



DIRECTORATE OF SCHOOL EDUCATION, HARYANA

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Recruitment of Vocational Teachers under the Project of National Vocational Education Qualification Framework (NVEQF)

Advertisement No. 2/2013-NVEQF

Closing Date: 03.10.2013

Applications on behalf of various Schools are invited on prescribed Performa from Indian Citizens for appointment to the following posts of Group 'C' service under the Vocationalisation of Higher Secondary Education in alignment with NVEQF - A Centrally Sponsored Scheme in various disciplines in selected Government Senior Secondary Schools. These posts are subject to the approval of the project from Govt. of India for which proposal is under consideration of MHRD, Delhi. Therefore the number of post is subject to variation as per approval. These posts are required on contract basis for a period up to 31.03.2014 or for a shorter duration or any specified duration depending upon the continuance of the programme/course other unforeseen circumstances on a consolidated remuneration of Rs. 25,000/ per month.

Name of Posts: Vocational Teacher

Catg. No.	Trade/Skill	Tentative total No. of Posts	Category wise bifurcation
1	IT/ITeS	55	General 15, BC-A 5, BC-B 4, SC 9, SBC 5, EBPGC 6, ESM (General) 4, ESM (BC-A) 2, ESM (BC-B) 2, ESM (SC) 1, OSP (BC-A) 1, OSP (SC) 1
2	Retail	14	General 5, BC-A 2, BC-B 1, SC 2, SBC 1, EBPGC 2, ESM (General) 1
3	Security	14	General 5, BC-A 2, BC-B 1, SC 2, SBC 1, EBPGC 2, ESM (General) 1
4	Automobile	01	General 1

Note:- The reservation policy of the State Government will be followed. However these being contractual posts, if suitable candidates from reserved categories are not available then the candidates from other/general categories will be recruited & vice-versa.

QUALIFICATIONS

1. Vocational Teacher (IT/ITeS)

Qualification:

Bachelor's Degree in Computer Engineering/Computer Applications/Information Technology.

Or

M. Tech. in Computer Engineering/ Computer Science & Engineering/ Software Engineering/ Computer Applications/ Information Technology.

Or

Master's Degree in Computer Application.

Or

Associate Member of Institution of Engineers (India) by examination in Computer Engineering after passing 3 Years Diploma in Computer Engineering / Computer Applications /Information Technology.

Or

DOEACC B Level Certificate.

Experience:

Minimum 2 year relevant experience for Graduate candidates and 1 year for Post Graduate candidates in a Government/Semi Government/Limited/Pvt. Limited Organization/ Institute or a similar Institute recognized by the Government.

Relevant experience means experience in the field of Teaching/ System Management/ System Administration/ Network Administration/ Research/ Quality Control and not from the field of Sales/ Service/ Marketing/ Data Entry Operator/ Lab Assistant/ Lab Attendant/ Lab Technician etc.

2. Vocational Teacher (Retail)

Qualification:

MBA in Sales and Marketing.

Or

Post Graduate in Retail Management.

Or

i) Graduate in any discipline.

ii) In addition to i) Diploma or certificate course in Retail/ Retail & Management/Marketing & Sales.

Experience:

Minimum 2 year relevant experience for Graduate candidates and 1 year for Post Graduate candidates in relevant Industry/Institute only.

Relevant experience means experience in the field of Marketing/ Sales/ Sales & Operations/ Sales & Services/ Teaching in relevant field.

3. Vocational Teacher (Security)

Qualification:

- i) Graduate in any discipline.
- ii) In addition to i) Diploma in Security (Industrial security/Security Management/Security Operations).

Experience:

Minimum 2 years of experience in relevant Industry/Institute only.

Relevant experience means experience in the field of Security/Industrial security.

Ex-servicemen will be preferred.

4. Vocational Teacher (Automobile)

Qualification:

Graduate with 3 year Diploma in Automobile Engineering from State Board of Technical Education.

Or

B. Tech. in Automobile Engineering.

Experience:

Minimum 2 years of experience in relevant Industry/Institute only.

Relevant experience means experience in the field of Automobile workshops/ Authorized dealers/Teaching in relevant field.

Candidates with B. Tech. in Automobile Engineering qualification will be preferred.

AGE

Candidate should not be less than 18 years or more than 40 years of age as on 03.10.2013. Relaxation in age will be applicable as Haryana Govt. rules.

SPECIAL INSTRUCTION

The prescribed essential qualification does not entitle a candidate to be called for interview. The Department may short list the Candidates for interview by holding a written examination or on the basis of a rationale criterion to be adopted by the Department. The decision of the Department in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

HOW TO APPLY

A candidate whether he/she belongs to general category or reserved categories viz., BC/SC/Physically Handicapped (PHC)/Special Backward Class (SBC)/'Economically Backward Persons in the General Castes Category' (EBPGC), ESM/DESM, Outstanding Sports Person (OSP), etc. can submit only one application for particular category of post. Application form complete in all respect duly filled in by the candidates in their own handwriting in capital letters and signed on every page in the specified space should be sent only through Registered Post to **NVEQF Cell, 6th Floor, Shiksha Sadan, Directorate of Secondary Education, Haryana, Panchkula**. All the columns of the application form should be filled.

