



# ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ମୟୂରଭଞ୍ଜ, ବାରିପଦା

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, MAYURBHANJ, BARIPADA

Phone No-06792-260763, E-mail- [dwomayurbhanj@rediffmail.com](mailto:dwomayurbhanj@rediffmail.com)

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## NOTICE

No. 4/63 /DWO

Dt 28-08-2026

Application in the prescribed format are invited from the intending candidates for engagement of **Guest Teachers** against the following vacancies on purely contractual honorarium basis under ST & SC Development department of Mayurbhanj District.

| Sl. No | Category of Posts | Vacancy |
|--------|-------------------|---------|
| 01     | PGT-English       | 03      |
| 02     | PGT-Physics       | 03      |
| 03     | PGT-Chemistry     | 03      |
| 04     | PGT-Botany        | 02      |
| 05     | PGT-Zoology       | 02      |

The details guidelines, duties and responsibilities, terms and conditions, eligibility criteria, honorarium, selection procedure, application form, date and venue for Walk-in-interview can be obtained from the District Website-[www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in) or from Notice Board of the District Welfare Office, Mayurbhanj during the office hour.

The last date of receipt of application in the Office of the District Welfare Office, Mayurbhanj is 30.09.2026 up to 05.00 PM by **Register post /Speed Post** only. Application received after due date shall not be considered. Application received through Courier service/By hand shall not be accepted. Incomplete applications shall not be considered.

Collector & District Magistrate,  
Mayurbhanj



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## NOTICE

No. ୧୧୬୪ /DWO Dt. 28-08-2026

Application in the prescribed format are invited from the intending candidates for Engagement of Guest Teachers against the following vacancies on purely contractual honorarium basis under ST & SC Department of Mayurbhanj District.

| Sl. No. | Name of the Post | No. of vacancies to be filled up | Eligibility Criteria                                                                 | Date and Time of Walk-in-Interview |
|---------|------------------|----------------------------------|--------------------------------------------------------------------------------------|------------------------------------|
| 1       | 2                | 3                                | 4                                                                                    | 5                                  |
| 1       | PGT              | 13                               | 1. Minimum of 50% marks in aggregate in Post Graduation.<br>2. Must have passed BED. | Intimated Later on                 |

**N.B.:-** Services of retired teachers (not exceeding 65 years of age) who are physically fit may be hired as guest teachers at appropriate level i.e. primary, upper primary, secondary and higher secondary, as and when required for SSD Department Schools temporarily against the vacancies so as to ensure uninterrupted teaching activities of the students.

In case of non-availability of retired teachers, services of the persons (not exceeding 62 years of age) having the following eligibility criteria may be hired as guest teachers.

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 by **Regd. Post / Speed Post** only. The envelope containing the filled-in application form and required documents should be superscripted with **"Application for the Post of Guest Teacher"** and it should be addressed to the **District Welfare Office (DWO), Mayurbhanj, Odisha, 757002**. The applications must reach to the office of the undersigned on or before **30.09.2026** and any application received after the dateline shall not be considered. The candidates who do not fulfill 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 application being received within the dateline. If any forged documents/certificates detected it will lead to forfeit of the candidature.

### **1. Minimum Eligibility criteria:**

For Class-XI and XII: Post Graduation (Master's Degree) in the subject concerned with minimum 50% marks in aggregate and passing in B.Ed. In case B.Ed. candidates are not available, non B.Ed. candidates can be considered.

### **2. Duties and Responsibilities of Guest Teachers:**

- i. Teaching the students in classroom in the concerned subject as per syllabus.
- ii. Timely correction of assignments, test papers, projects etc.
- iii. Any other works such as, hostel responsibility, official work of the office of the Headmaster/ Principal shall not be entrusted to any guest teacher.

### **3. Terms and Conditions:**

- i. Services of guest teachers may be hired only against a sanctioned vacant post, till joining of regular teacher or for a particular academic year, whichever is earlier.
- ii. Guest teachers shall have no claim or right for appointment on a regular basis or contractual basis at any point of time nor will be a part of the cadre of teachers of SSD Department.
- iii. Working hours and period duration shall be as per the school timetable.
- iv. Hiring of services of a guest teacher shall 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 so.
- v. The performance of a guest teacher shall be reviewed on regular basis every month by the concerned Principal. If his/her performance is found to be not satisfactory, he/she should be disallowed immediately by the Principal and intimate the DWO for sponsoring another guest faculty.
- vi. Services of a guest teacher shall automatically come to an end, if he/she remains absent unauthorizedly continuously for a period of seven days.
- vii. Any guest teacher involved in any activities amounting to misconduct or creating disturbances in the school shall immediately be disallowed by the headmaster under intimation to the DWO.
- viii. Guest teachers shall not be allowed to stay in the school premises after the official working hours of the school, nor they shall be provided any accommodation in the school or hostel premises.

#### **4. Honorarium:**

- i. A guest teacher will be paid Rs.400/- per class/period at Higher Secondary (XI & XII) level and not exceeding Rs.16,000/- in a month.
- ii. A guest teacher shall be allowed to take a maximum of forty (40) classes/periods of minimum 45 minutes each in a month.
- iii. Honorarium shall be paid by the DWO on the basis of the honorarium claim sheet submitted by the Principal in the format below. In case of any excess payment noticed, it will be realized from the concerned Principal as the case may be.

