

ହିନ୍ଦୋଳ (ଡିଗ୍ରୀ) ମହାବିଦ୍ୟାଳୟ, ଖଜୁରିଆକଟା, ଢେଙ୍କାନାଳ

ବିଜ୍ଞପ୍ତି ନମ୍ବର- ୪୭୪

ତାରିଖ-୧୨.୦୮.୨୦୨୬

ବିଜ୍ଞପ୍ତି

ଅତିଥି ଅଧ୍ୟାପକ ନିଯୁକ୍ତି

ହିନ୍ଦୋଳ (ଡିଗ୍ରୀ) ମହାବିଦ୍ୟାଳୟ, ଖଜୁରିଆକଟା, ଢେଙ୍କାନାଳ, ପିନ-୭୫୯୦୨୦ ରେ ୨୦୨୬-୨୭ ଶିକ୍ଷାବର୍ଷ ପାଇଁ ଅତିଥି ଅଧ୍ୟାପକ (Guest Faculty) ନିଯୁକ୍ତି ପାଇଁ ଆବେଦନ ଆହ୍ୱାନ କରାଯାଉଛି । UGC Regulation 1998 ଅନୁସାରେ ଯୋଗ୍ୟ ପ୍ରାର୍ଥୀମାନେ (ଅବସରପ୍ରାପ୍ତ ଅଧ୍ୟାପକ) ନିମ୍ନଲିଖିତ ବିଷୟରେ HIMS ପୋର୍ଟାଲ (<https://hims.odisha.gov.in>) ମାଧ୍ୟମରେ ଆବେଦନ କରିବାକୁ ହେବ । ଅନ୍ୟଥା ଆବେଦନ ଗ୍ରହଣ କରାଯିବ ନାହିଁ ।

ଆବେଦନ ର ସମୟସୀମା : ତା - ୧୪.୦୮.୨୦୨୬ ରିଖ ରୁ ତା - ୨୪.୦୮.୨୦୨୬ ରିଖ ପର୍ଯ୍ୟନ୍ତ ।

ସମ୍ପୂର୍ଣ୍ଣ ବିବରଣୀ ମହାବିଦ୍ୟାଳୟ ୱେବସାଇଟ: www.hindolcollege.in ରେ ଉପଲବ୍ଧ ଅଛି ।

Botany-01, Botany(AEDP)-01, Chemistry(AEDP)-01, Commerce(AEDP)-02, Economics(AEDP)-01, History-01, History(AEDP)-01, Mathematics-01, Mathematics(AEDP)-01, Zoology(AEDP)-01, Political Science-01

sd/-

ଅଧ୍ୟକ୍ଷ

ହିନ୍ଦୋଳ (ଡିଗ୍ରୀ) ମହାବିଦ୍ୟାଳୟ, ଖଜୁରିଆକଟା

OFFICE OF THE PRINCIPAL HINDOL COLLEGE, KHAJURIAKATA, DHENKANAL

Advertisement No- 474

Date-12.08.2026

APPOINTMENT OF GUEST FACULTY

Applications are invited from the retired lecturers/ Readers temporarily for the academic session 2026-27. Interested retired employees may apply for the post of following subjects through HIMS portal (<https://hims.odisha.gov.in>) from **14.08.2026 to 24.08.2026** as per UGC Regulation 1998 & Govt. of Odisha, Department of Higher Education guidelines. The details can be viewed from the college Website www.hindolcollege.in

Botany-01, Botany(AEDP)-01, Chemistry(AEDP)-01, Commerce(AEDP)-02, Economics(AEDP)-01, History-01, History(AEDP)-01, Mathematics-01, Mathematics(AEDP)-01, Zoology(AEDP)-01, Political Science-01

sd/-

Principal,

Hindol College, Khajuriakata.

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:
 - **Approve** for eligible candidates.
 - **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	60 Marks		

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 indisciplined 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		

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No. HE-NCET 1-POLICY-0002-2023/ 57198 /HE., Dated 23/10/25

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 (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)/ Recognized 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)/ Recognized 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 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.

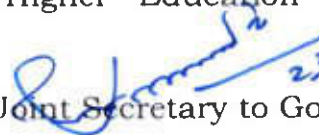
By Order of Governor

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.


23-10-2025
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.


23-10-2025
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.


23-10-2025
Joint Secretary to Government

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

Copy forwarded to All Regional Directors of Education/ All Sections of Higher Education Department for information.


23-10-2025
Joint Secretary to Government