

OFFICE OF THE PRINCIPAL
GOVT. VOCATIONAL HIGHER SECONDARY SCHOOL
AT-SEEMANTA MAHAVIDYALAYA, JHARPOKHARIA, MAYURBHANJ

Notice No. **02** Date:- **16.07.2024**

ADVERTISEMENT

Applications are invited from the eligible retired persons/ in-service / fresh candidates for engagement of - 01 (One) Guest Faculty in Office **Management** Trade in this GVHSS for the session 2024-25. Application along with the Bio Data & attested copies of certificates, mark sheets and other documents should be reached in the office of the principal Govt. Vocational Higher Secondary School, At- Seemanta Mahavidyalaya Jharpokharia on or before 24.07.2024 by 5.00 P.M.


Then candidates should come with their original documents to the office of the principal I/c GVHSS, Jharpokharia on 26.07.2024 at 11.00 A.M for verification.

No. TA/DA shall be paid to the candidates for attending certificate verification.

Name of the Trade Subject:-	Office Management (OM)
Eligibility Criteria: -	M.Com. With 55% of Marks
Tenure: -	Till closure of school for summer vacation in 2025 or posting of Junior Lecturer whichever is earlier
Remuneration:-	Rs. 400/- per class / Lecturer of 45 minutes duration subject to a ceiling of maximum 40 classes with Rs.16000/- per month.

For details visit.- www.seemantamahavidyalaya.in

P. K. Sahoo
16.07.24


16.7.24
Principal I/C
Govt. Vocational
Higher Secondary School
Jharpokharia, Mbj.

Guidelines for Engagement of Guest Faculties in Government Vocational Higher Secondary Education, Odisha

Sl. No.	Description	Guidelines						
1	Mode of Engagement	Engagement of Guest Faculties will be made through open advertisement following due procedure as detailed below:						
2.	Tenure	Till closure of schools for summer vacation in 2025 or posting of Junior Lecturer whichever is earlier.						
3	No. of Guest faculties to be engaged	Guest Faculty in the trades where there are students in 2 nd year without Junior Lecturer.						
		<table border="1"> <thead> <tr> <th>Arts</th> <th>Science</th> <th>Commerce</th> </tr> </thead> <tbody> <tr> <td>Catering & Restaurant Management (CRM), Textile Designing (TD), Sports, Physical Education, Fitness & Leisure (SPEFL), Tourism & Hospitality (T&H), IT-ITeS</td> <td>Horticulture (HORT), Sericulture (SERI), Inland Fisheries (IF), Crop Production (CP), Medical Laboratory Technician (MLT), Audio Visual Technician (AVT), Power Driven Farm Machinery (PDFM), IT-ITeS, Electronic Hardware (E&H), Agriculture Dairy Farmer, Agriculture Small Poultry Farmer</td> <td>Insurance (INS), Office Management (OM), Banking Financial Services & Insurance (BFSI)</td> </tr> </tbody> </table>	Arts	Science	Commerce	Catering & Restaurant Management (CRM), Textile Designing (TD), Sports, Physical Education, Fitness & Leisure (SPEFL), Tourism & Hospitality (T&H), IT-ITeS	Horticulture (HORT), Sericulture (SERI), Inland Fisheries (IF), Crop Production (CP), Medical Laboratory Technician (MLT), Audio Visual Technician (AVT), Power Driven Farm Machinery (PDFM), IT-ITeS, Electronic Hardware (E&H), Agriculture Dairy Farmer, Agriculture Small Poultry Farmer	Insurance (INS), Office Management (OM), Banking Financial Services & Insurance (BFSI)
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[N.B:- Trade written in Bold Letter are Revamped Trade (NSQF aligned) subjects]								
4	Preference & Procedure of selection	<p><u>Selection is to be made as per following order of preference</u></p> <ol style="list-style-type: none"> Retired Lecturers of Government Colleges / Vocational Higher Secondary Schools who have not completed 65 years of age. Retired Faculties of Government and Private ITI / Polytechnic / Technical Institution who have not completed 65 years of age. Retired teachers of other Govt. College / HSS who have not completed 65 years of age. If availability of retired teachers exceed the requirement, the Principal will select the most suitable one. The in-service persons or self employed persons in the same profession / subject with requisite qualification as per Annexure-I & II may be eligible for engagement of Guest faculties. Fresh candidates will be selected as per merit by following selection procedure given below in the event of non-availability of retired teachers. 						

