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GOVERNMENT OF ASSAM  
SECONDARY EDUCATION DEPARTMENT  
DISPUR, GUWAHATI-6

No.ASE.313/2013/125

Dated Dispur the...14<sup>th</sup>.....July, 2016

OFFICE MEMORANDUM

**Subject :** Guidelines for recruitment to the post of Post Graduate Teacher in provincialised Higher Secondary.

With a view to ensure process for recruitment of the Post Graduate Teacher in provincialised Higher Secondary in strict accordance with provisions of Assam Secondary Education (Provincialised) Service Rules, 2003 read with the Assam Secondary Education (Provincialised) (Amendment) Service Rules, 2012 the following guidelines are hereby issued, in supersession of all previous orders :

(I) The Recruitment procedure:-

- (i) The Member Secretary of the School Selection Committee shall ascertain the vacancy position of the post of Post Graduate Teacher in the School with sanction number, allotment and retention order of those posts from the concerned Inspector of Schools and invite applications through an advertisement to be published in two local newspapers as per eligibilities criteria mentioned in this guideline. Reservation shall be made school wise as per existing reservation procedure including Reservation for Physically Handicapped candidates.
- (ii) The Member Secretary of the School Selection Committee shall prepare a list of eligible candidates and submit to the said Committee after scrutiny of the applications. The School Selection Committee shall hold interview and prepare a panel of School-wise Selection List consisting of four candidates for each post on the basis of marks secured by each candidate calculated in the manner provided in the **Criteria for Selection** mentioned in this guidelines in respect of each one of the candidates.
- (iii) The School Selection Committee for selection of Post Graduate Teacher of School shall be as follows:-
  - (a) Chairman : The President of the Managing Committee.
  - (b) Member : (i) The Vice-Principal/ a Post Graduate Teacher of the School;  
(ii) One parent to be nominated by the Managing Committee
  - (c) Member Secretary : The Principal of the School.

In addition above, there shall be a Subject Expert.

- (iv) There shall be a District Approval Committee at the District level for recommendation of a panel of candidates for the Post Graduate Teachers as follows:-
  - (a) Chairman : Deputy Commissioner of the concerned district or his Nominee, not below the rank of an Additional Deputy Commissioner
  - (b) Member : One retired Principal/Headmaster or an officer under Education Service to be nominated by Deputy Commissioner
  - (c) Member Secretary : Inspector of Schools.
- (v) The Graduate Teachers serving in the same provincialised Higher Secondary School with requisite academic qualification in the relevant subject shall be given preference by awarding bonus marks in consideration of their teaching experience as specified in criteria for selection mentioned in these guidelines in selection for appointment of Post Graduate Teacher and there shall be no upper age limit for them.
- (vi) The panel of Select List prepared by the School Selection Committee shall be forwarded through the concerned Inspector of Schools to the District Approval Committee.
- (vii) After receipt of the panel, the District Approval Committee shall prepare a Select List equal to the number of vacant posts on the basis of the marks secured by each candidate calculated in the manner as provided in criteria for selection mentioned in these guidelines.
- (viii) The select List so prepared by the District Approval Committee shall be submitted to the Director who shall approve the Select List submitted by the District Approval Committee and publish the List in the official Notice Board or in such other places as the Director may consider fit and proper.

- (ix) After approval and publication of the Select List, the Director of Secondary Education, Assam shall appoint the candidates in order of preference in the Select List by observing all necessary formalities.
- (x) The validity of the Select List shall not exceed beyond one year from the date of its publications by the Director.

(2) **Important Eligibility Criteria:** Candidate who qualified in TET conducted for Post Graduate Teachers are only eligible to apply for the post of Post Graduate Teacher.

(3) **The minimum educational and professional qualification shall be required for the post of Post Graduate Teacher as follows:**

- (i) MA/M.Sc./M.Com with 50% marks in relevant subject with B.T./B.Ed. degree from any recognized University.

(4) **Age:** Upper age limit 38 years as on 01-01-2016. Candidates belonging to Scheduled caste and Scheduled Tribes (Reservation of vacancies in Services and Posts) (Amendment) Act, 2012.

