

Guidelines for Engagement of Guest Teachers in EMRSs

1. Introduction:

Ministry of Tribal Affairs is establishing Eklavya Model Residential Schools across the States since 1997-98 for ST children with a mandate of providing quality education to tribal students to enable them to access the best opportunities in education and to bring them at par with the general population.

Currently, EMRSs are run by the State/UT EMRS Societies established by Tribal Welfare Department of respective State Governments in accordance with the policies and norms of their respective States. The EMRSs are to be equipped with necessary infrastructure, facilities and requisite staff so as to realize the objective of their establishment. Non-availability of staff due to vacancies or long leave is a common phenomenon of schooling systems and EMRSs are also not an exception to this.

With a commitment to resolve the problem of non-availability of the teachers, NESTS has formulated guidelines for engagement of teachers as Guest Teachers.

2. Objective:

- a) To resolve the problem of non-availability of the staff due to vacancies or staff proceeding on long leave or vacancy arising out of upgradation of EMRS, if need arises.

3. General Instructions:

State/ UT EMRS Societies are authorized to engage teachers as Guest Teachers (i.e as PGTs & TGTs) in case of existence of vacancy/ vacancy arising out of upgradation of EMRS/ or when teacher proceeds on long leave.

The teachers engaged as guest teachers will neither have a right for regular appointment in EMRSs nor be considered as a part of cadre of EMRSs.

The following must be adhered to while engaging guest teachers:

- a) The teacher should possess the requisite educational qualifications or as prescribed for teachers i.e., PGTs TGTs etc.
- b) Minimum and Maximum age limit shall be 21 years and 60 years respectively.
- c) Retired teachers from State Government/KVS/NVS/ recognized reputed CBSE schools may also be engaged as Guest Teacher. The maximum age limit for retired teachers shall be 65 years provided that they are medically fit to work in a residential set up. They can be engaged on the post from which they have retired.
- d) Guest Teacher will be engaged for one academic year or the vacancy period (Maternity Leave or Child Care Leave or any other long leave of more than 30 days) or till the regular teacher joins, whichever is earlier.
- e) The Posts of Principal, Vice-Principal, Librarian and Office Staff are not to be filled as Guest faculty what-so-ever the circumstances be.

- f) A guest/ retired teacher has to apply afresh and appear in the interview in every academic year for renewal of the contract. Action for the hiring of Guest/ Retired teachers should be initiated well in advance by the States/UTs so that teachers may be hired from the starting of Academic year without fail. However, experience of working in EMRS shall be given due weightage in the Interview.

4. Selection Procedure:

The State/UT EMRS Societies shall conduct interviews at district level for the EMRSs running in the State for the teaching and other posts and draw a panel of the same valid for one Academic Year only. The common Interview shall preferably be conducted before the onset of new Academic Session. The panel shall be exercised in the EMRSs of the State only in case of existence of vacancies/ vacancy arising out of upgradation of EMRS/ or when teacher proceeds on long leave.

The following procedure for drawing a Panel of Guest Teachers for an Academic Year is to be adopted by the State/UT EMRS Societies:

- a) Advertisement in at least 2 leading Newspapers of the State for drawing a **District Level Panel** of Teachers as Guest Teachers in EMRSs across the State for the Academic Year and invite applications in online mode preferably.
- b) The applicants while submitting the application shall have to opt for 3-5 EMRSs running in the district (as the case may be) in decreasing order of their priority for engagement as Guest Teacher, if selected.
- c) A candidate desirous of working as a Guest Teacher in EMRSs running in any district has to apply separately for each district and appear for the interview separately.
- d) Constitute a panel for conducting the Interviews.
District Level Committee may be delegated the responsibility of conduct of the interviews. In case of non-constitution of DLC, State EMRS society may constitute the committee or delegate the responsibility of conducting the Interviews for different posts to different EMRSs. The committee for conducting the interviews should comprise of following members:
 - ✓ District Magistrate/Collector/Deputy Commissioner or nominee as Chairman;
 - ✓ Project Officer/District or Chief Education Officer;
 - ✓ In charge Academic Matters State EMRS Society or one Educationist member from DLC;
 - ✓ Subject Expert and
 - ✓ one EMRS Principal.
- f) The merit shall be made strictly on the basis of the Educational Qualifications as per eligibility Criteria, Teaching experience and Interview.
- g) The Panel of Guest Teachers shall be uploaded on the State EMRS Society website and is to be operated only in case of existence of vacancies/ vacancy arising out of upgradation of EMRS/ or when teacher proceeds on long leave.