5	Method of selection of fresh candidates	<p><u>Selection Committee:</u></p> <ul style="list-style-type: none"> i. Principal of HSS / GVHSS - Chairman. ii. DEO or his representative (ADEO / Sr. BEO) – Member. iii. One Sr. Faculty nominated by Principal preferably of the trade related stream. iv. One subject expert. v. Representative from nearby industries / other government organization / technical institution such as CDMO / CDVO / Employment Officer / Fishery Officer, as per trade requirement. 	
6	Qualification	<ul style="list-style-type: none"> • Minimum eligible qualification prescribed by Govt. for Revamped Trade (NSQF) at Annexure-I and State Run Trade subject (Annexure-II). 	
7	Total Marks	<ul style="list-style-type: none"> • Career, Teaching experience & Basic Knowledge in Computer Application – 80. 	
8	Career Marking	<ul style="list-style-type: none"> • Master's Degree / Bachelor Degree / PG Diploma in the related trade as prescribed qualification by Govt. 	25 marks
		<ul style="list-style-type: none"> • +2 or equivalent 	15 marks
		<ul style="list-style-type: none"> • HSC or equivalent 	15 marks
		<ul style="list-style-type: none"> • Computer 	15 marks
		<ul style="list-style-type: none"> • Work experience 	2 marks for each year Subject to maximum 10 marks
9	Remuneration	Rs. 400/- per class / Lecturer of 45 minutes duration subject to a ceiling of maximum 40 classes with Rs. 16,000/- per month.	
10	Disengagement	<p>The Guest Faculties shall be disengaged:</p> <ul style="list-style-type: none"> • Every year during the start of summer vacation. • By one month notice, if their performance is not satisfactory. • Upon joining of regular Junior Lecturer against the said vacant post. 	
11	Undertaking format	At Annexure - III	

Qualifications of 11 Trade Subjects (Non STARS)

SL.No	Name of the trade Subject	Eligibility Criteria
Agriculture Based		
1	Inland Fisheries(IF)	B.F.Sc. with 55% of marks
2	Horticulture(HORT)	B.Sc.(Agri) with 55% of marks
3	Crop Production(CP)	B.Sc.(Agri) with 55% of marks
4	Repair and Maintenance of power Driven Farm Machinery (PDFM)/Farm Mechanics(FM)	Degree in Agricultural Engineering
5	Sericulture(SERI)	B.Sc. Sericulture with 55% of marks
Business and Commerce Area		
6	Office Management (OM)	M.Com. with 55% of marks
7	Insurance(INS)	M.Com. with 55% of marks
Engineering Area		
8	Audio Visual Technician (AVT)/Repair and Maintenance of Radio and T.V.(RTV)	B.E/B.Tech, in any branch of Electronics engineering or equivalent 1. Instrumentation & Control Engineering, 2. Electronics & Telecom Engineering, 3.Applied Electronics & Instrumentation, 4.Electrical & Electronics, 5.Electrical Engineering , 6. Electronics engineering.
Humanities & Others		
9	Textile Designing(TD)	Post Graduation in clothing and Textiles/M.Tech. in Textile Technology /+2 with five years diploma in textile designing from Govt. recognized Institute such as National Institute of designing , Ahmedabad/ National Institute of Fashion Technology / Home Science Graduate plus two years P.G. Diploma in Textile Designing from any Govt. recognized Institute such as National Institute of Designing, Ahmedabad and National Institute of Fashion Technology.
Health and Paramedical Area		
10	Medical Laboratory Technician/ Technology(MLT)	M.B.B.S with 55% of marks (Preference to M.D in Pathology /Microbiology/ Path and Bact./Biochemistry)
Home Science		
11	Catering and Restaurant Management (CRM)	Degree/Diploma (Minimum 3 years duration) in Hotel Management and Catering Technology/Hospitality and Hotel Administration from any Institute affiliated to National Council for Hotel Management and Catering Technology/State Board of Technical Education/Recognized University having minimum 50% marks in aggregate -with two years of experience in Industry or Teaching/M.A or M.Sc. in Home Science with 55% of Marks(in Food and Nutrition / Nutrition and Dietetics/Institutional Management and deities or equivalent/B.Sc. (Home Science) with one year certificate course in Food and Beverage Service/Food Production with one year experience in relevant trade.