



**OFFICE OF THE PRINCIPAL  
DHENKANAL AUTONOMOUS COLLEGE, DHENKANAL**

At-College Road, Kunjakanta, Dist- Dhenkanal- 759001,  
e-Mail ID-samsdklcollege@gmail.com

20260629-748-8587

Notice No 2805 /Date 29/06/26


**WALK-IN INTERVIEW FOR EMPANELMENT & ENGAGEMENT OF GUEST FACULTY  
(2026-27)**

Applications are invited from eligible candidates for empanelment and engagement of Guest Faculty in different subjects for the Academic Session 2026-27. Interested candidates must apply online through the HIMS Portal [https://hims.odisha.gov.in/guest\\_faculty/home](https://hims.odisha.gov.in/guest_faculty/home) of the Department of Higher Education, Government of Odisha on or before 07.07.2026 by 05 PM. Candidates who have applied online are required to appear for the Walk-in Interview with a downloaded copy of the online application and all the original certificates along with one set of self-attested photocopies of the same for verification as per the following schedule:

Sl.No	Date	Time	Subjects
1	08.07.2026	10.00 AM	Physics, Chemistry, Zoology, Mathematics, Computer Science, Biotechnology, Commerce, Education & Psychology
2	09.07.2026	10.00 AM	English, Economics, History, Political Science, Sociology, Odia, Philosophy, Hindi & Sanskrit

For detailed information, visit: <https://dhenkanalcollege.ac.in>

**N.B.- Candidates who have not registered in HIMS portal will not be entertained.**

  
Principal 29-6-26  
**PRINCIPAL**  
Dhenkanal Autonomous College,  
Dhenkanal Auto College,  
Dhenkanal

  
29/06/26

**Venue: Respective Departments, Dhenkanal Autonomous College, Dhenkanal.**

**Reporting Time: 10.00 AM**

**Eligibility Criteria:**

1. Candidates must possess a Master's Degree (M.A./M.Sc./M.Com.) in the concerned subject from a recognized university with at least 55% marks or equivalent grade with a Second Class in Bachelor's Degree is an essential qualification. The Candidates must also fulfil all eligibility criteria prescribed by the Government from time to time. Other eligibility criteria as per DHE Letter No. Letter No. 32495/HE dated 16.06.2026 and 12109/HE dated 12.06.2019.
2. NET qualification meant for eligibility for lectureship will be taken into account during career evaluation.

**Selection Procedure:**

Selection of Guest Faculties will be made as per the Guidelines issued by the Department of Higher Education, Government of Odisha, vide Letter No. 32495/HE dated 16.06.2026, Letter No. 26445/HE dated 23.05.2025 and Letter No. 12109/HE dated 12.06.2019.

**How to Apply:**

1. Interested candidates must register themselves and submit the online application through the Higher Education Information Management System (HIMS) Portal before appearing for the walk-in interview.
2. Online application through the HIMS Portal is mandatory.
3. Opening of online application: 01.07.2026
4. Closing of online application: 07.07.2026 (up to 5:00 PM)
5. Candidates who fail to submit the online application through the HIMS Portal shall not be allowed to participate in the interview.

**Required Documents During Verification:**

Candidates are required to bring the following documents on the day of the interview.

1. A downloaded copy of the online HIMS application form.
2. Resume, original certificates, UG/PG teaching experience certificate if any and self-attested photocopies of all certificates and mark sheets from 10th onwards.
3. Two recent passport-size colour photographs.

**Terms and conditions:**

1. The Engagement of Guest faculties is purely temporary in nature.
2. Canvassing for selection and engagement in any form is not allowed.

3. The engaged candidates may be terminated at any time without assigning any reason thereof.
4. The Engaged Guest faculties are to follow all rules and regulations of the college as well as Govt from time to time.
5. Selection shall be made strictly according to the Guidelines issued by the Department of Higher Education, Government of Odisha, vide DHE Letter No. Letter No. 32495/HE dated 16.06.2026, 26445/HE dated 23.05.2025 and 12109/HE dated 12.06.2019.
6. The decision of the selection committee and the principal regarding the selection shall be final and binding.
7. No TA/DA will be provided to the candidates for attending the interview.
8. The number of Guest Faculties shall be engaged based upon the Govt approval by the Dept of Higher Education, Odisha and requirements.
9. Remuneration will be paid as per the Government Guidelines and availability of Govt allotment funds.
10. Please visit the college website (<https://dhenkanalcollege.ac.in>) regularly to stay updated with the latest information.