(5) The criteria for selection of Post Graduate Teacher shall be as follows:-

- (i) 100 marks on percentage of marks in MA/M.Com/ M.Sc. Examination
- (ii) 100 marks on percentage of marks in BA/B.Sc./B.Com. Examination, (In case of Major/Hons, the marks obtained in Major/Hons, shall be taken into consideration)
- (iii) 100 marks on percentage of marks in HS Final Examination
- (iv) 100 marks on percentage of marks in BT/B.Ed. Examination
- (v) 100 marks on percentage of marks in TET Examination
- (vi) 25 bonus marks for experience 25 marks per completed year of teaching experience as Graduate Teacher serving in the same Provincialised Higher Secondary School with requisite qualification in the relevant subject. (Please see amendment rule 7(\$))
- (vii) 10 marks for NCC Certificate (10 marks for 'C' Certificate and 5 marks for 'B' Certificate)
- (viii) 10 marks for participation in recognized sports at National Level representing Assam
- (ix) 10 marks for achievements in fine Arts and Cultural Activities representing the State officially at National level.

(6) **Enrolment :-** Before issue of advertisement the Principal must see that minimum enrolment in that particular subject must be 10 and in case of language the minimum enrolment should be 5 (five).


In case, if Principal of the School feels that the enrolment is less/Nil only due to non-availability teacher, then he/she may appoint Subject Teacher of that subject only for 11 months. If requisite enrolment in the next academic session not achieved, then the teacher has to be terminated.

The Inspector of Schools concerned shall have to verify enrolment of each subject before issue of advertisement and he will be responsible for carrying out the guidelines mentioned above.

(7) **Procedure for application:-** The following procedures shall be followed in submission of the application:

- (i) A candidate may apply in more than one school but no school can be asked to reschedule date and time of interview to facilitate such candidate.
- (ii) MA/M.Com/M.Sc. are the essential qualification no other degree will be accepted. No equivalence shall be drawn with other degrees to the degree prescribed (MA/M.Sc./M.Com)
- (iii) If a candidate is selected in 1<sup>st</sup> or 2<sup>nd</sup> position in more than one school, the Inspector of Schools publish names of such candidates asking for their choice of schools giving 3 days time and if within 3 days such candidates fail to submit their choice, the school allotted by the Inspector of Schools or the District Approval Committee shall be final.
- (iv) A candidate having been offered appointment pursuant to this process shall have no right of transfer on his own request, however Govt. may transfer him for rationalized or on complaints against such teacher. He has imparted education on all the classes of his school.

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- (v) Experience mark is confined to Graduate Teacher serving in the same Provincialised School. (Please see amended rule 7(4).
  - (vi) B.Ed. Degree obtained from off Campus like CMJ Bharatia Shiksha Parishad, Nava Bharat Shiksha Parishad or any other institute not having NCTE approval shall not be accepted.
  - (vii) No candidate is allowed to apply in the Bengali/Hindi/Assamese medium schools if the candidate does not have MIL in Bengali, Hindi and Assamese respectively in the HSLC Examination as the case may be. Only candidates having Bengali, Hindi and Assamese as MIL in HSLC Examination are allowed for applying in the schools which are imparting education in Bengali, Hindi and Assamese medium exclusively.
  - (viii) The candidates must be a permanent resident of Assam.

  
Principal Secretary to the Govt. of Assam  
Secondary Education Department


Memo No. ASE. 313/2013/125-A

Dated Dispur the... 14<sup>th</sup>..... July, 2016

Copy forwarded information and necessary action to:

1. The Director of Secondary Education, Assam, Kahilipara, Guwahati-19
2. All Deputy Commissioner
3. All Inspector of Schools. They are requested to communicate this OM to each Principal of the School under his jurisdiction.
4. The PS to HME, Dispur, Guwahati-06
5. The PS to Addl. Principal Secy., Education, Dispur.
6. Guard file.

By order etc.,

  
Under Secretary to the Govt. of Assam  
Secondary Education Department