

Samagra Shiksha, Chandigarh

3rd Floor, Additional Deluxe Building, Sector-9-D, Chandigarh

RECRUITMENT NOTICE FOR THE POSTS OF HEADMASTER/HEADMISTRESS

Samagra Shiksha invites online applications from eligible candidates to fill up 07 posts of Headmaster/Headmistress on contractual basis as per following details at fixed remuneration of Rs. 53340/- as revised from time to time by the society:

Sr. No	Name of the Post	Gen	OBC	SC	Total
1.	Headmaster/Headmistress	05	01	01	07

ESSENTIAL QUALIFICATIONS_:

- Bachelor's Degree with at least 50% marks from a recognized university.
- B.Ed with at least 50% marks from institute recognized by NCTE.
- Should possess teaching experience for a minimum period of eight years as Master/Mistress or Six years as Lecturer in any recognized school/college.

AGE:

Upto 45 years as on 01.01.2019. Relaxation to SC, OBC and other category candidates will be given as per the instructions issued by Govt. of India/ Chandigarh Administration.

SELECTION CRITERIA:

Selection to the post of Headmasters/Headmistress will be on the basis of merit list prepared on the basis of total marks obtained in written test and interview. A written test of 180 marks and interview of 20 marks will be conducted.

SCHEME OF EXAMINATION:

Sr. No.	Details	No. of MCQs
Total no. of questions : 180 Total marks : 180 Time : 3 hours		
1.	General Awareness and Reasoning	15 questions
2.	Teaching Aptitude	15 questions
3.	Arithmetical and Numerical Ability	15 questions
4.	Test of English Languages and Comprehension.	15 questions
5.	Test of Hindi, Punjabi Languages and Comprehension.	15 questions
6.	Child Development and Pedagogy a) Development of Child, (b) Understanding Learning, (c) Teaching Learning Process	20 questions
7.	Perspectives in Education and School Organization a) Acts/Rights-RTE Act-2009, Commissions for Protection of Child Rights (CPCR) Act-2005, NCMEI Act b) National Curriculum Framework, 2005 c) School Organization	20 questions
8.	Teaching Methodology a) Curriculum, (b) Planning, (c) Instructional Material and Resources, (d) Evaluation	20 questions
9.	Inclusive Education (including the Rights of Persons with Disabilities Act, 2016), Assessment for Learning, Education and Technology (ICT)	15 questions
10.	Managing the institution a) Leadership, (b) Motivation, (c) Communication, (d) Team building	15 questions
11.	Administration/Establishment and Accounts matters- Basic Knowledge (including RTI Act and Service Conduct rules)-as applicable in UT, Chandigarh	15 questions
	Total	180 questions

Interview: - 20 Marks

Total: - 200 Marks. Merit List will be prepared out of 200 marks.

Note:

- (i) Minimum qualifying marks in written test will be 40%.
- (ii) Negative marking will be applicable and deduction of 0.25 marks will be made for each wrong answer.
- (iii) Examination questions will be in English language except for the Language component which would be in the concerned Language only.

SELECTION PROCEDURE:

- (i) After the conduct of written test answer key will be uploaded on website as per schedule for submission of objections by the candidates.
- (ii) Result of written test indicating qualified/ not qualified will be uploaded.
- (iii) In case two or more candidates are having same marks in written test then a candidate having higher marks in B.Ed will rank higher in the merit.
- (iv) Candidates to be called for interview under each category will be 3 times the number of posts under each category.
- (v) List of candidates to be called for interview will be prepared on the basis of marks in written test and will be uploaded on the website.
- (vi) After the conduct of interview and checking of eligibility conditions, final select list will be uploaded. The select list will be prepared on the basis of total marks obtained in written test and interview.
- (vii) Marks obtained by the candidates in written test and interview will be uploaded on the website after release of select list.

