

**Notice No 91 / Date: 30.10.2025**

**APPOINTMENT OF RETIRED PERSONAL AS GUEST FACULTIES AND NON-TEACHING STAFF.**

As per the Higher Education letter No. 57198/HE/ dated 23.10.2025 and 57203/HE/ dated 23.10.2025 the appointment of retired personal both in teaching and non-teaching posts are required. The interested candidates can apply through HIMS portal. The eligibility criterion have been reflected in the Higher Education letter attached herewith.

Guest Lecturers in Botany, Economics, Education, English, History, Odia, Physics, Political Science, Sociology, Zoology along with Junior Clerk, Demonstrator in Physics and Zoology, PET & Librarian are laying Vacant. The Retired faculties and non-teaching members below the age of 69 years may apply through HIMS Portal. The Salary for above cited posts will be paid as per the notification of DHE Odisha vide Order No. 57198/HE/dated 23.10.2025 & 57203/HE/ dated 23.10.2025.

M. Dash  
30.10.25  
Principal  
Alakhya Mahapatra  
ANANTABATA, P.O.-ANAKHIA

H.C.

C Behara  
24.10.25

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GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT

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No. HE-NCET 1-POLICY-0002-2023/ 57203 /HE., Dated 23/10/25

**Sub: Guidelines for Engagement of Retired Personnel as Non-Teaching Staff 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 non-teaching personnel in Non-Government Aided Colleges of the State (both 488 and 662 category) 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 are actively using the portal may be eligible for engagement of retired non-teaching staff. Therefore, all the colleges are required to implement all modules of HIMS by **31.10.2025** without fail.

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

**Vacancy of Non- Teaching Posts** is to be **uploaded on HIMS portal 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 non-teaching staffs for engagement in Non-Government Aided Colleges of the State (Both 488 & 662 Category) 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:**

The engagement shall be purely contractual and intended to support college administration in activities such as data updation and transmission, routine file management and correspondence, and other miscellaneous work which are ancillary to the Non-Government Aided Colleges of the State (Both 488 & 662 Category).

Such engagement shall be initially for one academic session until the vacancies are filled up by proper recruitment, subject to renewal of engagement in subsequent sessions which may be considered based on satisfactory performance and continuing institutional need.

**Eligibility Criteria for Applicant:**

1. Candidate must be a retired non-teaching employee of any Public University/ Degree College (Government or Non-Government Aided College of 488 & 662 category/ Sanskrit College or any other Govt. office or Institution or undertaking. 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 non-teaching employee from any recognized private college, which shall be considered on a case-to-case basis.
2. The applicant's age shall not exceed 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 duties regularly.

4. The applicant should 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:**

The applications received through HIMS Portal shall be **scrutinized**, followed by interaction of the candidates by the selection committee headed by the President, Governing Body or his/her representative/ nominee, the Principal I/c of the concerned college, Administrative Bursar/ HoD of the subject (In case of Demonstrator) will be the members. Thus, physical attendance of the candidate on the date of selection is **mandatory**.

All information relating to selection process, including marks secured by candidates, 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 taking approval of the President of the concerned Governing Body.

**Remuneration Structure & its Disbursement:**

1	Jr. Clerk	Rs. 15,000/- p.m.
2	Demonstrator	Rs. 20,000/- p.m.
3	PET	Rs. 20,000/- p.m.
4	Librarian	Rs. 15,000/- p.m.

### Attendance and Remuneration:

Attendance & monthly remuneration bill of engaged retired non-teaching staff shall be **generated through HIMS portal only**. The payment of their remuneration shall be made on **DBT mode through HIMS portal**.

The **biometric/ digital attendance** has to be integrated with the **HIMS portal** and other supporting documents shall be uploaded to the **HIMS Portal** by the Principal I/c of the concerned college.

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

### Entitlement of Leave:

The engaged non-teaching staff 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:

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 engaged non-teaching staff through **HIMS only** in the event of any **indiscipline activities or unsatisfactory performance**.

### Resignation:

If any engaged candidate wishes to resign from the post, he/she has to serve a **notice period of 30 days through HIMS portal only** before the disengagement from the post he/she has been serving, will be considered.

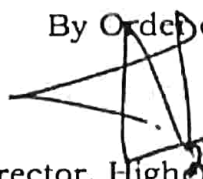
Other

### Other Terms and Conditions:

- The number of non-teaching staff to be engaged in a particular college shall be **decided by Higher Education Department** by way of rationalization taking into consideration the existing person in position vis-a-vis sanctioned strength and current vacancy.
- They shall put Bio-metric attendance at the time of entry and exit from the college which shall be **integrated with the HIMS portal**.
- They will undertake any official assignment 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 non-teaching staff, such posts in the respective College shall not be filled up by way of transfer until **disengagement** of said non-teaching staff.
- Every selected non-teaching staff 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 non-teaching staff with Govt. in Higher Education Department.**

By Order of Governor

  
23/x/25  
Director, Higher Education



H.C.  
C. Behera  
24.10.25

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GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT

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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 HIMIS portal. The engagement order shall be generated by the Principal I/c of the concerned College through HIMIS 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