

## PARADIP COLLEGE, PARADIP

(Non-Government Aided College - 488 Category College)

At/PO: Paradip, Dist: Jagatsinghpur, Odisha | Affiliated to Utkal University

### ADVERTISEMENT FOR ENGAGEMENT OF RETIRED GUEST FACULTY

Academic Session 2026-2027

Date: 01.09.2026

Advt. No.: 721/26/PC

Applications are invited **ONLINE ONLY through the HIMS Portal** from eligible retired teachers for engagement as Guest Faculty in this College, purely on contract basis, in terms of the Guidelines issued by Government in Higher Education Department for engagement of retired guest faculties in Non-Government Aided Colleges of the State.

#### 1. VACANCY POSITION

| Sl. No | Subject           | No. of Posts | Category     |
|--------|-------------------|--------------|--------------|
| 1      | English           | 01           | D.P. Vacancy |
| 2      | Economics         | 02           | D.P. Vacancy |
| 3      | Political Science | 01           | D.P. Vacancy |
| 4      | Chemistry         | 01           | D.P. Vacancy |
| 5      | Botany            | 01           | D.P. Vacancy |
| 6      | Mathematics       | 02           | D.P. Vacancy |

#### 2. ELIGIBILITY

- Retired teacher at any University / Degree College (Government, or Aided College of 488 & 662 Category, or Sanskrit College).
- Age within 69 years as on the date of issue of this advertisement.
- Sound health, good physical ability and willingness to attend duty regularly.
- Good service record — no Departmental Proceeding / Recovery / Audit Para pending, no criminal case pending or contemplated, and not in litigation with any Court.

#### 3. ENGAGEMENT & REMUNERATION

- Purely on contract basis for one academic session or till the vacancies are filled up by proper recruitment, renewable subject to satisfactory performance. There shall be no Employer-Employee relationship with Government in Higher Education Department.
- Remuneration from Rs. 25,000/- to Rs. 50,000/- per month according to the category of the retired faculty, for a minimum of 50 classes per month, as prescribed in the Guidelines. Attendance is biometric and payment is made in DBT mode through the HIMS Gateway.

#### 4. SELECTION

Scrutiny of documents followed by interaction before the Selection Committee headed by the President, Governing Body. Physical attendance of the candidate on the date of selection is mandatory. Weightage shall be given for good academic career and higher qualifications. The engagement order shall be generated through the HIMS Portal only.

#### 5. HOW TO APPLY & IMPORTANT DATES

Online Application Link: [https://hims.odisha.gov.in/guest\\_faculty/home](https://hims.odisha.gov.in/guest_faculty/home)

| Commencement of online application | Last date of online application | Document verification & interaction |
|------------------------------------|---------------------------------|-------------------------------------|
| 03.09.2026                         | 17.09.2026                      | 25.09.2026                          |

Applications submitted by hand, by post or by e-mail shall not be entertained. Incomplete applications and applications received after the last date shall be summarily rejected. No TA/DA is admissible. Canvassing in any form shall lead to disqualification. The College reserves the right to modify or cancel this advertisement without assigning any reason.

For detailed eligibility, remuneration slabs, selection procedure and other terms and conditions, candidates may refer to the Guidelines of the Higher Education Department, Government of Odisha, available on the HIMS Portal and the College Notice Board.

Sd/- Principal I/c-cum-Secretary, Governing Body

Principal  
Paradip College  
Paradip

# Standard Operating Procedure (SOP)

## Engagement of Retired Guest Faculties in Non-Government Aided Colleges

### Step 1: Vacancy Creation (At College level)

Performed By: College Admin

#### Procedure

1. Login to the HIMS Portal using College Admin credentials.
2. Navigate to **Human Resource** → **Vacancy Management** → **Add Vacancy**.
3. Enter all required vacancy details.
4. Click **Submit**.
5. Click on the ok button on the popup message.
6. The vacancy will appear in the Vacancy List, where it can be viewed or deleted if required.

#### Outcome

- Vacancy details are successfully created in the system.
- The created vacancy becomes available for raising a Guest Faculty requisition.