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30/6/26

Principal  
Dhenkanal Autonomous College,  
Dhenkanal



GOVERNMENT OF ODISHA  
DEPARTMENT OF HIGHER EDUCATION

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No. HE-GCET-MISC-0014-2019 32849 /HE, Dated 23.06.2025

From

Sri Prasant Kishore Mohapatra, OAS (SS)

Special Secretary to Government

To

The Principals,

All Govt. Degree Colleges of the State.

Sub: Enhancement of remuneration for Guest Faculties engaged in Govt. Degree Colleges of the State - regarding.

Ref: This Deptt. Letter No.26445/HE dtd. 23.05.2025

Madam/ Sir,

In inviting reference to the subject cited above, I am directed to intimate that after careful consideration, Govt. in Finance Deptt. have been pleased to enhance remuneration of Guest Faculties of Govt. Degree Colleges of the State to Rs. 700/- per class, with a ceiling of Rs. 35,000/- per month for a maximum of 50 classes & for 09 months in an Academic Year. The enhanced remuneration shall come into effect w.e.f. the Academic Year 2025-26. Further, all the Principals are hereby requested to take necessary action for engagement of Guest Faculties in the Degree Colleges in strict adherence to the vacant posts against the sanctioned strength in different subjects as per the Guidelines issued vide this Deptt. Letter No. 12109/HE dtd. 12.06. 2019. Funds requirement towards remuneration of Guest Faculties & list of the selected Guest Faculties for the Academic Year 2025-26 must be uploaded in the HIMS portal.

Yours faithfully,

Special Secretary to Government

Memo. No. 32850 /HE, dated. 23.06.2025

Copy forwarded to AG (A&E) Odisha, Bhubaneswar/ Director, Higher Education (Campus-II), Bhubaneswar/ All Regional Directors of Education, of the State for information and necessary action.

Special Secretary to Government

# SOP on the Guest Faculty Module for Government Colleges

## Step 1: Login to HIMS Portal

1. Open a web browser and navigate to **hims.odisha.gov.in**.
2. Click on the **Login to HIMS** button.
3. Enter the **College Admin Username, Password**, and the displayed **Captcha**.
4. Click **Login** to access the application.

## Step 2: Create Vacancy

1. After successful login, navigate to **Human Resource**.
2. Under the **Vacancy Management** module, click **Add Vacancy**.
3. Enter all required details in the mandatory fields.
4. Click **Submit** to create the vacancy.

## Step 3: Submit Guest Faculty Requisition

1. Click on the **Guest Faculty Management** card.
2. Select **Vacancy Management**.
3. Click **Add Requisition**.
4. Fill in all required requisition details.
5. Enter the required information in the **Guest Faculty Required** section.
6. Click **Submit** to submit the requisition.

## Step 4: Requisition Approval

1. Upon approval of the requisition, a **Requisition Approval Number** will be generated.
2. Ensure the approval number is available before proceeding to advertisement creation.

## Step 5: Create and Publish Advertisement

1. Click on the **Add Advertisement** menu.
2. Enter all required advertisement details.
3. Select the subject(s) for which the advertisement is to be published.
4. Choose one of the following options:
  - o Click **Publish** to directly publish the advertisement.
  - o Click **Send for Approval** to forward the advertisement to the principal for approval.

Urgent/ By Speed Post

GOVERNMENT OF ODISHA  
DEPARTMENT OF HIGHER EDUCATION

No. HE-GCET-MISC-0014-2019/ <sup>\*\*\*</sup> 32495 /HE, Date: 16/06/2026

From

Smt. Mousumi Nayak, OAS (S)  
Joint Secretary to Government

To

The Principals,  
All Government Degree Colleges, Odisha

Sub: Fresh engagement of Guest Faculties on Contractual basis in Government Degree Colleges for the AY 2026-27-reg.

Ref: This Deptt. Letter no. 32849 dtd. 23.06.2025  
This Deptt. Letter no. 26445 dtd. 23.05.2025  
This Deptt. Letter no. 12109 dtd. 12.06.2019

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to inform that fresh engagement of Guest Faculties against sanctioned vacant posts in different disciplines in Government Degree Colleges of the State shall be undertaken for the Academic Year 2026-27, strictly in accordance with the guidelines issued vide this Department Letter No.12109/HE dated 12.06.2019 and remuneration enhanced vide this Department Letter No.32849/HE dated 23.06.2025.