5. Engagement of Guest Teachers:

- a) The candidates selected may be engaged as a Guest teacher in EMRS where he/ she shall be posted in case of vacancy/ leave vacancy.
- b) The engagement shall be valid up to one academic year or the vacancy period (Maternity Leave or Child Care Leave or any other long leave of more than 30 days) or till the regular incumbent joins in case of clear vacancy whichever is earlier.
- c) The Guest teacher shall not claim for regular posting in EMRSs.
- d) **Payment of remuneration:** Guest Teachers shall be paid on the basis of lectures/periods. The remuneration @Rs. 320/period for PGT, @Rs. 300/period for TGT and Rs. 1200/day - for Hostel Wardens. Guest teachers may be allotted minimum 5 periods/day and maximum 6 periods/day. The maximum salary of Guest teachers calculated on the basis per period should be restricted to maximum as follows:

PGT- Rs. 45000/-

TGT- Rs.42000/-

Hostel Warden- Rs. 36000/-

- e) The hostel wardens shall not be paid during summer & winter vacation and autumn break or any other break of continuous 15 or more days.
- f) Leave of any kind shall be considered as absence from the school and that will be considered as without pay leave.
- g) The services of Guest teachers can be terminated at any time without assigning any reason with prior intimation of 15 days only.
- h) The working hours of guest teachers shall be same as regular teachers.
- i) The duties and responsibilities of the Guest Teachers shall be same or at par with the regular teacher/incumbent viz. regular classroom activity, copy correction, invigilation duty, evaluation duty, preparing students for various literary, co-curricular, sports activities, escorting duty, nomination for training programmes, duties assigned by principal etc.
- j) Guest Teachers may be provided with accommodation if available (individual/sharing basis) free of cost which they have to vacate within 7 days of termination of contract.
- k) In case of joining of the regular teacher/ incumbent in the EMRS where the Guest teacher is working, the Guest teacher can be posted in other EMRS where the said vacancy exists provided the performance of the Guest teacher is satisfactory and the Guest teacher has exercised the option for that EMRS in the application form. However, in case of shortage of Guest teachers, the Guest teachers can be posted in any EMRS with the consent.
- l) The panel of Guest Teacher shall remain valid for one Academic Year only. However, in case of unforeseen circumstances or with satisfactory performance of Guest teacher, the validity of the Panel of Guest Teacher can be extended to the next Academic year with the prior approval of the NESTS but the EMRSs shall enter into a fresh contract with the Guest teacher provided the vacancy still exists.
- m) State EMRS Societies shall ensure transparency in the complete procedure of drawing Panel of Guest teachers for the Academic Year.

6. Engagement of Retired Teachers:

- a) The candidates selected may be engaged as a Guest teacher (Retired Teachers) in EMRS where he/ she shall be posted in case of vacancy/ leave vacancy.
- b) Retired teachers will be engaged on monthly basis for a period not exceeding 10 months or till the regular incumbent joins whichever is earlier.
- c) **Payment of remuneration:** Retired Teachers shall be paid on monthly basis by following any option as under:
 - i. @Last pay drawn – Pension. The engagement of retired teacher can be terminated at any time without assigning any reason and no notice period pay shall be paid by the EMRS.
 - ii. 50% of last pay drawn in case of retired teachers from NVS/ KVS& other Govt. School where no provision of pension is applicable.
 - iii. In case of retired teacher from private school where pension is not applicable, minimum and maximum limit may be defined or criteria upto for PGT: 45000/-; TGT: 42000/- Hostel warden: 36000/- to be followed.
- d) The working hours of retired teachers shall be same as regular teachers.
- e) Provision of 8 casual leaves in a year shall be allowed.
- f) The duties and responsibilities of the retired Teachers shall be same or at par with the regular teacher/incumbent viz. regular classroom activity, copy correction, invigilation duty, evaluation duty, preparing students for various literary, co-curricular, sports activities, escorting duty, nomination for training programmes, duties assigned by principal etc.
- g) Retired teacher has to furnish Medical-cum- fitness Certificate from an authorized Medical Practitioner.
- h) Retired Guest Teachers may be provided with accommodation (individual/sharing basis) free of cost based on the availability of the same which they have to vacate within 7 days of termination of engagement.
- i) A Retired teacher may be considered for the panel of Retired Teacher of the coming years provided his/ her performance is satisfactory. However, he/she has to submit Medical-cum- fitness Certificate from an authorized Medical Practitioner every year, if otherwise eligible.