

OFFICE OF THE PRINCIPAL, SHAILABALA WOMEN'S HIGHER SECONDARY SCHOOL, KATAKA

OFFICE ORDER NO. 2872/DT. 6.8.26

Engagement of Guest Faculty in Political Science in Shailabala Women's Higher Secondary School, Kataka

Certificate verification for engagement of one **Guest Faculty in Political Science** in Shailabala Women's Higher Secondary School, Kataka, will be held on 12.08.2026.

Candidates possessing at least 50% marks in Post- Graduation in **Political Science** (along with B.Ed. qualification) may attend the certificate verification with their bio-data, all original certificates and mark sheets, one set of self-attested photocopies of all certificates and mark sheets, and one recent passport-size photograph.

The eligibility criteria, selection procedure, engagement, remuneration, and disengagement shall be strictly governed by **DHSE Letter No. 8815, dated 03.08.2026**. Detailed information is available on the college website: www.shailabalawomenscollege.ac.in.

Subject: **Political Science**

Date: **12.08.2026 (Wednesday)**

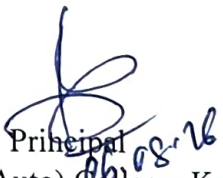
Reporting Time: **10:00 AM to 1:00 PM**

Venue: **Political Science department of Shailabala Women's Autonomous College, Kataka**

N.B.: No TA/DA will be admissible for attending the certificate verification.

Memo No. 2873/Dt. 6.8.26

Copy to Notice Boards/ College Website/ OIC, Guest Faculty SB Women's HSS / Admn. Bursar, HSS/ Section Officer for necessary arrangement.


Principal
Shailabala Women's (Auto) College, Kataka


Principal
06.08.26

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-GFEI-MISC-0021-2025: No.****8815****// Date.****03-08-2026**

From

Smt. Niyati Pattanaik, IAS
Director, Higher Secondary Education, Odisha
Bhubaneswar

To

1. The Principal, S.B. Women's Higher Secondary School, Kataka.
2. The Principal, Government Science Higher Secondary School, Kutra, Sundaragada.
3. The Principal, Ravenshaw Higher Secondary School, Kataka

Sub: Permission for engagement of Guest Faculties against maternity leave vacancies of regular PGTs.

Madam/Sir,

In inviting a reference to your proposals seeking permission for engagement of Guest Faculties against the vacancies arising due to maternity leave of regular PGTs, I am to say that permission is hereby accorded to the following Government Higher Secondary Schools to engage Guest Faculties in the subjects mentioned against each:

Sl. No.	Name of the Higher Secondary School	Subject	No. of Guest Faculty
1.	S.B. Women's Higher Secondary School, Kataka	Political Science	01
2.	Government Science Higher Secondary School, Kutra, Sundargada	Zoology	01
3.	Ravenshaw Higher Secondary School, Kataka	Mathematics	01

The Principals concerned shall undertake the engagement process strictly in accordance with the provisions of the **Guest Faculty Engagement Guidelines for the Academic Session, 2026-27(copy enclosed)**. All procedures relating to notification of vacancies, preparation of the merit list, verification of testimonials, issue of engagement orders and other conditions prescribed in the Guidelines shall be followed scrupulously.

The engagement shall be purely temporary and shall be valid only for the period of maternity leave of the concerned regular PGT or till her resumption of duty, whichever is earlier. The Guest Faculty shall be disengaged immediately on the joining of the regular incumbent, without any further notice or claim for continuation.

Yours faithfully,

Niyati Pattanaik
03.08.2026

Director

Higher Secondary Education, Odisha
Bhubaneswar

Memo. No.

8816

Dt.

03-08-2026

Copy forwarded to the Special Secretary to Govt., School & Mass Education Department,
Odisha, Bhubaneswar.

Niyati Pattanaik
03.08.2026
Director

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

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	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								
3	No. of Guest faculties to be engaged	-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><thead><tr><th>Arts</th><th>Science</th></tr></thead><tbody><tr><td>1.History, 2.Political Science,</td><td>1.Physics 2.Chemistry.</td></tr><tr><td>3.Economics,</td><td>3.Mathematics 4.Botany</td></tr><tr><td>4.Logic/Sociology/Optional Odia</td><td>5. Zoology</td></tr></tbody></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	Arts	Science	1.History, 2.Political Science,	1.Physics 2.Chemistry.	3.Economics,	3.Mathematics 4.Botany	4.Logic/Sociology/Optional Odia	5. Zoology
Arts	Science									
1.History, 2.Political Science,	1.Physics 2.Chemistry.									
3.Economics,	3.Mathematics 4.Botany									
4.Logic/Sociology/Optional Odia	5. Zoology									
4	Preference & Procedure of selection	<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.								

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- iv. Fresh candidates will be selected **as per merit** by following selection procedure given below in the event of non-availability of retired teachers.

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Method of selection of Fresh Candidates

I	Selection Committee	(A) <u>For Govt. HSS</u> 1. Principal of HSS- Chairman 2. DEO or his representative(ADEO/Sr.BEO/BEO) - Member 3. One Sr. faculty nominated by Principal- Member (B) <u>For Upgraded Govt. HSS</u> 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

Career marking

IV

Ph.D	0	<u>Marks will be calculated as mentioned below:</u> - 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
NET	0	
M.Phil	0	
Master's Degree	25 marks	
B Ed.	25 marks	
Bachelor's Degree	15 marks	
+2 or equivalent	10 marks	
HSC or equivalent	10 marks	

True

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