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**GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION
NOTIFICATION**

No. HE-TEF-MISC/4048-2024- 7590 /HE dated the 11th Feb. 2025

GUIDELINES FOR ENGAGEMENT OF GUEST FACULTY ON CONTRACTUAL BASIS IN GOVERNMENT TEACHER EDUCATION INSTITUTIONS

PREAMBLE:

The Department of Higher Education, Government of Odisha, is committed to ensure the highest standards of education in teacher education institutions across the state. However, many institutions are currently facing shortage of teaching faculties in conformity to NCTE.

To address this challenge, guidelines have been prepared for the recruitment of existing vacancies. This initiative aims to provide a temporary yet effective solution to the faculty shortage, enabling our teacher education institutions to maintain the quality of education and provide better learning opportunities for students.

SELECTION PROCEDURE:

Selection of **Guest Faculty on Contractual basis (GFC)** shall be made by the concerned Principal as per recommendation of a Committee. The Selection Committee shall be constituted by the Principal of the concerned institution. Selection of GFC shall be made by the committee. The composition of such committee for each subject shall be as follows:-

1. Principal of the college shall be the Chairman of the Committee.
2. A Senior most faculty of the college.
3. One Senior faculty from other subject of the college nominated by the Principal.
4. One Subject Expert of the college nominated by Principal.

Colleges where there is no teaching faculty member in the concerned subject, members in order of following preferences may be invited.

- i. Teaching faculty of nearby Govt. College.
- ii. Retired teaching faculty of Govt. College.
- iii. Teaching faculty of nearby Non-Govt. Aided College.
- iv. Retired teaching faculty of Non-Govt. Aided College.

Qualification, Career Assessment and age limit of GFC:

In conformity to eligibility criteria prescribed by NCTE, selection shall be based on career marks and viva-voce test. The distribution of weightage for the career assessment suggested is as follows:-

Career and	•	70 marks.
Teaching experience		
Viva-voce	•	30 marks.

**Qualification of Teaching Faculty Members for 2 Yrs. B.Ed. Programme as Per NCET
Norms**

Sl. No.	Academy Faculty	Subject	Qualification
a.	Perspectives in Education or Foundation Courses		i) Postgraduate degree in Social Sciences with minimum 55% marks, and ii) M.Ed. degree from a recognized university with minimum 55% marks OR i) Postgraduate (M.A.) degree in Education with minimum 55% marks; and ii) B.Ed / B.El.Ed. degree with minimum 55% marks
b.	Curriculum and Pedagogic Courses	Mathematics Science Social Science Language	Physics Chemistry Botany Zoology History Pol.Science Economics Geography Odia English i) Postgraduate degree in Sciences / Mathematics / Social sciences / Languages with minimum 55% marks; and ii) M.Ed. degree with minimum 55% marks Desirable: Ph.D. degree in Education with subject specializations. (Note: In case of A and B put together, for two faculty positions, a postgraduate degree in Sociology/Psychology/Philosophy, with 55% marks, and B.Ed / B.El.Ed. with 55% marks and three years of teaching experience in a secondary school shall be considered)
c.	Health & Physical Education		Master of Physical Education (M.P.Ed.) with minimum 55% marks (Training/qualification in yoga Education shall be desirable)
d.	Visual Arts		Postgraduate degree in Fine Arts (MFA) with minimum 55% marks.
e.	Performing Arts		Postgraduate degree in Music/ Dance/Theatre Arts with minimum 55% marks.

Career Marking

Sl. No.	Qualification	Marks
		1 st Divn. 2 nd Divn. Distinction

ii	UGC-JRF/UGC-NET	10 Marks for JRF-NET 7 Marks for NET		
iii	M.Ed./M.P.Ed./M.A. Master in Performing Arts	10 marks	07 marks	
iv	MA/M.Sc./M.Com. or equivalent Degree	10 marks	07 marks	
v	B.A./B.B.Sc./B.Ed./Com./Hr. or equivalent Degree	09 marks	05 marks	10 marks
vi	+2 or equivalent Degree	05 marks	04 marks	
vii	H.S.C. or equivalent Degree	04 marks	02 marks	
viii	Teaching Experience	02 mark for each year of experience * (subject to maximum 10 marks)		
Total:		70		

Viva-Voce Marking:

(i)	Teaching capability/aptitude;	15 marks
(ii)	Conceptual understanding in the subject domain;	10 marks
(iii)	Perspective in positivity and leadership;	5 marks
Total=30 marks		

Relaxation:

- A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) shall be required at the Master's level Assistant Professor (Stage-I).
- A relaxation of 5% shall be provided at the graduate and master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard Hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple Disabilities from amongst persons under (a) to (d) including deaf-blindness)/Other Backward Classes (OBC)/Non-creamy Layer) for the purpose of eligibility and assessing good academic record for direct recruitment.
- Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered valid at the Master's level.

