



ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ

**ODISHA ADARSHA VIDYALAYA**

AT/PO: BEGUNIA, DIST: KHORDHA, ODISHA, PIN: 752062  
(UNDER SCHOOL & MASS EDUCATION DEPT. GOVT. OF ODISHA)

☎7978542107(OFF), 9437721863(PRINCIPAL) ✉[begunia@oav.edu.in](mailto:begunia@oav.edu.in)  
CBSE Affiliation No- 1520195, School No- 17281,U-DISE Code-21170402005



## EMPANELMENT OF GUEST TEACHERS

Applications are invited from the interested and eligible candidates between the age group of 21 to 65 years as on date of advertisement with requisite qualifications for appointment of part time teachers on purely contractual basis against the existing required vacancies or vacancies arising here after (for all the subjects) in all the Odisha Adarsha Vidyalayas of Khordha District for the academic session 2024-2025. The prescribed filled in application from (available in [www.khordha.nic.in](http://www.khordha.nic.in)) containing two passport size photographs and self-attested photocopies of all certificates of educational qualifications & experiences, if any should reach to **the office of the Nodal Principal, Odisha Adarsha Vidyalaya, Begunia, Khordha PIN- 752062** by registered /speed post on or before **20<sup>th</sup> March 2024**. Joining will be on 1<sup>st</sup> week of April 2024. For more details visit District website: [www.khordha.nic.in](http://www.khordha.nic.in) or contact - 9437721863 Email ID: [begunia@oav.edu.in](mailto:begunia@oav.edu.in)

### VACANCIES FOR SESSION 2024-2025 IN KHORDHA DISTRICT

Sl No	Vacant Post	No of Posts	Name of the OAVs having Vacancies	Essential Qualifications	Consolidated Pay
1	TGT English	5	Banapur, Bolagarh, Khordha, Chilika, Tangi	Graduate in concern subject with 50% mark in aggregate (45% for SC/ST/SEBC/PH candidates) with B.Ed. (NCTE approved)	20000/-
2	TGT Odia	1	Khordha		
3	TGT Sanskrit	2	Chilika, Tangi		
4	TGT Hindi	5	Banapur, Bolgarh, Chilika, Jatni, Tangi		
5	TGT Maths	4	Balianta (02), Banapur, Chilika		
6	TGT Science	1	Tangi		
7	TGT So Science	1	Chilika		
8	PGT English	2	Begunia, Khordha	Post Graduate in concern subject with 50% mark in aggregate (45% for SC/ST/SEBC/PH candidates) with B.Ed. (NCTE approved)	25000/-
9	PGT Physics	2	Begunia, Khordha		
10	PGT Chemistry	2	Begunia, Khordha		
11	PGT Maths	1	Khordha		
12	PGT Biology	1	Khordha		
13	PGT Economics	1	Begunia		

For Details Visit: <https://khordha.nic.in>.

Sd/- NODAL PRINCIPAL, OAVs, Khordha

**APPLICATION -CUM-BIODATA FOR ENGAGEMENT OF CONTRATUAL TEACHERS (GUEST  
TEACHER) FOR ODISHA ADARSHA VIDYALAYAs, KHORDHA**