### Step 2: Guest Faculty Requisition (At College level)

Performed By: College Admin

#### Procedure

1. Navigate to **Guest Faculty Module** → **Vacancy Management** → **Add Requisition**.
2. Select the created vacancy.
3. Enter the Guest Faculty engagement requisition details.
4. Click **Submit**.
5. The requisition is forwarded to the Joint Secretary for verification.
6. The submitted requisition appears under the **Pending** tab.
7. After approval by the Joint Secretary, the requisition is moved to the **Approved** tab.

#### Outcome

- The Guest Faculty requisition is approved and becomes available for advertisement creation.
- The College Admin can proceed with publishing the advertisement.

### Step 3: Advertisement Publication (At College level)

Performed By: College Admin

#### Procedure

1. Login to the HIMS Portal using **College Admin** credentials.
2. Navigate to **Guest Faculty Module** → **Vacancy Management** → **Add Advertisement**.
3. Select the approved requisition.
4. Enter the **Advertisement Number**.
5. Select the **Advertisement Start Date** and **Advertisement End Date**.

- The **Start Date** is the date from which candidates can begin submitting applications.
  - The **End Date** is the last date for submission of applications.
6. Upload the Advertisement Copy.
  7. Click **Send for Approval** to Principal.

## Approval Process

*Performed By: Principal*

1. Login using **Principal** credentials.
2. Navigate to **Guest Faculty Module** → **Vacancy Management** → **Advertisement List**.
3. Open the **Pending** tab.
4. Click **View** against the advertisement.
5. Verify all advertisement details.
6. Click **Approve** to publish the advertisement or **Reject** to return it for correction.

## Outcome

- Once approved, the advertisement will be published on the HIMS Portal.
- Candidates can submit applications during the advertisement period. (In between Start date and end date)
- After the advertisement closes, no further applications will be accepted.

## Step 4: Document Verification (At college level)

*Performed By: College Admin*

*Procedure*

1. Login to the HIMS Portal using **College Admin** credentials.
2. Navigate to **Guest Faculty Module** → **Selection Process** → **Document Verification**.
3. Open the **Pending** tab.
4. Click **View Application** against the candidate.
5. Verify all uploaded documents, including:
  - Educational Qualification Certificates
  - Retirement Documents
  - Experience Certificates
  - Identity Proof
  - Other mandatory documents prescribed by Government.
6. Click **Action**.
7. Select:
  - **Approve**, if all eligibility criteria are satisfied.
  - **Reject**, if mandatory documents are missing or eligibility conditions are not fulfilled.

## Outcome

- Approved applications move to the **Approved** tab.
- Rejected applications move to the **Rejected** tab.

## Step 5: Candidate Scrutiny (At College Level)

Performed By: College Admin

### Procedure

1. Navigate to **Selection Process** → **Scrutinization Process** → **Create Scrutiny**.
2. Open the **Pending** applications.
3. Click **View Application**.
4. Review the complete application along with verified documents.
5. Verify the candidate's eligibility as per Government guidelines.
6. Click:
  - o **Approve** for eligible candidates.
  - o **Reject** for ineligible candidates.

### Outcome

- Approved candidates become eligible for interview scheduling.
- Rejected applications are moved to the **Rejected** list.

## Step 6: Interview Committee Configuration (At College Level)

Performed By: College Admin

### Procedure

1. Navigate to **Selection Process** → **Staff List**.
2. Select the internal faculty members who will be part of the Selection Committee.
3. Enable **Is Interview Selection Member** against the selected staff.
4. Click **Confirm**.
5. Click **Add External Member**. (OES Officer nominated by RDE)
6. Enter the details of the nominated external expert.
7. Save the details.

### Outcome

The interview panel is successfully configured for the recruitment process.

### Selection Committee Composition

As per Government Guidelines, the Selection Committee shall consist of:

- President of the Governing Body (Chairperson) or Nominee
- Principal/Principal-in-Charge of the Institution
- Head of the Concerned Department
- OES Officer nominated by the Regional Director of Education (RDE)

**Note:** The Selection Committee shall conduct scrutiny, interaction, evaluation and preparation of the merit panel.



## Step 7: Interview Scheduling (At College level)

Performed By: College Admin

### Procedure

1. Navigate to **Interview Management** → **Interview Schedule**.
2. Select one or more approved candidates.
3. Click **Schedule Interview**.
4. Enter:
  - Interview Date
  - Start Time
  - End Time
  - Interview Venue
  - Interview Mode (Online/Offline)
  - Additional Instructions (if any)
5. Click **Schedule**.