Honorarium:

Rate of honorarium to be paid to the GFC to be engaged for B.Ed. classes in Teacher Education Institutions is Rs.500/- (Rupees five hundred only) per class/lecture of 45 minutes duration subject to a maximum ceiling of Rs.25,000/- (Rupees twenty five thousand only) per month averaged over one academic year (limited to average 50 classes per month and to 500 classes during the year of engagement wherever possible. For example, a GFC must be assigned 500 classes for one academic year and be paid accordingly. (The monthly limit is an average indicator). The Principal must keep a record of monthly database with respect to each GFC (faculty's work record for the month containing the following data (Name, subject, number of theory or theory equivalent practical taken, reason for deviation from the 50 class average, Balance classes left from the total 500, additional duties done, remark). Since the workload calculation is based on 500 classes per GFC is self-consistent with the minimum required hours

responsibility for managing the Centre, the Principal shall ensure the class distribution accordingly.

- Preference to be given to *supernumerary faculties of any field, 11 to, not more than 15, the* years of age and having the requisite qualification. They *may* be engaged without going through the interview process as per the regular selection procedure.
- The services of GFC will be terminated after 11 months and it can't be renewed under any circumstances, rather the institutions will make fresh advertisement in the beginning of every academic year as per their existing vacancy.
- The institution and the GFC applicant have the option to terminate the agreement before completion of 11 months by serving one month notice period.
- This is a temporary engagement, Guest Faculties engaged shall not be regularised or made permanent under any circumstances. Guest Faculties can be disengaged before their prescribed tenure of 11 months if regular teachers, duly selected by Odisha Public Service Commission, join duty.

Other Assignments:

- a. Academic and administrative arrangements and assignments as and when assigned are also to be undertaken along with the classes.
- b. The choice-based credit system/NEP demands faculty to be involved in activities beyond limited classroom teaching. The GFC must be involved in student projects and other institutional and academic related activities.
- c. The Principal shall strictly supervise the teaching of the GFC faculties. In case of unsatisfactory and poor performance of any contractual faculty member, further engagement shall be cancelled immediately and the next candidate in the selection panel may be engaged for rest of the period.

Terms and conditions:

The candidates with vigilance case / departmental proceedings / criminal proceedings shall not be considered for engagement as GFC faculty. Also, a member of any political party shall not be eligible for such engagement. The candidates have to give an undertaking to this effect to the concerned Principal along with other documents.

- An advertisement for engagement under this arrangement shall be made at least in two Odia and one English Newspapers. The same and detailed advertisement shall be published in the website of the concerned colleges as per their vacancy prior to the beginning of every academic session. Parameters of the selection should be clearly spell out in the advertisement.
- After the process of selection is over, Principals are required to furnish data as per the proforma enclosed as Annexure-I to the Department of Higher Education at the earliest. GFC faculty be engaged only against sanctioned posts.
- The interested candidates, both fresh / retired, shall apply before the concerned Principals of IASFS / CTES / Training Colleges with their bio-data, present and permanent address, copies of educational certificates, bank account number, photographs with their application form as prescribed in Annexure-II.

PROFORMA FOR REQUISITION OF GUEST FACULTY

Name of the college with address:-

*Affix recent
passport size colour
photograph here**(Self-attested on the
front)*

Sl No	Subject	No of Sanctioned post(s)	Men in Position	No of post(s) in which GFC faculty members are engaged	Name(s) of GFC faculty members engaged (furnish joining report)	No of classes engaged / to be engaged by GFC faculty members	Amount of remuneration to be paid	Justification of engagement of GFC faculty members be given if it is beyond sanctioned strength.
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Documents to be attached wherever necessary.

Signature and Seal of the Principal:

APPLICATION FOR ENGAGEMENT OF GUEST FACULTY ON CONTRACTUAL BASIS IN IASEs / C.TEs / GOVERNMENT TEACHER EDUCATION INSTITUTIONS OF THE STATE OF ODISHA FOR THE SESSION

Name of the institution applied to

Post Applied for

1. Name of the Candidate
2. Father's/Husband's Name
3. Date of Birth
4. Marital Status
5. Category (SC/ST/OBC/UR/PWD)
6. Nationality
7. Gender (Male/Female)
8. Languages known
9. Permanent Address

10. Present Address

11. Contact No. (Functional)

12. E-mail ID

13. Educational Qualification

(attach self-attested Photocopy of all Certificates and Marksheets)

Examination Passed	Board / University	Year of Passing	Division / Grade	Full Marks	Marks Secured	% of Marks
10th						
+2 (Arts / Science/Commerce)						
+3 (Arts / Science/Commerce)						
MA (Education)						

PG (School subject)									
B Ed									
M Ed									
M Phil. in subject									
Ph D									
Education/any School subject)									
UGC-NET/JRF									

14. Teaching Experience (BASE / CTE / Government Teacher Training College / Government College/ Government Aided College)

Sl. No.	Name of the Organization/ Institution	Type of organization (Government /Aided/ Private)	Designation	Nature of Work	Period of Service

15. Other Technical / Professional Qualification (if any)

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DECLARATION

I do hereby declare that all the information given above are true to the best of my knowledge and belief.

Place :

Date :

Full Signature of the Applicant

DECLARATION BY VERIFYING OFFICER/ HEAD OF THE INSTITUTION

Details as given in this Application of _____ (name of the candidate)
for the post of _____ are verified and found correct.

Remarks (if any) : _____
: _____

Name : _____

Designation: _____

Place : _____

Date : _____

Full Signature and Seal of the Principal