The candidates are advised to attach photocopy only of essential qualification certificates/diploma/degree with the application form along with Eligibility Certificates in case of DESM and Sports Gradation Certificate in case of Outstanding Sports Person Category and PHC Certificate from the Competent Authority. The candidates, who have obtained degrees or Diplomas Certificates for the various courses from any institution declared fake by the University Grant Commission, shall not be eligible for being considered for recruitment to the posts advertised.

SERVING GOVERNMENT EMPLOYEE SHOULD SEND THEIR APPLICATION FORM WELL IN TIME THROUGH PROPER CHANNEL. THY MAY, HOWEVER, SEND AN ADVANCE COPY DIRECT TO THE DEPARTMENT.

FEE: For General Candidates Rs. 200/- and for SC/BC (of Haryana Only) Rs. 50/- in the form of demand draft only in the favour of Registrar Education, Department of Secondary Education, Haryana payable at Panchkula.

The PHC candidates who belong to Haryana State are exempted from fee as per Government instruction No. 22/70/2011-1GS-III dated 01.05.2012.

No concession of fee is admissible to SC/BC/PHC applicants of other states.

The ESM candidates are exempted from payment of Fee, but their dependents are required to pay the fee as for General, SC, BC candidates as case may be. Fee is neither transferable nor refundable/adjustable. **Bank Draft purchased before the publication of this advertisement and after the closing date will not be accepted.**

ESM/DESM candidates of Haryana claiming benefit will have to produce the fresh Eligibility Certificate from the concerned Zila Sainik Board at the time of interview. Mere dependent certificate will not be entertained. ESM candidates should also produce at the time of interview attested photo copy of Identity Card issued by concerned Zila Sainik Board.

GENERAL INSTRUCTIONS

1. Candidate will submit single application for each post strictly in the prescribed Performa. If candidate applies for more than one post, he/she should submit separate application for each of the posts along with fee also indicating the other post for which he/she has applied separately.
2. Application must reach at NVEQF Cell, 6th Floor, Shiksha Sadan, Directorate of Secondary Education, Haryana, Panchkula by registered/speed post only upto 03.10.2013 (upto 4:00 pm) along with the requisite fee. The application received after the closing date or by ordinary post/by hand/courier shall not be entertained. The name of post for which application is being submitted may be indicated on the top of the envelop clearly.
3. Number of Posts may increase or decrease without any prior notice. The Department also reserves the right not to fill-in any or all of the above posts.
4. Reservation of posts will be for Haryana Residents only and as per the reservation policy of the State Govt.; **these being contractual posts, if suitable candidates from reserved categories are not available then the candidates from other/general categories will be considered and vice-versa.** The benefit of reservation will be given only to those SC/BC/SBC/EBPGC/ESM/DESM/PHC and outstanding sportsperson candidates who are domicile of Haryana State. These SC/BC/SBC/EBPGC/ESM/DESM/PHC/OSP candidates are required to submit SC/BC/SBC/EBPGC/ESM/DESM/ PHC/OSP Certificate duly issued by the competent authority at the time of interview. Likewise the Outstanding Sports Person shall be required to attach the sport gradation certificate with the application form as per Government instructions duly issued by the competent authority. DESM shall be required to attach the fresh Eligibility Certificates duly issued by the Zila Sainik Board with the application form.
5. Matric with Hindi/Sanskrit or 10+2/Graduation/Post Graduation with Hindi as one of the subject is essential for all above mentioned posts.
6. Candidates should be fluent in English and Hindi.
7. Candidates should possess the basic knowledge of Computers.
8. Candidates should have good communication skills.
9. The requisite qualification and relevant experience etc. for eligibility shall be determined on the closing date of submission of application form. Further, if after the last date for receipt of applications, any candidate improves his/her qualifications, that will not be entertained.
10. **All Degree/Graduation/Post Graduation Degree it should be from a recognized Private / State University/ Institute or College recognized/ affiliated to recognized Central/ State University/ Private University. In case of Diploma/ P.G. Diploma it should be from a recognized Private / State University/ Institute or College recognized/ affiliated to recognized Central/ State University/ Private University or a Board duly setup by the State/ Central Government.**

11. Experience will be calculated after fulfilling the requisite essential qualification for any post and should be of full time. Part time experience would not be entertained.
12. Applications on prescribed form duly signed (on every page) complete in all respects alongwith attested copies of testimonials and requisite fee must be sent latest by **03.10.2013** upto 4.00PM. In case the candidates fail to attach attested copies of testimonials from which eligibility is to be checked or merit is to be determined, their application shall be rejected without providing any further opportunity.
13. The Department would not be responsible for any postal delay. Incomplete applications like unsigned/without attested copies of testimonials and requisite fee or those received after the last date for any reasons including postal delay will not be entertained and shall be summarily rejected.
14. Concealment of facts or supply of wrong information will result in cancellation of candidature in addition to legal action.
15. The prescribed essential qualifications are minimum and mere possession of the same, does not entitle any candidate to be called for interview. In the event of number of applicants being large, the Department may short list the candidates by any criteria to be adopted by the Department.
16. The candidates, who are in employment in Govt./Semi-Govt./Public Undertakings should send their applications through proper channel, or submit No Objection Certificate from their employer at the time of interview, failing which they will not be interviewed.
17. The appointments shall be made on contractual basis for the period of up to 31.03.2014 or for a shorter duration or any specified duration depending upon the continuance of the programme/course other unforeseen circumstances on a consolidated remuneration of Rs. 25,000/ per month.
18. Prescribed Application Performa is attached herewith.
19. No TA/DA is payable for attending the interview/test if any to be conducted.
20. For roll no, interview schedule etc. kindly visit departmental website **www.schooleducationharyana.gov.in** regularly. **No separate correspondence will be made in this regard.**

