

Guidelines for engagement of retired guest faculties in Non-Govt. Aided Colleges of the State (both 488 & 662 Category and Sanskrit Colleges)

Government in Higher Education Department have decided to engage the retired faculties in Non-Govt. Aided Colleges of the State (both 488 & 662 Category and Sanskrit Colleges) from the current academic session till the vacancies are filled up following the principles and procedure as stated below:

However, the Colleges which are fully integrated to HIMS and using the portal shall be eligible for engagement of retired guest faculties. Therefore, all the Colleges are required to implement all modules of HIMS by date 31.08.2025 unflinching.

Mode of advertisement& manner of Application:

The Principals in charge of the Non-Aided Government Colleges shall float draft advertisement along with the available vacancies against the direct payment posts in case of 488-Category Colleges and against the sanctioned Block Grant vacancies in case of 662-Category Colleges duly signed by them and upload the same through HIMS portal mandatorily.

Then, upon approval by the Government, there shall be open advertisement of the same at college level in at least 2 (two) widely circulated Odia daily and such Advertisement shall also be uploaded on HIMS portal by the respective Colleges inviting applications from the interested retired faculties for engagement as Guest Faculty in Non-Government Aided Colleges of the State.

The applicants are required to apply to respective colleges only by online mode through HIMS portal and the link to be provided in the advertisement.

Nature & tenure of engagement:

Engagement of suitable retired Faculties shall be made as Guest Faculty to impart teachings in Non-Government Aided Colleges of the State (Both 488 & 662 Category) purely on contract basis.

Such engagement shall be initially for one academic session till vacancies are filled up by proper recruitment, subject to renewal in succeeding year subject to satisfactory performance.

Criteria for candidate:

1. Candidate must be a retired teacher of any public Universities/ Degree Colleges (Government or Non-Government Aided College of 488&662 category as well as Sanskrit colleges).
2. The upper age limit of the retired teachers as on the date of issue of advertisement **should be within 69 years**. They will be allowed for engagement **till they attain of 70 years of age**.
3. Candidate must have sound health with good physical ability and willing to attend duty regularly.
4. **Candidate should have good service records i.e. no Departmental Proceedings/ Recovery/ Audit Para (pending or recovery suggested)/ no Criminal Case pending or contemplated against the applicant and there will be no litigation with Government.**

Selection Procedure:

The selection of guest faculties shall be made by a Selection Committee to be duly constituted at College level and such committee shall be headed by the President, Governing Body or his representative/ nominee and the Principal I/c of the respective College, HoD of the subject and an OES Officer duly nominated by the RDE will be the member. They shall conduct scrutiny of the applications first followed by interaction with candidates and after that a panel of selected candidates shall be prepared. In case of more than required numbers of candidates for a subject, the selection committee shall follow the process mentioned in Annexure- A. Thus, physical attendance of the candidate on the date of selection is must. Weightage shall be given for good academic career and higher qualifications.

All information relating to selection including secured marks shall be mandatorily uploaded in HIMS portal. The order of engagement shall be generated by the Principal I/c of the College through HIMS portal only after taking approval of the President of the Governing Body concerned.

Remuneration Structure& its disbursement:

1	Retired Asst. Professors (up to Stage-II) of Government College/Retired Lecturer of Aided College(448/662 Category)/Recognised Private College(without Ph.D.)	Rs. 25,000/- p.m. for minimum 50 classes
2	Retired Asst. Professors (up to Stage-II) of Government College/Retired Lecturer of Aided College (448/662 Category)/Recognised Private College(with Ph.D.)	Rs. 30,000/- p.m. minimum 50 classes
3	Retired Asst. Professor (Stage-III) or Retired Associate Professor of Government College/Retired Reader of Aided College (448/662 Category)/ Recognised Private College (without Ph.D.)	Rs. 35,000/- p.m. minimum 50 classes

4	Retired Asst. Professor (Stage-III)/ Retired Associate Professor/ Retired Reader(with Ph.D.)	Rs. 40,000/- p.m. minimum 50 classes
5	Retired Professors	Rs. 50,000/- p.m. minimum 50 classes

If minimum classes taken by the retired faculties is less than 50, then, deduction of remuneration shall be made proportionately.

Attendance and monthly remuneration bill of engaged retired faculties shall be generated through HIMS portal. Till the attendance module in HIMS portal is ready their attendance shall be taken through biometric system. Number of classes taken by the retired faculties duly certified by the HoD concerned, their biometric attendance and other required documents are to be uploaded in the HIMS Portal by the Principal I/C. After verification of genuineness of the particulars by accounts section of the Higher Education Department, Campus-II, the remuneration amount shall be credited to the bank accounts of retired faculties through account transfer.

Entitlement of Leave:

The retired Guest Faculties shall be entitled for Casual Leave up to 10(Ten) days in one academic session subject to approval by the Principal I/c-cum-Secretary, Governing Body of the College.

Disengagement of retire faculties:

The President of the Governing Body shall have the authority to disengage any or all the retired Guest Faculties in the event of any in-disciplined activities or unsatisfactory performance through HIMS portal only after obtaining concurrence of the Director, Higher Education. However, if any retired faculty wishes to resign for any reason may submit resignation at his own motion by giving 30 days prior notice to the Principal in charge, through HIMS portal.

Other Terms and Conditions:

- The number of retired Guest Faculties to be engaged subject wise in a particular College are to be decided by Higher Education Department by way of rationalization taking into consideration the person in position vis-a-vis sanctioned strength of the respective subject and latest vacancy.
- They shall put Bio-metric attendance while entry into and exit from the College and the same shall be linked to HIMS.
- They will undertake administrative assignments as may be assigned by the Principal I/c and the President, Governing Body of the College, if any.
- On engagement of retired Guest Faculties, such posts in the particular subject of the respective College (488 Category) shall

not be filled up by way of transfer until disengagement of guest faculty.

- The selected retired faculty shall submit a declaration to the effect that he/ she shall not put to any litigation out of such engagement.

N.B.: There shall be no Employee and Employer relationship of the retired Guest Faculties with Govt. in Higher Education Department.

ANNEXURE-A

(An objective system of evaluation of guest Faculty for Teaching posts)

SL No.	DEGREE	Marks (1st Div)	Marks (2nd Div)	Marks (3rd Div)
1	10th	3	2	1
2	+2	4	3	2
3	+3 Hons	5	3	2
4	Distinction	2		
5	PG (At least 55%)	8	6	Nil
6	M.Phil	8		
7	P.hD	10		
8	Teaching Experience (Only in UG and PG classes, 1 mark for each year maximum upto 10 marks	10		
9	Research Publications (2 marks for each publication maximum 10 marks)	10		
10	Total	60 Marks		