

**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	Guest Faculty in the trades where there are students in 2 <sup>nd</sup> year without Junior Lecturer.		
Arts	Science	Commerce		
Catering & Restaurant Management (CRM), Textile Designing (TD), Sports, Physical Education, Fitness & Leisure (SPEFL), Tourism & Hospitality (T&H), IT-ITeS, Computer Operator and Programming Assistant (COPA), Smartphone Technician and App Tester, Solar Panel Installation Technician, Media & Entertainment, Dress making, Drone Pilot, Plumbing (Plumber General-II)	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, COPA, Smartphone Technician and App Tester, Solar Panel Installation Technician, Media & Entertainment, Dress making, Drone Pilot, Plumbing (Plumber General-II)	Insurance (INS), Office Management (OM), Banking Financial Services & Insurance (BFSI)		
[N.B:- Trade written in Bold Letter are Revamped Trade (NSQF aligned) subjects]				
4	Preference & Procedure selection of	<u>Selection is to be made as per following order of preference</u>		
		i. Retired Lecturers of Government Colleges / Vocational Higher Secondary Schools who have not completed 65 years of age. ii. Retired Faculties of Government and Private ITI / Polytechnic / Technical Institution who have not completed 65 years of age. iii. 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.		

		<p>iv. 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.</p> <p>v. Fresh candidates will be selected as per merit by following selection procedure given below in the event of non-availability of retired teachers.</p>											
5	Method of selection of fresh candidates	<p><u>Selection Committee:</u></p> <ul style="list-style-type: none"> <li>i. Principal of HSS / GVHSS - Chairman.</li> <li>ii. DEO or his representative (ADEO / Sr. BEO) – Member.</li> <li>iii. One Sr. Faculty nominated by Principal preferably of the trade related stream.</li> <li>iv. One subject expert.</li> </ul> <p>v. Representative from nearby industries / other government organization / technical institution such as, CDMO / CDVO / Employment Officer / Fishery Officer, as per trade requirement.</p>											
6	Qualification	<ul style="list-style-type: none"> <li>• Minimum eligible qualification prescribed by Govt. for Revamped Trade (NSQF) and State Run Trade subject at Annexure-I.</li> </ul>											
7	Total Marks	<ul style="list-style-type: none"> <li>• Career, Teaching experience &amp; Basic Knowledge in Computer Application – Total mark is 80.</li> </ul>											
8	Career Marking	<table border="1"> <tr> <td>• Master's Degree / Bachelor Degree / PG Diploma in the related trade as prescribed qualification by Govt.</td> <td>25 marks</td> <td rowspan="5" style="vertical-align: middle; text-align: center;"> <p><u>Marks will be calculated as mentioned below:</u></p> <p>- If a candidate secures 80%, it will be calculated as 12 out of 15 (+2 &amp; HSC or equivalent), 20 out of 25 (Master Degree &amp; Bachelor Degree) keeping in view of the % of marks secured by the candidate in the examination as specified in column No. 8 out of the full marks of the said examination.</p> </td> </tr> <tr> <td>• +2 or equivalent</td> <td>15 marks</td> </tr> <tr> <td>• HSC or equivalent</td> <td>15 marks</td> </tr> <tr> <td>• Computer</td> <td>15 marks</td> </tr> <tr> <td>• Work experience</td> <td>2 marks for each year Subject to maximum 10 marks</td> </tr> </table>	• Master's Degree / Bachelor Degree / PG Diploma in the related trade as prescribed qualification by Govt.	25 marks	<p><u>Marks will be calculated as mentioned below:</u></p> <p>- If a candidate secures 80%, it will be calculated as 12 out of 15 (+2 &amp; HSC or equivalent), 20 out of 25 (Master Degree &amp; Bachelor Degree) keeping in view of the % of marks secured by the candidate in the examination as specified in column No. 8 out of the full marks of the said examination.</p>	• +2 or equivalent	15 marks	• HSC or equivalent	15 marks	• Computer	15 marks	• Work experience	2 marks for each year Subject to maximum 10 marks
• Master's Degree / Bachelor Degree / PG Diploma in the related trade as prescribed qualification by Govt.	25 marks	<p><u>Marks will be calculated as mentioned below:</u></p> <p>- If a candidate secures 80%, it will be calculated as 12 out of 15 (+2 &amp; HSC or equivalent), 20 out of 25 (Master Degree &amp; Bachelor Degree) keeping in view of the % of marks secured by the candidate in the examination as specified in column No. 8 out of the full marks of the said examination.</p>											
• +2 or equivalent	15 marks												
• HSC or equivalent	15 marks												
• Computer	15 marks												
• Work experience	2 marks for each year 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	<p>The Guest Faculties shall be disengaged:</p> <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> </ul> <p>Upon joining of regular Junior Lecturer against the said vacant post.</p>											
11	Undertaking format	At Annexure - II											

