

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.