Further, the entire process relating to engagement of Guest Faculties, including creation of vacancies, submission of requisitions, publication of advertisements, receipt of applications, selection and engagement, shall be carried out through the HIMS Portal as per the **Standard Operating Procedure (SOP) on the Guest Faculty Module for Government Colleges**, enclosed herewith for guidance and strict compliance. The SOP details the workflow for vacancy creation, requisition submission, approval and advertisement publication through the HIMS Portal.


You are therefore requested to take necessary action accordingly and ensure timely completion of the engagement process for the Academic Year 2026-27.

Yours faithfully,

  
Joint Secretary to Government

Memo. No. 32496/HE, Date: 16/06/2026

Copy forwarded to all RDEs of Odisha for information & necessary action.

  
Joint Secretary to Government



GOVERNMENT OF ODISHA  
DEPARTMENT OF HIGHER EDUCATION

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No. PT1-HE-GCET-MISC-0118-2020 26445 /HE, Dated 23.05.2025

From

Sri Prasant Kishore Mohapatra, OAS (SS)

Special Secretary to Government

To

The Principal,


All Government Degree Colleges of Odisha.

Sub: Engagement of Guest Faculties in Government Degree Colleges of the State-regarding

Madam/ Sir,

In inviting reference to the subject cited above, I am directed to say that after careful consideration, Government have been pleased to intimate you to take necessary action for fresh engagement of Guest Faculties in the respective Government Degree Colleges of the State against the sanctioned vacant posts in different disciplines strictly in accordance with the guidelines issued earlier vide this Department Letter No-12109/HE, dated 12.06.2019 (Copy enclosed) for the academic year 2025-26.


Yours faithfully,

  
Special Secretary to Government

Encl. As above


Memo. No. 26446 /HE, dated. 23.05.2025

Copy forwarded to AG(A&E), Odisha/Finance Department/all the RDEs for information and necessary action.

  
Special Secretary to Government

Memo. No. 26447 /HE, dated. 23.05.2025

Copy forwarded to PS to Hon'ble Minister, Higher Education/OSD to Commissioner-cum-Secretary, Higher Education Department for kind information of Hon'ble Minister, Higher Education/Commissioner-cum-Secretary, Higher Education Department respectively

  
Special Secretary to Government

GOVERNMENT OF ODISHA  
DEPARTMENT OF HIGHER EDUCATION

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PT1-HE-GCET-MISC-0118-2020 22315 /HE, Dated 05-06-2024

From

Smt. Snigdha Champatiray,  
Joint Secretary to Government

To

The Principal,  
All Government Degree Colleges of Odisha.

Sub: Engagement of Guest Faculties in Government Degree Colleges of the State.

Madam/ Sir,

In inviting reference to the subject cited above, I am directed to say that after careful consideration, Government have been pleased to request to take necessary action for fresh engagement of Guest Faculties in their respective colleges against the sanctioned vacant posts in different disciplines strictly in accordance with the guidelines issued vide this Department Letter No-12109/HE, dated 12.06.2019 (Copy enclosed) for the academic year 2024-25.

The principals are also instructed to engage additional Guest Faculties, if any, by adhering strictly to this Department guidelines issued vide Letter No. 12109/HE dated 12.06.2019 taking into consideration of the students strength/yardstick.

Yours faithfully,

*Snay*  
05-06-24  
Joint Secretary to Government

Memo No 22316 /HE, dated 05-06-2024

Copy forwarded to the AG(A&E), Odisha/Finance Department/all the RDEs for information and necessary action.

*Snay*  
05-06-24  
Joint Secretary to Government

**MOST URGENT**

**GOVERNMENT OF ODISHA  
DEPARTMENT OF HIGHER EDUCATION**

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HE-FEIIA-MISC-0051-2019 12109 /HE, Dtd 12.6.19

From

Dr. Partha Sarathi Mishra, IAS  
Additional Secretary to Government

To

**The Director, Higher Education, Odisha, Bhubaneswar.**  
**All RDEs/ All Principals of Govt. Colleges of the State.**

Sub: Guidelines for the engagement of Guest Faculties in the Govt. Colleges of the State.

Madam/Sir,

I am directed to invite a reference to the subject cited above and to enclose herewith a copy of the proceeding of the meeting held on 27.03.2019 regarding the guidelines for the engagement of Guest Faculties in the Govt. Colleges of the State.

