



Office of the Principal,  
Bhadrak Autonomous College, Bhadrak

Jagannathpur, Bhadrak. Email: principalbhadrakcollege@rediffmail.com

No \_\_\_\_\_ Date \_\_\_\_\_

Applications are invited from eligible and interested candidates for engagement as **Guest Faculty** in various subjects for the academic session 2026–27. The engagement is purely temporary and will be governed by the guidelines of the Department of Higher Education, Government of Odisha.

### 1. Important Dates:

Activity	Date	Portal
Online Application Start Date	04-07-2026	HIMS, Odisha
Online Application End Date	11-07-2026	

The Walk-in-Interview for the above engagement will be held on the dates given below in the respective departments of this College.

Date	Reporting time	Interview Time	Subjects	Venue
13-07-2026	9.00 AM to 10.30 AM	10.30 AM onwards	Botany, Zoology, Microbiology, Mathematics, Physics, Statistics, Computer Science, Geology BCA(Computer Science, Mathematics) B.Ed.(Pedagogy of Social Science/Pedagogy of Mathematics/Pedagogy of Language(English))	Concerned Department
14-07-2026	9.00 AM to 10.30 AM	10.30 AM onwards	Education, Hindi, History, Home Science, Logic & Philosophy, Odia, Political Science, Psychology, Sanskrit, Sociology, Urdu	Concerned Department

### 2. Application Process:

- Candidates **must** register and submit their online application through the **Higher Education Information Management System (HIMS)** portal before attending the walk-in interview.
- Online application is **mandatory** and no other mode of application will be accepted.
- Application link: <https://hims.odisha.gov.in>
- For detailed subject-wise vacancies and instructions, visit: <https://hims.odisha.gov.in/guestfaculty/home> & College Website(<https://bhadrakcollege.ac.in/>)

### 3. Eligibility Criteria:

Candidates must possess:

- A Post-Graduate Degree in the concerned subject from a recognized University with the minimum percentage of marks prescribed by the Department of Higher Education, Odisha.
- All other eligibility conditions as notified by the Government vide Letter No. 32495/HE dated 16.06.2026.

P.T.O.

**Specific Qualifications for B.Ed. Course (As per NCTE Norms)**

**Curriculum Pedagogic Courses**

- Post Graduate in Sciences/Mathematics/Social Sciences/Languages with minimum 55% marks
- M.Ed. with 55% marks
- UGC-NET in Education/Concerned Subject or Ph.D. in Education

**4. Documents to be brought on Interview Day:**

Candidates are required to bring:

- Printed copy of the HIMS online application form
- All Original certificates and mark sheets for verification
- One set of self-attested photocopies of all academic and relevant documents
- A valid photo identity card (Aadhar, Voter ID, PAN etc.)
- Recent passport-size photographs (2 copies)

**5. Mode of Selection**

Selection will be based on:

- Career Marks
- Teaching Demonstration
- Viva-Voce

**6. Remuneration**


Remuneration will be paid as per the rules and guidelines of the Government of Odisha.

**7. Other Terms and Conditions**

- The engagement is **purely temporary** and does not confer any right to regular appointment in future.
- The institution reserves the right to terminate the services of any Guest Faculty at any time without prior notice, if deemed necessary.
- No TA/DA will be provided for attending the interview.
- The recruitment process will be conducted as per Government of Odisha Letter No. 32495/HE dated 16.06.2026.
- Incomplete applications or those without the mandatory online submission will be rejected.
- Candidates are advised to regularly check the HIMS portal for updates regarding interview schedule and venue.

Memo No 312 Date 04/07/26

Copy to Notice Board/Administrative Bursar/Accounts Bursar/Academic Bursar/College Website.

  
Principal  
4/07/26

Bhadrak Autonomous College, Bhadrak  
Bhadrak (Auto) College,  
Bhadrak

  
Principal  
4/07/26

Bhadrak Autonomous College, Bhadrak  
Bhadrak (Auto) College,  
Bhadrak

GOVERNMENT OF ODISHA  
DEPARTMENT OF HIGHER EDUCATION

Urgent/ By Speed Post

No. HE-GCET-MISC-0014-2019/ 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

Memo. No. 32497 /HE, Date: 16/06/2026

Copy forwarded to Sri Arabinda Das, OES, I/C of HIMS Cell(GCET-A Section),  
Higher Education Deptt. for information & necessary action.

Joint 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:
  - Click **Publish** to directly publish the advertisement.
  - Click **Send for Approval** to forward the advertisement to the principal for approval.



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

P.T.O.



**Memo. No. 32851 /HE, dated. 23.06.2025**

Copy forwarded to OSD to Commissioner-cum-Secretary, Higher Education Department for kind information of Commissioner-cum-Secretary.

*sp 23.06.2025*  
Special Secretary to Government

**Memo. No. 32852 /HE, dated. 23.06.2025**

Copy forwarded to FA-cum- Special Secretary, Higher Education Department for information & necessary action.

*sp 23.06.2025*  
Special Secretary to Government

**Memo. No. 32853 /HE, dated. 23.06.2025**

Copy forwarded to Finance Department/ Budget & Finance Section, Higher Education Department for information.

*sp 23.06.2025*  
Special 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