets duly attested)

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
10 <sup>th</sup>					
+ 2					
+ 3					
B.Ed.					
P.G.					

10. Teaching experience (in years) : \_\_\_\_\_
11. Documents to be enclosed in support of the data provided under item no. – 4/3, 9 and 10.

**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.