### Outcome

- Interview notifications are automatically sent to selected candidates.
- Scheduled interviews are displayed in the **Interview List**.
- If required, interviews may be rescheduled through the **Re-Scheduled** tab.

## Step 8: Conduct of Interview (At College level)

Performed By: Selection Committee

### Procedure

1. Conduct the interview on the scheduled date.
2. Verify the candidate's physical attendance.
3. Verify original documents submitted by the candidate.
4. Evaluate each candidate based on: (**Attached in Annexure- A**)
  - Academic Career
  - Higher Qualification
  - Teaching Experience
  - Research Publications
  - Interview Performance
5. Award marks as per Government-prescribed evaluation criteria.
6. Enter interview marks in the HIMS Portal.
7. Finalize the subject-wise merit list.
8. Submit the recommendations for approval.

### Important Notes

- Physical attendance of the candidate during the interview is mandatory.
- Weightage shall be awarded strictly in accordance with Government guidelines for:
  - Academic Career
  - Teaching Experience
  - Research Publications
  - Interview Performance

# ANNEXURE-A

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

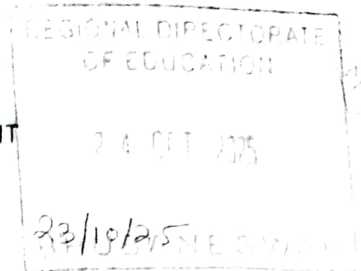
|    | DEGREE                                                                                      | Marks (1st Div) | Marks (2nd Div) | Marks (3rd Div) |
|----|---------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------|
| 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 up to 10 marks |                 | 10              |                 |
| 9  | Research Publications (2 marks for each publication maximum 10 marks)                       |                 | 10              |                 |
| 10 | Total                                                                                       |                 | <b>60 Marks</b> |                 |

R. Naik

3904  
25.10.25

III

GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT  
\*\*\*



No. HE-NCET 1-POLICY-0002-2023/ 57198 /HE., Dated

**Sub: Guidelines for engagement of Retired Academicians as Guest Faculties in Non-Govt. Aided Colleges of the State (both 488 & 662 Category, Sanskrit Colleges)**

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

However, the colleges which are fully integrated into HIMS and using the HIMS portal may be eligible for engagement of such Guest Faculties. Therefore, all the Colleges are required to implement all modules of HIMS on or before 31.10.2025, without fail.

**Mode of Advertisement & Manner of Application:**

Vacancy in each subject is to be uploaded on HIMS by respective colleges. Advertisements with the details of vacancies will be floated through HIMS. The advertisement shall also be published in at least 02 (two) widely circulated Odia daily Newspapers. A copy of the advertisement along with details of the vacancies shall be uploaded on the HIMS portal.

Interested and eligible retired academicians shall apply only through the HIMS portal, using the online application link provided in the advertisement. No offline or manual applications shall be entertained.

**Nature & Tenure of Engagement:**

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

The tenure of engagement shall be initially for one academic session or until the posts are filled up through proper recruitment.

The engagement may be renewed for the succeeding academic session based on the satisfactory performance of the Guest Faculty and the continuing need of the institution.

**Eligibility Criteria for Applicant:**

1. The applicant must be a **retired teacher** of any Public University/ Degree College (Government or Non-Government Aided College of 488 & 662 category/ Sanskrit College). In the event, that such candidate(s) is/are not available, then the Principal I/c of the concerned college shall take **the prior approval of the Director, Higher Education**, before engagement of an **eligible and willing retired faculty member** from any **recognized private college/University**, which shall be considered on a **case-to-case basis**.
2. The **maximum permissible age** of the applicant shall be **69 years** as on the date of issue of the advertisement.
3. The applicant must be in sound health with good physical ability and willing to attend duty regularly.
4. The applicant must possess a **good service record** i.e. no Departmental Proceedings/ Recovery/ Audit Para (pending or recovery suggestion)/ no Criminal Case pending or contemplating against him/ her/ not in litigation with court.

**Selection Procedure:**

All applications received through the HIMS portal shall be **scrutinized** followed by **interaction** of the candidates by the selection committee headed by the President of the Governing Body or his/her 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 members.



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 pertaining to the selection including the marks secured by each candidate shall be mandatorily uploaded in HIMS portal. The engagement order shall be generated by the Principal I/c of the concerned College through HIMS portal only, after obtaining approval of the President of the concerned Governing Body.