You are therefore requested to follow the guidelines enumerated in the proceeding during the time of engagement of Guest Faculties in the Govt. Colleges of the State. Engagement of number of Guest Faculties will depend on the enrollment of students as per sanctioned seats and sanctioned posts. Any deviation in this regard will be viewed seriously and responsibility will be fixed accordingly.

This may please be treated as most urgent.

Yours Faithfully,

*[Signature]*  
12.6.19  
Additional Secretary to Government

## Engagement of Guest Faculty

After the re-opening of college after summer vacation, process of selection of guest faculty be started.

After the process of selection is over, Principals are required to furnish data as per the proforma enclosed as **Annexure-I** to the Directorate of Higher Education at the earliest. Guest faculties be engaged only against sanctioned posts. However, where students have taken admission without sanction of additional post, guest faculties can be engaged as per the workload calculated in **Annexure-II**.

### SELECTION PROCEDURE:-

Selection of guest/visiting faculties shall be made by a committee. The composition of such committee for each subject shall be as follows:-

- (1) Principal of the college shall be the Chairman of the committee.
- (2) Head of the Department.
- (3) One Senior faculty from other department /subject nominated by Principal.
- (4) One subject expert from the same college (if there is a member at all )

Colleges where there is no faculty member in the concerned subject, persons in order of following preferences may be invited.

- i- Faculty of nearby Govt. College.
- ii- Retired faculty of Govt. College.
- iii- Faculty of nearby Non-Govt. Aided College.
- iv- Retired faculty of Non-Govt. Aided College.

### Qualification, Career Assessment and age limit of Guest Faculty.

Master's Degree in the concerned subject from a recognized University with at least 55% marks or its equivalent grade with a second class in the Bachelor's Degree is essential.

Selection shall be based on career marks and viva-voce test. The distribution of weightage for the career assessment suggested is as follows:-

Career and Teaching experience	-	60 marks.
Viva-voce	-	40 marks.

*Debit*

*fz*

*Debit*  
*Accl. Dir (PI)*

### Career Marking :

Sl No.	Qualification	Marks			
		1 <sup>st</sup> Divn	2 <sup>nd</sup> Divn.	3 <sup>rd</sup> Divn.	Distinction
i	Ph.D			08	
ii	Net			06	
iii	M. Phil			04	
iv	MA/M.Sc./M.Com or equivalent Degree	12 marks	08 marks	04 marks	-
v	B.A.(H)/B.Sc.(H)/B.Com(H) or equivalent Degree	08 marks	05 marks	02 marks	02 marks
vi	B.A.(P)/B.Sc.(P)/B.Com(P) or equivalent Degree	05 marks	03 marks	01 marks	02 marks
vii	+2 or equivalent Degree	04 marks	03 marks	02 marks	-
viii	H.S.C or equivalent Degree	03 marks	02 marks	01 marks	-
ix	Teaching experience	02 mark for each year of experience * ( subject to maximum 10 marks )			

\*Engagement for 9 months or more may be considered as one year in case of guest faculties engaged earlier.

### Viva-Voce Marking :

- (i) Teaching capability : **20 marks**  
(ii) Conceptual understanding in the subject domain : **15 marks**  
(iii) Perspective in positivity and leadership : **5 marks**

Preferences be given to superannuated faculties and teachers having Ph.D./NET with more than 3 years experience in any Govt. Colleges of the State may be engaged without going through the interview process as per the regular selection procedure. In case of superannuated faculty at least 10 years of teaching experience at UG level or above must be recommended by the HOD of the Department with their CV attached. The Committee may consider the CV in absentia and decide on his engagement. However, their cases may be considered for engagement up to age limit of 70 years.

*Handwritten signatures:*  
Aeerh  
Pz  
KSEK  
R.D.M.  
Aut. Dir. (H)

### Honorarium to be paid:-

Rate of honorarium to be paid to the guest/visiting faculties to be engaged for Degree classes in Govt. Degree/Autonomous and Model Degree Colleges is Rs.500/- ( Rupees five hundred only) per class/lecture of 45 minutes duration subject to a maximum ceiling of Rs.25,000/- ( Rupees twenty five thousand only) per month averaged over nine months ( limited to average 50 classes per month and to 450 classes during the year of engagement wherever possible. For example the guest faculty must be assigned 450 classes during 9 months and paid accordingly. The monthly limit is an average indicator). The Principal must keep a record of monthly database with respect to each guest faculties work record for the month containing the following data ( Name, subject, number of theory or theory equivalent practical taken, reason for deviation from the 50 class average, Balance classes left from the total 450, additional duties done, remark). Since the workload calculation is based on 450 classes per Guest Faculty is self consistent with the minimum required hours necessary for managing the Course, the Principal must ensure the class distribution accordingly.