#### **5. Mode of Selection:**

- i. Requirement of guest teachers shall be displayed in the notice board of district level offices/block office/ GP office for wide publicity and obtaining applications from the interest candidates. A walk-in interview date shall be fixed and communicated in the said notice with time and venue. The walk-in interview shall be attended by the candidates those who have submitted applications at least two days before the date fixed for walk in interview. Without prior application no candidate shall be allowed to attend the interview on the spot.
- ii. At the district level a selection committee shall be constituted with members such as DWO, CI of Schools, DI of Schools, Principal of the Higher Secondary Schools and a subject teacher in the respective subject.
- iii. The Selection committee shall select the candidates with reference to the eligibility criteria as mentioned at Para C of this Advisory and as per the following norms and
  - (a) 50% career weightage (50 marks) =1<sup>st</sup> division- 50 marks,2<sup>nd</sup> division with minimum 50% marks- 30 marks
  - (b) 30% teaching experience (30 marks) =1 year- 10 marks,2 years- 20 marks,3 years -30 marks
  - (c) 20% interview (20 marks)

#### **Total – 100 marks**

Ten (10) months of teaching experience should be treated as 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. If the total marks scored by two or more candidates in computation of marks by selection committee get equal, candidate scoring higher percentage of marks in CT or B.Ed. as the case may be should get preference.

- iv. Interested persons should submit applications to the DWO with their detailed biodata including qualification within the stipulated date as mentioned in the notice along with supporting documents/ certificates.

- v. After receipt of applications, verification of original documents/ certificates should be held in the office of the DWO on the specific date and time as to be indicated in the notice. Persons submitting applications within the stipulated date shall only be allowed to participate in the verification process.
- vi. DWO should select the eligible persons on the basis of the minimum eligibility criteria as provided at Para-1 of this advisory as per the following norms:
- Academic weightage: 70 marks as per the calculation indicated in table-1 below.
  - Training weightage: 30 marks as per the calculation indicated in table-2 below.

**Table-1**

| Weightage for Academic Performance (Maximum 70 Marks) |                |               |             |           |           |           |           |           |           |
|-------------------------------------------------------|----------------|---------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Sl. No.                                               | Class Category | Qualification | Weightage   |           |           |           |           |           |           |
|                                                       |                |               | 80% & above | 75 to 79% | 70 to 74% | 65 to 60% | 60 to 64% | 55 to 59% | 50 to 54% |
| 1                                                     | 2              | 3             | 4           | 5         | 6         | 7         | 8         | 9         | 10        |
| 1                                                     | XI-XII         | PG            | 70          | 65        | 60        | 55        | 50        | 45        | 40        |

**Table-2**

| Weightage for Training (Maximum 30 Marks) |                |          |             |           |           |           |               |
|-------------------------------------------|----------------|----------|-------------|-----------|-----------|-----------|---------------|
| Sl. No.                                   | Class Category | Training | Weightage   |           |           |           |               |
|                                           |                |          | 80% & above | 70 to 79% | 60 to 69% | 50 to 59% | Less than 50% |
| 1                                         | 2              | 3        | 4           | 5         | 6         | 7         | 8             |
| 1                                         | XI-XII         | B.Ed     | 30          | 25        | 20        | 15        | 10            |

vii. A list of selected candidates as per the total marks calculated above should be empanelled for the purpose of hiring their services as guest teachers.

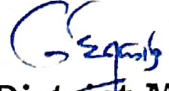
viii. The DWO shall obtain the approval of district Collector on the empanelled list of candidates prior to hiring their services.

The candidates are required to come to the personal interview with a filled in application in the format to be downloaded from the district portal [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in) enclosed with a set of self-attested copies of their certificates and mark sheets of all examinations passed and with a color passport size photograph pasted on the front page. No application by post or by hand is required to be submitted before the above-mentioned date for personal interview. The date and venue of personal interview will be intimated later on.

  
Collector & District Magistrate  
Mayurbhanj

**Memo No. ....4165...../ Dt. ....28-08-2026.....**

Copy to the DIO, NIC, Mayurbhanj for kind information with request to hoist the advertisement in the District Website up to 01.10.2026

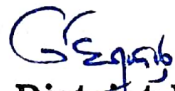
  
**Collector & District Magistrate  
Mayurbhanj**

**Memo No. ....4166..... / Dt. ....28-08-2026.....**

Copy forwarded to the BDO Bangripasi/Rairangpur/Kusumi/Bisoi for kind information with request to display this advertisement in their office notice boards and also on GP office notice board for wide publicity.

Copy submitted to the ADM (Gen.), Mayurbhanj for kind information with request to display the advertisement in the notice board of the Collectorate, Mayurbhanj.

Copy submitted to the PA, ITDA, Baripada/ Rairangpur/ Karanjia/ Kaptipada for kind information with request to display the advertisement in their respective notice board.

  
**Collector & District Magistrate  
Mayurbhanj**

## APPLICATION FORM

Annexure-"A"

To

The District Welfare Officer,  
Mayurbhanj

Affix passport  
size photograph

**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 Mobile No.) \_\_\_\_\_  
\_\_\_\_\_
4. Present Address -  
(for correspondence) \_\_\_\_\_  
(with Mobile 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 01.07.2026 - \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
9. Educational Qualification.

| 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.                   |                 |                   |                                     |                                        |                             |
| PG                      |                 |                   |                                     |                                        |                             |

10. Teaching experience (in Years)- \_\_\_\_\_
11. Documents to be enclosed in support of the data provided under item no.-3,4, 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 here declare that I fulfill 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

