

## OFFICE MEMORANDUM

Subject: Guidelines for selection of Principals in Provincialised Higher Secondary School.

With a view to ensure proper process for selection / recruitment of regular Principal in Provincialised Higher Secondary Schools in strict accordance to provisions of Assam Secondary Education (Provincialised) Service Rules, 2003 and the Assam Secondary Education (Provincialised) Service (Amendment) Rules, 2012, the following guidelines are hereby issued:

**Recruitment of Principal in the Higher Secondary School and qualification thereof:-**

1. The posts of the Principal in provincialised Higher Secondary Schools shall be filled up by direct recruitment.
2. The minimum qualifications for appointment to the post of Principal in Higher Secondary School shall be as follows:-

- (i) The candidate must be M.A./M.Sc./M.Com with B.T/B.Ed degree from any recognized University having uniform good academic career.
- (ii) The candidate must have rendered at least 15 years of service as Post Graduate Teachers or Vice-Principal or both in any of the provincialised Higher Secondary School; or
- (iii) The candidate must have 17 years of teaching experience as Graduate Teacher in any Higher Secondary School.
- (iv) The age must not be less than 40 years as on the first January of the year of recruitment.
- (v) The candidate must possess commanding personality, administrative ability, and leadership skills.

**3. Procedure of selection:-**

- a) Before the end of each year, the Member Secretary of the School Selection Committee shall invite applications from the intending eligible candidates through an advertisement to be published at least in two widely circulated local news papers.
- b) On receipt of applications from the eligible candidates the School Selection Committee constituted under rule 8(4) after scrutiny of the applications, shall hold an interview and prepare a panel of names of three candidates on the basis of qualities such as leadership skills, administrative ability, integrity and commanding personality.
- c) The panel of names so prepared by the School Selection Committee shall be forwarded through the concerned Inspector of Schools to the State Selection Board constituted under rule 16 for approval.
- d) After receipt of the panel under sub-rule (3) the State Selection Board shall prepare a Select List equal to the number of vacant posts taking into consideration such as leadership skills, administrative ability, integrity and commanding personality. The panel of names so prepared and recommended by the State Selection Board shall be submitted to the Government, which may after causing such verification as may be deemed necessary, shall accord approval for appointment.
- e) The Select List so prepared and approved shall be in force for one year from the date of its approval by the Government.



Provided that if the School Selection Committee fails to prepare penal of name under sub-rule (2) within 6 months from the date of vacancy arises, the State Selection Board shall make the selection and prepare the penal of names following such procedure as laid down under rule 13 of the Assam Secondary Education (Provincialised) Services (Amendment) Rules, 2012.

4. Constitution of School Selection Committee:

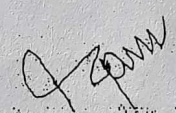
- Chairman : The President of the Managing Committee;  
Member : (i) The Vice-Principal / a Post Graduate Teacher;  
(ii) One parent to be nominated by the Managing Committee;  
Member-Secretary : The Principal of the School.

5. Constitution of State Selection Committee:

- Chairman : Commissioner & Secretary / Secretary to the Government of  
Member-Secretary : Director of Secondary Education, Assam  
Member : One reputed educationist either an officer of the Assam Education Service or a Principal of a Higher Secondary School to be nominated by the Government.

N. B.

1. B. Ed. Degree obtained from Off Campus like C.M.J., Bharatia Shiksha Parishad, Naya Bharat Shiksha Parishad or any other institute not having NCTE recognition cannot be accepted.
2. Experience shall be considered in any Provincialised Schools only. Experience in venture schools or in recognized schools other than Provincialised School shall not be considered.

  
Secretary to the Government of Assam  
Secondary Education Department

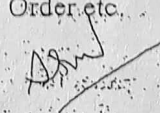
Memo No. ASE 82/2014/pt/6-A

Dated Dispur the 6<sup>th</sup> June, 2014

Copy forwarded for information and necessary action to:

- ✓ The Director of Secondary Education, Assam, Kahilipara, Guwahati-19
2. All Deputy Commissioner
3. All Inspectors of Schools. They are requested to communicate this OM to each Principal of the School under his jurisdiction.
4. The PS to Hon'ble Minister of Education, Dispur.
5. The PS to Additional Chief Secretary, Education, Dispur.
6. Guard file,

By Order etc.

  
Deputy Secretary to the Government of Assam  
Secondary Education Department