**Application for the post of:** \_\_\_\_\_

Fix a passport size  
photographs

1. Name of the candidate : \_\_\_\_\_

2. Father's/Husband's Name : \_\_\_\_\_

3. Gender (Male/Female) : \_\_\_\_\_

4. Date of Birth : \_\_\_\_\_

(In words) \_\_\_\_\_

5. Age as on 01.03.2024 : \_\_\_\_\_

6. Date of Retirement(If retired): \_\_\_\_\_  
(Attach supporting document)

7. Name of the last station where he/she was serving : \_\_\_\_\_  
(Attach authentic document)

\_\_\_\_\_

8. Marital Status (Married/Unmarried) : \_\_\_\_\_

9. Permanent Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ PIN : \_\_\_\_\_

10. Address for Communication: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ PIN : \_\_\_\_\_

11. Contact No. : \_\_\_\_\_

12. E-mail ID : \_\_\_\_\_

13. Aadhaar No. : \_\_\_\_\_

14. Preference OAV: I. \_\_\_\_\_

II. \_\_\_\_\_

III. \_\_\_\_\_

IV. \_\_\_\_\_

V. \_\_\_\_\_

15. Educational Qualification:

Sl. No.	Examination passed	Board/ University	Subject offered	Year of passing	Total Marks	Marks Secured(Excluding Extra optional)	% of Marks	Remarks
01	10 <sup>th</sup>							
02	12 <sup>th</sup>							
03	Graduation							
04	P. G.							
05	B.Ed							
06	M.Phil							
07	PhD							
Qualification	Passing(Yes/No)	Year	Qualification	Passing(Yes/No)	Year	Qualification	Passing(Yes/No)	Year
CTET-II			OSSTET-II			OTET-II		

16. Teaching Experience

Sl. No.	Name of the School/College	Designation	Duration	From	To	Experience Certificate (Yes/No)
1						
2						

17. Required Documents (Check List):

SL. No.	Documents	Yes/No	SL. No.	Documents	Yes/No
1	10 <sup>TH</sup> Certificate		9	B. Ed Certificate	
2	10 <sup>th</sup> Mark Sheet		10	B. Ed Mark Sheet	
3	12 <sup>TH</sup> Certificate		11	CTET/OSTET Certificate	
4	12 <sup>th</sup> Mark Sheet		12	M. Phil Certificate	
5	Graduation Certificate		13	Ph.D. Certificate	
6	Graduation Mark Sheet		14	ID Proof(Aadhaar/Voter ID)	
7	Post-Graduation Certificate		15	Bank Pass Book Photo copy	
8	Post-Graduation Mark Sheet		16	PAN Card Photo Copy	

I do hereby declare that all statements made above are true, complete and correct to the best of my knowledge and belief. I also do hereby declare that my candidature is liable to be cancelled, if it is found subsequently that the information along with documents submitted by me are false and fabricated.

Place:

Full Signature of the Candidate

Date:

**ODISHA ADARSHA VIDYALAYA SANGATHAN**  
**GUIDELINES FOR ENGAGEMENT OF TGTs/PGTs**

The candidates are advised to go through the eligibility criteria for different posts and they may apply after being satisfied that he/she is eligible for the posts as per stipulated eligibility criteria.

**ELIGIBILITY CIRTERIA:**

In order to be eligible for appointment, a candidate must satisfy the following conditions:

- (a) Must be a Citizen of India
- (b) Must be of sound mind
- (c) Must not be having more than one spouse living.

**FOR TRAINED GRADUATE TEACHERS (TGTs) :**

Four years integrated Degree course in the concerned subject from any Institution recognized by NCTE with at least 50% marks in aggregate (45% for SC/ST/PH/SEBC candidates);

**OR**

Bachelor Degree in the concerned subjects with 50% in aggregate (45% for SC/ST/PH/SEBC candidates) along with degree in Bachelor in Education/ 3 years integrated B.Ed (a course prescribed by the NCTE) from an Institution recognized by the NCTE and affiliated to a recognized University.

**AND**

Proficiency in teaching in Odia and English Medium

Desirable: Knowledge of Computer Applications.

**FOR TRAINED GRADUATE TEACHERS (PGTs) :**

Master Degree in the concerned subjects with 50% in aggregate (45% for SC/ST/PH/SEBC candidates) along with degree in Bachelor in Education/ 3 years integrated B.Ed (a course prescribed by the NCTE) from an Institution recognized by the NCTE and affiliated to a recognized University.

**AND**

Proficiency in teaching in Odia and English Medium

Desirable: Knowledge of Computer Applications.

**Note: Candidates having Special B.Ed or D.Ed. are not eligible for the post of TGTs.**



ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ ସଙ୍ଗଠନ  
ODISHA ADARSHA VIDYALAYA SANGATHAN  
N-1/9, Nayapali, PO: Sainik School, District- Khurda,  
Bhubaneswar, Odisha- 751005, Website: oav.edu.in  
Email: oavsbsr.od@gov.in/ info@oav.edu.in



No. 7708 /OAVS.