**Remuneration Structure & its Disbursement:**

|   |                                                                                                                                                                                                   |                                          |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| 1 | Retired Asst. Professors (up to Stage-II) of Government College/ Retired Lecturer of Aided College (448/662 Category)/ Recognized Private College ( <b>without Ph.D.</b> )                        | 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)/ Recognized Private College ( <b>with Ph.D.</b> )                           | 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)/ Recognized Private College ( <b>without Ph.D.</b> ) | Rs. 35,000/- p.m. minimum 50 classes     |
| 4 | Retired Asst. Professor (Stage-III)/ Retired Associate Professor/ Retired Reader ( <b>with Ph.D.</b> )                                                                                            | 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 Guest Faculty are less than 50, then, deduction of remuneration shall be made proportionately considering the administrative assignment if any.

Attendance & Monthly remuneration bill of the Guest Faculties shall be **generated exclusively through HIMS portal** and payment of their remuneration shall be made on **DBT mode via HIMS portal**.

Number of classes taken by the Guest Faculty shall be duly **certified by the HoD** concerned. Their **biometric/ digital attendance has to be integrated with the HIMS portal** and other supporting documents shall be uploaded in the HIMS Portal by the Principal I/c.

Upon **verification of authenticity** of the particulars by the **Accounts Section, Higher Education Department (Campus-II)**, the remuneration amount shall be credited **directly to the respective bank account** of the Guest Faculty.

**Entitlement of Leave:**

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

**Disengagement:**

The Principal I/c of the college, with the **concurrence of the President, Governing Body**, shall have the authority to disengage any or all the Guest Faculties only in the event of **indiscipline, misconduct, or unsatisfactory performance**. However, the process has to be routed through HIMS only.

Resignation:

If any engaged Guest faculty wishes to resign from the post, he/she has to serve a notice period of 30 (Thirty) days through the HIMS Portal only, after which the disengagement from the post he/she has been serving, will be considered.

Other Terms and Conditions:

- The number of Guest Faculties to be engaged subject wise in a particular College shall be **decided by the Higher Education Department** by way of rationalization taking into consideration the existing person in position vis-a-vis sanctioned strength and current vacancy of the respective subject.
- All engaged Guest Faculties shall put their Bio-metric attendance at the time of entry and exit from the College which shall be **integrated with the HIMS portal**.
- They will undertake administrative assignment and duties as may be assigned by the Principal I/c and the President, Governing Body of the College, as deemed necessary for smooth functioning of the institution, if any.
- In the case of **488 Category Colleges**, on engagement of Guest Faculty, such post in the particular subject of the respective college shall not be filled up by the way of transfer until the **disengagement** of the said Guest Faculty.
- Every selected Guest Faculty shall submit a **written declaration** stating that he/she shall **not initiate or pursue any litigation** arising out of such engagement under any circumstances.

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

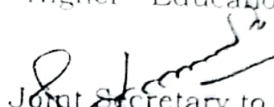
By Order of Governor

Director, Higher Education

23/7/25

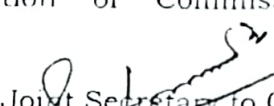
Memo No. 57199 /HE., dated 23/10/25

Copy forwarded to PS to Hon'ble Minister, Higher Education for kind information of Hon'ble Minister.

  
23-10-25  
Joint Secretary to Government

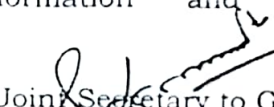
Memo No. 57200 /HE., dated 23/10/25

Copy forwarded to O.S.D. to Commissioner-cum-Secretary to Government, Higher Education Department for kind information of Commissioner-cum-Secretary.

  
23-10-25  
Joint Secretary to Government

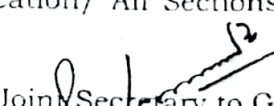
Memo No. 57201 /HE., dated 23/10/25

Copy forwarded to the Principal-cum-Secretary/ President, Governing Body of all Non-Government Aided Colleges for information and necessary action.

  
23-10-25  
Joint Secretary to Government

Memo No. 57202 /HE., dated 23/10/25

Copy forwarded to <sup>5852</sup> All Regional Directors of Education/ All Sections of Higher Education Department for information.

  
23-10-25  
Joint Secretary to Government

9  
RDE

24-10-25