



केंद्र शासित प्रदेश लद्दाख प्रशासन
तकनीकी शिक्षा एवं
कौशल विकास विभाग,
सिविल सचिवालय, लद्दाख

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH,
TECHNICAL EDUCATION & SKILL
DEVELOPMENT DEPARTMENT,
CIVIL SECRETARIAT, LADAKH.

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Subject: - Guidelines for engagement of Guest Faculty in ITIs.

Order No. 41 -TE&SD(UTL) OF 2023

Dated: 05.09.2023.

Sanction is hereby accorded for the issuance of revised guidelines pertaining to the hiring of services of suitably qualified candidates, exclusively for the position of guest faculty on a temporary basis, in Government Industrial Training Institutes (ITIs) of the Union Territory of Ladakh. These guidelines will be applicable for the academic session starting from 2023-24 onwards, till further orders.

1. General: -

In these guidelines the teaching staff, so hired shall be known as Guest faculty in the ITIs.

2. Procedure of Engagement: -

- I. The Head of the Institute (HoI)/ Superintendent ITI shall explore the possibility of arranging the faculty within the available manpower in the ITI first. If it is found that the faculty is not available, the Superintendent ITI will forward the requirement of Guest Faculty to the Administrative Secretary, whenever the requirement arises, along with detailed justification. If the justification is found valid then only concerned institute will be allowed to engage the Guest Faculty.
- II. The Head of Institute (HoI)/ Superintendent ITI shall ensure that the required Guest Faculties are in place/engaged from the first day of the commencement of academic activities/classes for the trainees. The entire engagement process should be completed prior to the commencement of the trainees classes.
- III. The HoI will float advertisement for requirement of Guest Faculty with wide publicity through electronic and print media and seek applications with all requisite testimonials within one week.
- IV. The Selection Committee will check the documents in original viz. Date of Birth, Resident Certificate, Qualification (Academic/Technical), Higher Qualification, Next Higher Qualification / Experience Certificate and ascertain the practical knowledge of the candidate.



- V. The concerned Superintendent ITI shall make formal conditional agreement with the candidates after completing the above procedure which should include all terms & conditions, and shall also include the responsibilities and duties of the candidate.

3. Criteria for formulation of merit list: -

S. No	Criteria	Weightage
1.	Basic Qualification	70 Points (To be worked out on prorata basis)
2.	Relevant Higher Qualification	10 Points (05 points for Higher Qualification and 05 for next Higher Qualification)
3.	Relevant Experience	10 Points (02 points per Year on relevant practical experience on the basis of sound experience in concerned subject/trade to be ascertained by the committee).
4.	Domain Skill Test	08 Points (To be assessed by the committee)
5.	Pedagogy/ Methodology	Teaching 02 Points (To be assessed by the committee)

4. Selection Committee:

The selection of the candidates for the post of Guest Faculty shall be made by a selection committee comprising of the following members:

1.	Superintendent of the concerned ITI	Chairperson
2.	Two Members; Supervisor/Senior Faculty members of Govt. ITI Leh/ Kargil, nominated by the concerned Superintendent ITI.	Member(s)
3.	One Trade Expert of the concerned trade (To be nominated by the concerned Superintendent ITI from relevant Dept./ Industry for each trade)	Member

5. Monthly (Maximum) Remuneration Payable: -

The Guest Faculties shall be paid a monthly remuneration of Rs. 25,500/- (Rupees Twenty-Five Thousand Five Hundred) for Degree/Diploma/ITI/CTI holders, in terms of Order No. 18-TE&SD (UTL) of 2023 dated: 08.08.2023.

6. Terms and Conditions: -

- (i) Selection of the candidate for the engagement on Guest Faculty shall be made from eligible candidates purely on merit basis.
- (ii) Incomplete applications not supported with requisite document shall be rejected without serving any notice to the candidate. The candidate having higher qualification and teaching experience shall be given preference.
- (iii) The Institute will prepare the final merit list, selected candidate list and waiting list. The waiting list will be operated if the selected candidate either chooses not to join or leaves the job during the during the ongoing academic session.

- (iv) The engagement of guest faculty will be temporary and purely based on requirement of the trade and can be disengaged as and when required.
- (v) The arrangement will remain in effect for a maximum of two academic sessions. However, at the end of each academic session, the Superintendent ITI will review the annual performance of the Guest Faculty. The engagement of the Guest Faculty shall be extended for one more academic session, subject to his/her satisfactory performance. The arrangement shall automatically cease at the end of two academic sessions.
- (vi) The arrangement will be purely temporary, which shall automatically cease/terminate at any time, if any official of the concerned trade joins the institute by way of transfer/ promotion/ fresh appointment. The engage shall have no claim for continuation for full academic session/year. The discretion of Head of the institution will remain final in this regard.
- (vii) The candidate can choose to terminate the engagement giving prior notice of 45 days (1.5 months) to the Superintendent ITI.
- (viii) No pay/honorarium shall be paid during vacation period.
- (ix) The selected candidates shall have to execute an affidavit/agreement with the institute, on prescribed format duly attested by the Judicial Magistrate to the effect that he/she will have no claim for permanent absorption in the department on the basis of these engagement for the specific period, at the time of joining without which he/she will not be allowed to join.
- (x) The candidates engaged shall also assist the Superintendent ITI in academic activities of the institute.
- (xi) The candidate engaged shall have to maintain proper discipline, punctuality, integrity, good moral character during the period of engagement and shall have to work to the entire satisfaction of the trainees as well as the institute management committee/ Superintendent ITI. Any Indiscipline will entail disengagement.

Sd/-

(Padma Angmo), IIS

Commissioner/Secretary

Technical Education & Skill Development

Dated: -05.09.2023.

No. M/1659/2022-SD&TE/1534-40

Copy to the: -

1. Administrative Secretary, Finance Department, Ladakh.
2. Commissioner/ Secretary, General Administration Department Ladakh.
3. Senior Accounts Officer TE&SD Ladakh.
4. Superintendent, ITI Leh/Kargil.
5. In-charge website, UT Ladakh for uploading the order on the UT website.
6. Order file.

(Abied Hussain)

OSD with Commissioner/Secretary
Technical Education & Skill Development.