Date: 14.08.2023

File No. 664/2019

From

Ms. Monalisha Panda, OAS (SB)  
OSD, (Admin)

To

All Nodal Principals of OAVs in the State

Sub: Revised Guidelines for Empanelment of Teachers to meet urgencies for OAVs.

Madam/Sir,

Inviting a reference to the subject cited above, I am directed to enclose herewith the Revised Guidelines for Empanelment of Teachers to meet urgencies for OAVs for reference.

You are authorized to fill-up the vacancies lying in your OAVs by following the revised guidelines.

Enclosed: Revised Guidelines

Yours faithfully,

MS. MONALISHA PANDA  
OSD (Admin.) 14.08.2023

Memo No. 7709 / OAVS Date 14.08.2023

Copy forwarded to the all Principals of OAVs in the State for information & necessary action.

MS. MONALISHA PANDA  
OSD (Admin.) 14.08.2023

Memo No. 7710 / OAVS Date 14.08.2023

Copy forwarded to all the Collector & District Magistrate / District Education Officer, for information & necessary action.

MS. MONALISHA PANDA  
OSD (Admin.) 14.08.2023

Memo No. 7711 / OAVS Date 14.08.2023

Copy forwarded to the P.S. to Commissioner-cum-Secretary to Govt., S & ME Department for favour of kind information of the Commissioner-cum-Secretary to Govt.

MS. MONALISHA PANDA  
OSD (Admin.) 14.08.2023

Memo No. 7712 / OAVS Date 14.08.2023

Copy forwarded to the A.P.S to Adviser, OAVS for favour of kind information of the Hon'ble Adviser.

MS. MONALISHA PANDA  
OSD (Admin.) 14.08.2023



**ODISHA ADARSHA VIDYALAYA\_ SANGATHAN**  
**N-1/9, NAYAPALLI, PO-SAINIK SCHOOL, BHUBANESWAR-**  
**751005**

**REVISED GUIDELINES FOR EMPANELMENT OF TEACHERS TO MEET**  
**URGENCIES FOR ODISHA ADARSHA VIDYALAYAS (OAVs)-2023**

**1. OBJECTIVES:**

It has been decided to establish Odisha Adarsha Vidyalaya (OAV) in all blocks of the state. It is decided to raise a panel of retired teachers/ fresher's at district/school point for various posts to meet the urgencies. The scheme has been envisaged keeping in view the exigencies of non-availability of teachers for regular engagement, leave vacancies and such situations arising from times to time.

**2. ELIGIBILITY**

**(A) POST OF PRINCIPAL:**

Educational Qualifications and age limit:

Retired Principal of Kendriya Vidyalaya / Jawahar Navodaya Vidyalaya within the maximum age limit of 65 years are eligible.

OR

Retired Joint Director/District Education Officer/inspector of Schools/ Deputy Director/ Officers of equal status within age limit of 65 years having master's Degree from recognized University with at least 45% marks in aggregate & BED (a course Prescribed by NCTE) from an institution recognized by NCTE and affiliated to a Recognized University are eligible.

OR

Retired Readers/Sr, Lectures of Govt. colleges within age limit of 65 years having master degree from a recognized University with a least 45% marks in aggregate and B.ED (a course prescribed by NCTE) from an institution recognized by NCTE and affiliated to a recognized University are eligible.

**3 POST OF PGTs/TGTs:**

The posts of TGTs, PGTs can be filled up on part time Contractual basis in case any such vacancy exists / arises or when teachers proceed on long leave. Contractual appointments are made till the end of the session or till the regular teacher joins, whichever is earlier.

Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Odisha Adarsha Vidyalaya Sangathan.

*Anurag*

The following must be ensured, while making contractual appointment

- i. The teacher should possess the required educational qualifications prescribed for direct recruitment to the post.
- ii. Minimum and maximum age limit shall be 18 and 65 years respectively.
- iii. She/he would be engaged till such time the regular teacher joins or the end of the academic session, whichever is earlier.
- iv. Candidature of a contractual teacher who has served in a OAV in a year may be considered in subsequent year(s) by selection committee for a fresh appointment as contractual teachers, by following due procedure.
- v. The teachers engaged should be addressed by the Principal in OAVs.