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS

1. Applications can be submitted only 'ONLINE' from 27.08.2019 (10.00 AM onwards) to 20.09.2019 (upto 5.00 PM) on the website i.e. www.recruit.nitttrchd.ac.in. However, last date to deposit the fee is 24.09.2019 (upto 04:00 PM).
2. Application fee (non-refundable) amounting to Rs. 1000/- (Rs. 500 in case of SC) will be accepted through online mode/challan upto 24.09.2019 (upto 04:00 PM). Persons with disability are exempted for payment of fee as per instructions issued by Govt. of India. Detailed instructions for submission of online applications and deposits of fee are available on the website i.e. www.recruit.nitttrchd.ac.in.
3. After submission of online application, registration form will be generated. Candidate has to take out two printouts of the registration form and the same has to be brought on the date of verification of documents (if name exists in Merit list) along with original and photo copy of all documents. Print out of online application is NOT to be submitted either personally or through post.
4. Candidates are advised not to disclose password to anybody.
5. For assistance in submission of online application, candidates can contact on Phone No. 7036270366 from 09:00 AM to 5:00 PM only on working days.
6. All the notices and updates will be uploaded on the website i.e. www.recruit.nitttrchd.ac.in as such, candidates are advised to visit the site on regular basis. No separate individual intimation through post will be sent.
7. Before applying for the post of Headmaster/Headmistress, candidate must ensure that he/she fulfils all the eligibility conditions mentioned in the advertisement. Eligibility (except age) will be checked with reference to closing date for submission of applications.

SCHEDULE FOR DISPLAY OF LISTS AND CONDUCT OF WRITTEN TEST

ACTIVITY	DATE AND TIME
Online Filling and submission of applications.	27.08.2019 (10.00 AM onwards) to 20.09.2019 (upto 5.00 PM)
Last date for deposit of Application Fee.	24.09.2019 upto 4:00 PM
Display of "fee confirmation list" of candidates who submitted application and fee within scheduled date.	30.09.2019 at 11:00 AM
Schedule of written test	To be notified by 30.09.2019

Note:

1. All the candidates who will submit complete online application (alongwith photograph and scanned signatures) on or before closing date along with requisite fee will be issued admit cards to appear in Written Test without checking eligibility conditions. Eligibility of the candidates will be checked after declaration of result of Written Test as per details mentioned under selection procedure. Simply appearing in the written test does not give any right to the candidate for appointment.
2. Examination centres for written test will be notified at the time of downloading of admit card-cum-Roll No. slip. The candidates will report at the examination centre one hour before the scheduled time along with admit card-cum-Roll No. slip, latest photograph and ID proof.
3. No request for change of examination centre will be entertained.
4. Selection will be made purely on the basis of merit in written test and interview subject to fulfilment of eligibility conditions and simply appearing in the written test does not give any right to the candidate for appointment. As such, candidates are advised to ensure that they fulfill eligibility conditions for the post applied.

GENERAL INSTRUCTIONS

1. The number of vacancies advertised may vary as per requirement.
2. The candidates applying for the posts of Headmaster/Headmistress should ensure that they fulfil the eligibility conditions as per details mentioned in the advertisement. Their candidature will be provisional at all the stages of recruitment process i.e. Acceptance of online applications, issue of admit cards and scrutiny of original documents. Eligibility status will be uploaded on the website in respect of those candidates who are called for scrutiny of original documents.
3. Mere issue of Admit Card or appearing in the written test or scrutiny of original documents does not imply that candidate is eligible for the post of Upper Primary Headmaster/Headmistress. In case, any information is found wrong at any stage even after joining, the candidature will be cancelled without any notice.
4. Experience certificate for working on contract basis/regular basis in recognized school/college with proper dates and duly countersigned by competent authority will only be considered.
5. Teaching experience as part time teacher on period basis will not be considered. Teaching experience gained after acquiring qualification at Sr. No. i & ii (under essential qualifications) for working in school/college on full time basis will be considered.

6. Wherever the evaluation is in terms of grades, the candidate must attach the conversion scale. For equivalent qualifications, equivalence certificate issued on or before the closing date is to be submitted at the time of scrutiny of original documents.
7. Documents for claiming benefit of reserved category should be obtained from competent authority not less than Deputy Commissioner / Additional Deputy Commissioner / SDM / District Sainik Welfare Board / Chief Medical Officer.
8. The candidates are advised to ensure that photograph affixed by them on the application form is latest. It is also to be ensured that signatures have been affixed at appropriate place.
9. The decision of Samagra Shiksha, Chandigarh about the mode of selection to the post and eligibility conditions of applicant shall be final and binding. No correspondence will be entertained in this regard.

21st August, 2019

State Project Director
Samagra Shiksha,
Chandigarh.