Rate of honorarium to be paid to the guest/visiting faculties to be engaged for +2 wing ( Higher Secondary) of composite Govt. Colleges is Rs.400/- ( Rupees four hundred only) per class/lecture of 45 minutes duration subject to a maximum ceiling of Rs.16,000/- ( Rupees Sixteen Thousand only) per month ( 40 classes per month ).

### JOB CHART:-

- (i) Guest Faculties are required to be engaged for both theory and practical classes .
- (ii) Guest faculties with 3 years of experience (Engagement for 9 months or more may be considered as one year) may be involved in question setting and evaluation on recommendation of the respective Principal, if required. Assignment of question setting would be required for implementing the introduction of compilation of question bank in each subject. Assignment of Evaluation must be implemented after coding of answer paper is fully implemented.

*Head*      *PS*      *Prin*  
*Asst. Prin (PI)*      *Asst*

### Other Issues:-


- a. However the practice of employing guest faculty regularly year after year must be discontinued through urgent regular appointment or withdrawing of the faculty deployed in +2 colleges. This practice is making young post graduates complacent and demotivated in teaching, learning, research as well as development of personality. **Moreover with increasing number they are becoming unionized that would create problem later on.** As a first measure 300 faculties deployed to 17 stand alone Higher Secondary Schools (erstwhile junior colleges) now under the administrative control of Deptt. of School & Mass Education (**Annexure-III**) may be withdrawn and be absorbed in the nearby degree colleges from the next academic session. The fraction of Guest Faculty must be limited to 20% of the total faculty strength. Ideally these should be in areas related to DSE or SEC Subjects where teachers are not available in the Institute.
- b. The Department must reflect a realistic assessment of Budgetary requirement for the Guest Faculty payments based on the number employed during the preceding year. This will avoid unreasonable delays in payment of their honorarium.
- c. The choice based credit system demands faculty to be involved in activities beyond limited black board teaching. The Guest Faculty must be involved in student projects and other related activities.
- d. The committee recommends that NET qualification may be introduced as an essential qualification for Guest Faculty engagement two years down the line to ensure feeder viability.
- e. The monthly limit of 50 classes may be modified to limiting the number of classes assigned during the nine month period to 450 classes and payment be made accordingly.
- f. Presently **1510** guest faculties have already been engaged in Degree/ Composite colleges against **1374** vacancies. (**Annexure-IV**). But this number should actually be 1327 as per the norms fixed by Govt. in Department of Higher Education letter No. 16278/HE, dt. 24.06.2017, (which state "guest faculties be engaged against sanctioned posts") and letter No. 15696/HE, dt. 11.07.14, ( which state "to finish the curriculum

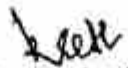
*Devi*  
*Ravi*  
*and*  
*and*  
*and*


where students have taken admission but no additional posts have been sanctioned, guest faculties be engaged"). Because in many colleges, **(Annexure-V)** guest faculties were engaged in subjects where neither there is vacancy nor any extra courses (like enhancement of Hons. seats / P.G. / M. Phil) have been introduced. For example in Bhadrak Auto College, in Philosophy subject though 02 regular faculties are present against 02 sanctioned post , 03 guest faculties have been engaged without introduction of any additional course like PG, M. Phil etc.


Based on the number of guest faculties engaged / to be engaged as per norm, the financial requirement is recalculated to be **Rs. 23,62,71,400/- (Rupees twenty three crore sixty two lakhs seventy one thousand four hundred ) only** per financial year.

Further, Govt. vide letter No. 32135/HE, dt. 20.11.18, have increased the maximum ceiling of classes to be engaged by a guest faculty from 40 classes per month to 50 classes per month (Rs. 25,000/- per month). Hence, the amount to be paid to guest faculties shall also increase.

  
Dr. Mamata Panda  
Asst. Director, (Planning)  
DHE(O), BBSR

  
Dr. Mihir Ranjan Sethy  
Regional Director of  
Education, BBSR

  
Dr. Parthasarathi  
Mishra, IAS,  
Additional Secretary  
to Govt.

  
Dr. Asoka Ku Das  
Vice Chairman, Odisha  
State, Higher Education  
Council.