**3. Tenure of engagement:**

Till such time regular Principal/teachers joins or the end of the academic session whichever is earlier.

**4. Documents to be produced by the retired employee:**

- a) Self attested copies of all certificates/mark sheets.
- b) Proof of retirement from service.(for retired candidates)
- c) Awards/certificates of merit received during service career.
- d) Two self attested photographs(passport size)
- e) Other relevant documents
- f) Undertaking to be effect that:
  - I. No proceeding is pending against him/her at any level
  - II. He/she has never been convicted by any court of law.
  - III. He is not a member of any political party.
- g) One Identity proof
- h) A declaration to the effect that he/she is receiving full pension. In case of provisional pension, reason to be cited.(for retired candidates)

**5. Mode of application:**

- a) One advertisement will be floated in the local dailies inviting application from the candidates. The candidates who can conveniently attend the schools in such locations need to apply for empanelment.
- b) The candidate will submit application to the concerned Nodal Principal of the district in the prescribed format along with documents by Registered post/Speed post so as to reach the office within stipulated dateline.

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## 6. Selection Procedure:

- I. The candidate will be required to appear before the selection board for empanelment. The Board will ascertain the suitability of the candidate.
- II. The Board will consider the career mark for empanelment.
- III. Computation of marks for empanelment of principals and Teachers will be as follows:
  - a) The computation of marks will be made taking 10% of the percentage of marks secured in HSC(without extra optional), Bachelor degree and BED level taken together for TGTs and HSC(without extra optional), Bachelor degree, Master Degree, M.Phil. & PhD and BED level taken together for principals & PGTs. For example: if one candidate has secured 67% in HSC examination, 6.7 marks will be taken into consideration and similarly in bachelor Degree level. If one candidate has secured 67%,62% and 70% in HSC, Bachelor degree and BED examination respectively, his computation of marks will be  $6.7+6.2+7.0=19.9$  Since M.Phil. & PhD degree are extra qualification, 5 marks extra for each may be added in computation of marks. The panel will be prepared taking into account marks computed as above.
  - b) The selection committee will finalize the list of selected teachers to be engaged as per the vacancies available in the OAVs in the district. The Nodal Principals indicating the name of the OAV in which he/she is to be engaged will be intimated to the principal & Principal will issue engagement order.
- iv) The engagement of a teacher will automatically come to an end once a regular teacher is appointed/ engaged against the vacant post in OAV. The concerned teacher may be allotted by the Nodal Principal in any other OAV preferably in the concerned block area as per the available Vacancy against sanctioned vacant post.
- v) The Retired teacher, who has been awarded punishment in a vigilance case or Departmental proceeding or criminal Prosecution. Shall not be considered for engagement under the scheme. The retired teachers who has been a

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Member of any political party after his/her retirement shall also not be eligible for engagement under the scheme.

- vi) The Maximum age limit of such retired teachers shall not exceed 65(sixty five) years. In exceptional cases the selection committee may relax the upper age limit maximum by one more year specifying the reason of such relaxation.
- vii) The Nodal Principals are authorized advertise throughout the year as per requirement in the OAVs of their district, incase of non-availability of teachers in the panel.

**7. Execution of agreement -**

An Agreement needs to be signed by the selected candidate and OAVs. The agreement should be in duplicate on non-judicial stamp paper of appropriate value. On behalf of OAVS, Principal would sign the agreement. The agreement signed should be strictly complied with and it is the responsibility of the Principal to ensure that agreement is properly executed and the original agreement is kept in her/his custody.

**8. Duties and responsibilities of Contractual teachers:**

Teachers appointed on contractual basis will discharge following duties

- a) Regular classroom activity/Copy checking.
- bl Invigilation duty/Evaluation work.
- cl Helping students and colleagues in preparation and organization of different curricular /Co-curricular activities in the Vidyalaya.
- d) Any other works assigned by the principal

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## 9. Payment and remuneration to contractual teacher-

Consolidated payment on monthly basis shall be made to the contractual teachers. If regular incumbent joins before completion of one month of the contractual teacher, then the contractual teacher may be assigned some other duty and shall be relieved when he/ she completes the minimum period of one month.