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM

- i) One copy of latest stamp size photograph duly attested should be pasted on the application form.
- ii) Original Bank Draft along with one photocopy of the same.
- iii) Attested photocopy of essential qualification and above/diploma/degree should be attached with the application form.
- iv) Attested photocopy of fresh Eligibility Certificate in case of DESM candidates duly issued by the respective Zila Sainik Board.

- v) Attested photocopy of Sports Gradation Certificates in case of Outstanding Sports Person, duly issued by the competent authority.
- vi) Attested copy of BC/SC/Physically Handicapped (PHC)/Special Backward Class (SBC)/'Economically Backward Persons in the General Castes Category' (EBPGC) etc. Certificate issued by competent authority.

THE CANDIDATES ARE ADVISED THAT THE PHOTOCOPY OF ALL QUALIFICATIONS SHOULD BE ATTACHED WITH THE APPLICATION FORM.

Note: An application form will be summarily rejected in the following events:-

- i) If candidate makes more than one application for a particular category.
- ii) If the application is not in the prescribed format appended with this advertisement.
- iii) If the application is unsigned/incomplete.
- iv) If the application is not sent through registered/speed Post.
- v) If the application is received in the Department after the closing date.
- vi) If a candidate does not possess requisite academic qualification on the cut-off date.
- vii) If a candidate is underage/overage on the cut-off date.

**Director Secondary Education
Haryana, Panchkula**

Application Form

(To be filled in by the office)

Receipt No. Date..... Roll No.

Eligible (Yes/No) _____ (If no, give reason_____)

Name, Designation and Signature of the verifying officer _____

(To be filled by candidate in his/her own handwriting, **in BLOCK LETTERS**)

Advertisement No.: _____

Name of the post for which applied: _____

Category No. _____

Demand Draft No. _____ Date of Issue _____

Name of issuing Bank _____ Amount _____

1. Name of Applicant _____

2. Father's Name _____

3. Mother's Name _____

4. Permanent Address with pin code _____

5. Present Postal address with Pin Code _____

6. E-mail Address (should be valid & active): _____

7. Phone No. _____

Paste recent
passport size
coloured
photograph
duly attested

(Signature of the candidate)

8. Date of Birth (DD/MM/YYYY) _____

9. Age as on (03.10.2013) _____

10. Are you married (Yes/ No) _____

11. State to which you belong _____

12. a) Are you citizen of India by Birth (Yes/No) _____

b) If not specify country _____

13. a) Category (General/SC/BC-A/BC-B/SBC/EBPGC etc.) _____

b) Subcategory (ESM/DESM/PHC/OSP/Widows etc.) _____

14. (A) Educational qualifications as per eligibility criteria (Academic & Professional)

Sr. No.	Exam passed	Year of passing	Course Duration	Subjects	University/ Board	Division	% of marks	Grade if any
1								
2								
3								
4								
5								

14. (B) Higher Qualifications, if any

Sr. No.	Exam passed	Year of passing	Course Duration	Subjects	University/ Board	Division	% of marks	Grade if any
1								
2								
3								

(Signature of the candidate)

15. Test Qualified (UGC/NET/GATE/CCNA/SET etc.) _____

16. Details of Previous Employment/ Experience.

Sr. No.	Name & address of employer	Whether Govt./Semi Govt./Pvt. Ltd./Pvt. etc.	From (Date)	To (Date)	Designation	Scale of pay & total emoluments	Nature of duties performed	Total Experience YY-MM-DD
1								
2								
3								
Total Experience								

17. List of Enclosures:

(i) (ii) (iii) (iv).....

(v) (vi) (vii) (viii)

18. District of choice for posting in order of preference:

1. _____ 2. _____ 3. _____

19. Have you applied for any other post of this advertisement? If yes, mention the name of post: _____.

Declaration:

I hereby declare that I have gone through and accept the General Instructions conveyed through the departmental website (**www.schooleducationharyana.gov.in**) referred in the advertisement for the purpose of said recruitment. Further, I solemnly affirm that all the statements made by me in this application are true and correct to the best of my knowledge and belief. I further understand that in the event of particulars or information furnished by me are being found false or incorrect, my candidature for the post is liable to be rejected or cancelled and if they are found to be false after appointment, my services are liable to be terminated without any notice to me.

Place:

Date:

(Signature of the candidate)