



**SOUTH CENTRAL RAILWAY
RAILWAY DEGREE COLLEGE
Lallaguda, Secunderabad**



डॉ. सुशिल तुकाराम अंबाडकर, आई.आई.टी.(रुड़की), पी.एच.डी.(यांत्रिक इंजीनियरी)
Dr. Sushil Tukaram Ambadkar,
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प्रधानाचार्य/Principal
No.RDC/Admission/2025-2026

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Dt.: 11.06.2025

NOTIFICATION

ENGAGEMENT OF GUEST FACULTY (SESSION 2025-26) ON HONORARIUM BASIS

The institute invites applications from eligible candidates along with resume for the recruitment through presentation/Interview to the post of GUEST FACULTY on honorarium basis in various departments as mentioned below for the academic year 2025-26. The interested eligible candidate should submit his/her candidature by submitting application with resume with testimonials (with originals for verification) on or before 13.06.2025 up to 05:00 pm at Institute office.

The requirements are in following UG departments:

[1] Commerce: 05, [2] Science (Physics: 02; Mathematics: 01; Computer Science: 02; Statistics: 01), [3] Language (Telugu: 01; Sanskrit: 01; Hindi: 01; English: 02), [4] Management: 02

Eligibility:

(1) A Masters Degree with 55% marks in concerned subject (Preferably completed in regular mode). (2) Desirable - The candidate should have cleared the NET/SET/SLET or who have been awarded a Ph.D Degree in accordance with the UGC Regulations, 2009 or 2016 are exempted from NET/SET/SLET. (3) For management – MBA with first class from premier Institute.

Preferable: Experience in teaching/research/ industry.

Duties and Responsibilities: The guest faculty may be engaged to perform the following tasks.

1. Teach Core/Elective courses (theory and practical) Offline/Mixed from institute only
2. Setting of examination papers and the general work of evaluating student's performance in the concern subject (including supervision for theory examination, paper evaluation etc.)
3. Preparation of learning material, guiding students in co-curricular and extracurricular activities and other academic assignments.
4. Any other work assigned by Head of the Department/Principal related to department/institute development, as per situation.

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Mode of Selection - Written examination/Interview/Power point presentation or all combined of eligible candidates

Schedule of examination/Interview/Power point presentation : All aspiring eligible candidates shall attend the examination/personnel interview/presentation offline in Institute as per schedule mentioned below.


Sr. No.	Date	Process	Detail
1	11/06/2025-13/06/2025 (5.00 pm)	Registration of candidates	Candidate should submit application with resume supported by self-attested documents with originals for verification and scrutiny till 13/06/2025 (5.00 pm)
2	17/06/2025 (10.00 am – 05.00 pm)	Power point and classroom trial of eligible candidates	Candidate should bring PPT to present in pen-drive and should present it in front of committee.
3	19/06/2025 (10.00 am – 05.00 pm)	Interview of eligible candidates	Candidate should present themselves for an interview
4	Selected candidate shall be intimated by email and list shall be displayed on website.		

Terms & Conditions:

1. The committee appointed by Hon. Principal shall verify the usefulness of experience of candidate in department/institute level academic activities during interview and they should contribute in department/institute level academic activities as per need of institute.
2. If the committee recommends the candidate, then the candidate shall be selected purely on hourly and temporary basis as per the need of the institute.
3. The honorarium shall be paid at actual based on lectures engaged actually by guest faculty.
4. Other academic work shall include but not limited to preparation of lab manual, execution of students project, evaluation of students, examination, invigilation, arranging expert lectures, student records, maintenance of laboratory, student guidance, counseling, mentoring etc.
5. The candidate shall be selected on purely temporary basis for a period of eleven months maximum with Dussehra and Sankranti break as per OU Almanac. The service of candidate will stand automatically terminated after it.
6. If the service of guest faculty is not satisfactory or not required to be continued, the Administration of Railway Degree College reserves the right to terminate the service of the guest faculty at any point of time with 14 days prior notice or payment of honorarium for one month in advance.

7. All decisions related to the service of the candidate taken by the institute will be applicable to the selected candidates.
8. The candidate has to attend the interview/written examination/presentation at his/her own cost; No TA/DA is admissible to the candidate for the said purpose.
9. The application without required self-attested photocopies of certificates shall not be considered.
10. The guest faculty shall submit monthly bill through Head of the Department with the Time-table attached with each bill. The bill will be verified at departmental level, and the same shall be submitted to Accounts for Payment. Honorarium will be disbursed as per availability of college funds.
11. The guest faculty shall enter details of work done on day to day basis in attendance register kept in each department.
12. The guest faculty shall not have any claim for regular appointments. The guest faculty shall not be entitled for any other benefits on par with regular/permanent employee.
13. Principal, Railway Degree College reserves the right to make any change in number of appointments of guest faculty and change in schedule of interview.
14. It may further be noted that the candidature of all the shortlisted candidates will be purely provisional & is subject to verification of original documents including all certificates i.e. age proof, educational qualifications, experience etc., if recommended by the selection committee, recommended candidates are required to submit one set of attested documents/certificates to concerned department at the time of verification of original documents
15. All guest faculties must attend all invigilation duties of all examinations like University examinations, Competitive examinations etc. He/she shall also be responsible for all academic work of allotted subject like internal assessment, university assessment, conduct of practicals, mark uploading and maintaining its record etc.
16. Its compulsory for all guest faculties to perform duties as and when required as per the need of institute as instructed by the Principal/RDC.
17. Guest faculties should stay in institute campus from 10.00 am to 04.30 pm as per time table and should be available whenever required by the Institute.
18. Unethical practices like forcing students for private classes shall be taken seriously.
19. Timings for classes are to be strictly followed.
20. Any additional portfolio like NSS, cultural activities etc shall be given to guest faculty which he/she should manage accordingly.

Date: 11/06/2025


Principal/RDC