**Fund** - The payment to all categories i.e. TGT/PGT engaged against the regular vacancy will be met out of School Fund. The Principals to make advance requestion of fund to OAVS for this purpose as per their requirement.

SI No	Designation	Station	Consolidated pay
1.	Principal	Any	45,000/-
2.	PGT of all subjects	Normal	25,000/-
		Hard/ Very Hard	30,000/-
3.	TGT of all Subjects	Normal	20,000/-
		Hard/ Very Hard	25,000/-

\* The list of Hard/ Very Hard station is mentioned in **Annexure- "A"**.

## 10. Terms and Conditions:

- I. Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Odisha Adarsha Vidyalayas.
- II. Teacher appointed on contractual basis will not be entitled for vacation pay during Summer/Autumn/Winter Break. Payment shall be calculated on pro rata basis.
- III. Teacher will not be entitled for pay, if remains absent on working day. In case of absence from duty, payment will be calculated on pro rata basis.
- IV. Working hours shall be same as regular teacher
- V. The engagement of these contractual teachers will automatically come to an end once a regular/contractual teacher is appointed/ engaged against the vacant post in OAV. The concerned teacher may be allotted by the District Education Officer in any other OAV preferably in the concerned block area as per the available vacancy against sanctioned vacant post.

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- .....
- VI. The retired Principal/PGT/TGT will be paid a consolidated remuneration at the rate mentioned above per month and there shall not be any upper limit in taking number of classes. But he or she render service minimum for 20 days in a month excluding public holidays.
  - VII. The teachers engaged should not be allowed to take class on holiday and vacations and they shall not also be engaged in any examination duty except internal examinations of the school.
  - VIII. The teacher so engaged shall also be entrusted with correction and valuation work of the concerned subject in the OAV and he/she shall not be entitled for extra remuneration for such works.
  - IX. The performance of the teacher will be reviewed on regular basis. If any teacher is found to be non-performing or engaged in activities amounting to misconduct he/she shall be disengaged forthwith by principal under intimation to District Education Officer.
  - X. The retired teacher engaged under the scheme shall be treated as disengaged On attaining the age of sixty five unless there is an extension order from the District Education Officer.
  - XI. In terms of Finance Department OM NO. 23689 dated 23.06.2012 contractual Employees shall be eligible (subject to exigencies of Public service) for special leave of 10 days at the time maximum during the period of engagement for one year. The leave will not be carried over to the next year and will lapse on completion of each year of service.
  - XII. Unauthorized absence for a continuous period of 15 days or more will automatically terminate his/her engagement.
  - XIII. The temporarily engaged personnel shall be entitled to travelling allowance and daily allowance @ of the corresponding rank in regular Govt. Service When he/she discharge official duty/responsibility.

**11. Selection Board:**

The selection board will be constituted under the chairmanship of collector.

- |                                  |                   |
|----------------------------------|-------------------|
| I. Collector                     | Chairman          |
| II. Nodal Principal              | - Member Convenor |
| III. DEO/Representative of DEO   | Member            |
| IV. Any Principal of NVS/KVS     | Member            |
| V. Subject expert for TGTs/ PGTs | Member            |

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## **12. Validity Of Panel:**

The Panel will be valid for one year. The district selection board can revalidate the panel on exigencies.

The engagement of retired teachers does not confer any right of engagement.

## **13. Special Provision:**

- I) Relaxation of B.Ed. qualification - In the absence of suitable candidates with B.Ed. Degrees, in Hard/ Very Hard station candidates with following qualifications may be considered in different categories without B.Ed. qualification-
  - a) Post Graduate with 60% marks in Science subjects and 55% in Humanities subjects may be considered for the posts of PGTs, if suitable candidates with B.Ed. are not available.
  - b) Similarly in the case of TGT, B.Sc. with 60% marks and BA with 55% marks may be considered for appointment on part-time contractual basis if suitable candidates with B.Ed. are not available.
- II) Relaxation in CTET - In the absence of CTET qualified candidate, candidate without CTET qualification may be considered if otherwise eligible.

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