ANNEXURE-I**LIST OF 25 TRADES WITH QUALIFICATION**

SL. No	Trade Category	Name of the Trade	Qualification
1	Revamped	Information Technology- Information Technology Enabled Services (IT-ITeS)	Bachelor of Engineering/Technology in Computer Sc/Information Technology or Master of Computer Sc. Or Master of Computer Application or Master of Information Technology or DOECCA B Level Certificate. The suggested Qualification is the minimum criteria. However, higher Qualifications such as Maser of Engineering/Technology in Computer Sc/Information Technology is acceptable.
2	Revamped	Sports Physical Education Fitness & Leisure (SPEFL)	Post Graduation in Physical Education from a recognized Institute/University, with at least one year work/teaching experience.
3	Revamped	Electronics & Hardware (E & H)	Master degree in Refrigeration and Air Engineering/Bachelor of Engineering/Technology in Electrical/Electronics or Master of Science in Electronics/Electrical. It is recommended to have this specialized qualification in Air Conditioning.
4	Revamped	Tourism & Hospitality (T & H)	Diploma/Degree in Hotel Management from a recognized Institute/ University, with at least 5 years Work Experience in Food and Beverage Service including 1 year as Supervisory Capacity in a classified hotel or Facility Management Company.
5	Revamped	Agriculture (Dairy)	Post Graduation in Dairying/Animal Husbandry from a recognized Institute/University with at least 1 year Work Experience.
6	Revamped	Agriculture (Poultry)	Bachelor in Veterinary Science OR Post Graduation in Agriculture/Life Science With Specialization in Poultry Science/Life Stock Production Management/ Animal Genetics & Breeding/from a recognized Institute/University with at least 2 years work experience
7	Revamped (AA & TA)	Banking Financial Services & Insurance(BFSI)	Post Graduation in Commerce/ Management/ Finance from a recognized Institute/University, with at least 1 year work experience

8	State Run	Horticulture (HORT)	B.Sc. (Agri) with 55% of marks
9	State Run	Medical Laboratory Technician (MLT)	M.B.B.S. with 55% of marks (Preference to M.D. in Pathology / Microbiology / Path and Bact. / Biochemistry)
10	State Run	Audio Visual Technician(AVT)	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
11	State Run	Insurance(INS)	M.Com. With 55% of marks
12	State Run	Power Driven Farm Machinary(PDFM)	Degree in Agriculture Engineering
13	State Run	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
14	State Run	Office Management (OM)	M.Com. With 55% of marks
15	State Run	Inland Fisheries(IF)	B.F.Sc. with 55% of marks
16	State Run	Crop Production (CP)	B.Sc. (Agri) with 55% of marks

17	State Run	Textile Design (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
18	State Run	Sericulture (SERI)	B.Sc. Sericulture with 55% of marks
19	Newly introduced	Computer Operator and Programming Assistant (COPA)	B.Voc/Degree in Computer Science/ IT from AITCE/UGC Recognized University with one year experience in the relevant field. OR Post Graduate in Computer Science /Computer Application / IT from UGC Recognized University or NIELIT B Level with one year experience in the relevant field. OR Degree in Computer Science / Master in Computer Application / IT OR NIELIT A Level with two year experience in the relevant field. OR 03 years Diploma in Computer Science / IT from recognized Board/ Institute or relevant Advanced Diploma (Vocational) (ADIT) from DGT with two year experience in the relevant field OR NTC/NAC in COPA or any trade in IT-ITeS sector trade with three year experience in the relevant field.

20	Newly introduced	Smartphone Technician cum App Tester	<p>B.Voc/ Degree in Electronics/ Electronics and Telecommunication/ Electronics and communication Engineering from AICTE/UGC recognized Engineering College/ university with one year experience in the relevant field.</p> <p>OR</p> <p>03 years Diploma in Electronics / Electronics and telecommunication/ Electronics and communication from AICTE/ recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field. OR NTC/ NAC passed in the trade of "Smartphone Technician cum App Tester" With 3 years' experience in the relevant field.</p>
21	Newly introduced	Solar Panel Installation Technician	<p>Degree/ B. Voc (Bachelor in Vocation) in Civil, Mechanical, Electrical and Electronics Engineering, Agricultural, from a recognized Institute/ University, with at least 1- year work/ teaching experience.</p> <p>OR Diploma in Civil, Agricultural, Mechanical and Electrical and Electronics Engineering from a recognized institute / University with at least 2 years work / teaching experience.</p>
22	Newly introduced	Media and Entertainment (Roto Artist, Texuring Artist, Story Board Artist, Character Designing)	<ol style="list-style-type: none"> <li>1. <b>Roto Artist</b>:-Master Degree in 3D Animation &amp; Virtual effects</li> <li>2. <b>Texuring Artist</b> :-Graduation in Stream from a recognised university with atleast 1 year experience in the Media &amp; Entertainment industry, preferably in animation production as texuring artist</li> <li>3. <b>Story Board Artist</b>:-Diploma or Bachelor Degree in Fine Arts/ Graphics and Animation with minimum of 1 year of work experience with same Job Role.</li> <li>4. <b>Character Designing</b> :-Post graduation in 3D animation from a recognised institute/univercity with, at least 1 year work / teching experience</li> </ol>

23	Newly introduced	Dress Making	B.Voc./Degree in Fashion & apparel Technology from UGC recognized university with one-year experience in the relevant field. OR Diploma (Minimum 2 years) in Dress Making /Garment fabricating technology / costume designing from recognized board of education or relevant Advanced Diploma (Vocational) from DGT of education with two-year experience in the relevant field. OR NTC/ NAC passed in Dress Making with three-year experience in the relevant field.
24	Newly introduced	Drone Pilot	Degree/ B. Voc (Bachelor in Vocation) in Mechanical, Electrical and Electronics Engineering, from a recognized Institute/ University, with at least 1- year work/ teaching experience. OR Diploma in Mechanical and Electrical and Electronics Engineering from a recognized institute / University with at least 2 years work / teaching experience.
25	Newly introduced	Plumbing (Plumber General-II)	B.Tech in Civil Engineering, Agricultural Engineering, Mechanical Engineering and B.Voc. (Bachelor in Vocation) from a recognized Institute /University, with at least 1-year work/teaching experience Or Diploma in Civil engineering / Agricultural Engineering/ Mechanical Engineering with 2 years work/teaching experience