

TERMS OF APPOINTMENT

1. SELECTION PROCESS

The Council will follow a rigorous selection process to select the most suitable candidate. The selection process will be as follows-

a. For CEO and Joint CEO- Initial screening of the applications will be done through the recruitment screening software specifically developed for the Council and three-times the number of posts advertised or a minimum of 5 will be short listed for further scrutiny.

The second stage of scrutiny will consist of review of few specific assignments which are meant to assess the skill set of the candidate, group discussions and problem solving ability; and

Final stage will consist of personal interview.

Scores obtained by individual candidates during initial screening stage will not be carried forward. The second stage will have 80% weightage in the final ranking. The group discussion and personal interview process will be video recorded.

The references submitted by the candidates will also be checked and efforts will be made to seek the opinion of last two employers, before a final decision is taken. The whole process is likely to be completed in 3-4 months' time.

b. For other HQ level posts- the process will largely be on the lines of CEO and Joint CEO, with the similar over all weightage of scores obtained at various stages. No references will be required for applicants who are fresh from college.

c. For school level teaching posts- the process for Head Master will largely be on the lines of CEO and Joint CEO, with the similar over all weightage of scores obtained at various stages. However, the ICT skills and past experience in ICT will also be assessed during the second stage.

Following process will be followed for selection of other teaching personnel like PGT and TGT-

Stage-1: Short-listing of up to three times the number of advertised posts for individual categories will be done through the software. The scoring approach will be as follows-

	Item	TGT	PGT
1.	Marks obtained in the graduation examination	20	10
2.	Marks obtained in PG examination	10	20
3.	Marks obtained in any other post-UG examination	5	5
4.	Weightage for specialised skills like competitive sports, music course, computer course	10	10
5.	Any skill based certificate/ diploma from a reputed University or agency	5	5
6.	Certificate for basic computer skills	5	5
7.	Any major accomplishment at state or national level	5	5

A short-list of three-times the advertised number of posts will be generated after the first stage. GCSE can consider to put a minimum score requirement for preparing the short list.

Second stage of assessment will consist of skills in developing teaching & learning material, use of ICT in class room, use of library and other resources in teaching, actual teaching skills, etc. The whole process will also be videographed.

Final stage will consist of group discussions and personal interview. The overall weightage at various stages will be as follows- First stage- 60%, second stage- 25% and final stage-15%.

d. School level co-curricular, special educator and non-teaching posts

After the first stage of scrutiny to generate three-times the short-list, the skill set of the candidates, capacity to undertake work without much supervision, ability to innovate and improve existing processes and ability to handle the rural students will be assessed, followed by final stage consisting of personal interview. Overall weightage at various stages will be as follows- First stage- 60%, second stage- 25% and final stage-15%.

For all the posts, a select list containing up to 125% of actual requirements will be finalised, out of which, last 25% will consist of wait-list, which can be operated within first 10 months.

2. REMUNERATION & OTHER BENEFITS

Base Monthly Remuneration (BMR), as advertised, will remain unchanged during the contract period. Maximum Performance Linked Incentive (PLI) will also be advertised, the ceilings will apply uniformly to individual categories and cannot be negotiated. Ceilings for increase of remuneration during subsequent years will also apply uniformly to individual categories and cannot be negotiated.

i. During training period of initial 6 months, the selected candidate will be paid the BMR only. She/he may be sent for a long term training programme during this period and every candidate is expected to pass the required tests during the first one year. Candidates whose medium of instruction in the qualifying examination was not Gujarati will have to pass Gujarati language examination based on standard 6 text book before they become eligible for PLI.

ii. Maximum Performance Linked Incentive (PLI)

a. Head Office personnel- 25% of BMR, based on PAR assessment;

b. School level academic personnel- during first 18 months after training- 25% of BMR based on school performance;

c. School level academic personnel- for subsequent period- 75% of BMR consisting of 25% on school assessment, 25% on PAR and 25% on students' Board examination results (subject results for subject teachers and overall results for Head Master);

d. School level special teaching, co-curricular and non-academic staff- 25% of BMR consisting of 15% on PAR and 10% on school assessment. However, no PLI will be available for the first 18 months after training period.

3. Preference to women candidates and those from disadvantaged communities- Council is an equal opportunity employer and encourages Scheduled Tribes, Scheduled Caste, Physically Handicapped, Other Backward Castes and women candidates to apply. All things being equal, such candidates will be preferred in the above order. In addition to this, 40% of the vacancies will be earmarked for women, however, in case suitable women candidates are not available in the first attempt, the remaining vacancies will be filled by men candidates.

4. Training- During the contract period, a candidate will have to undergo pre-service training, exposure visits and any special training. These are compulsory.

5. Performance evaluation will be quarterly.

6. Transfers- Selected candidates can be transferred anywhere in Gujarat at any time, even outside the Council run schools. Eligible transfer allowance will be actual bus fair for self and family and 33% of BMR.

7. Accommodation at the school level will be provided, to the extent possible. In case of non-availability of accommodation, 15% of BMR can be claimed.

8. Duty hours will be during the school hours, as declared by the Council. It may be noted that majority of the Council run schools will be day-boarding schools and duty hours will be much higher than other schools.

9. Provident Fund will be extended as per the rules.

10. Termination of contract- Stipulated notice period will have to be ensured or equivalent BMR will have to be paid by both the sides. However, in case of Council terminating any contract, one month's BMR will be paid by the Council for every completed year of work in the Council.

11. Age at which every contract will automatically terminate- It will be 58 years unless otherwise specified. No contract can be extended or remain valid beyond this age. However, Board of the Council can extend any contract for a maximum duration of 5 years beyond above age.

12. Signatory of contract- Joint CEO, in charge of administration will be the signatory for every contract.

13. Discipline and corrective measures- Any person working on Council's contract can be penalised for such action like endangering physical or mental safety of any student, being involved in an unbecoming conduct with a student or her/his family members, involved in a scandal, financial misconduct, objectionable conduct or behaviour with a colleague or superior, political activities or causing damage to Council property or financial loss to the Council, or promotion of a religious activity not approved by the Council, or showing a behaviour which is not conducive to the growth and development of a Council run school, will attract disciplinary action.

Any written or oral complaint received in this regard will be recorded by the Reporting Authority who will also offer his views and may decide to seek explanation of the contractual person.

The reply received from the contractual person against whom the allegations have been made will be examined by the Reporting Authority who can decide to proceed further in case of minor misconduct and will send a statement of the allegations, proposed action and seek the reply within 30 days from the contractual person. Ex parte action can be initiated if the reply is not received within this period. After examining the reply, the Reporting Authority may decide to withhold PLI of the contractual person for a maximum period of 12 months or the annual increase for a maximum period of 2 years.

In case, the allegations are serious enough to warrant severe action, the details will be sent to the Signatory of Contract, who will view the reply of the accused and comments of the Reporting Authority and decide to constitute a Committee consisting of at least 3 persons who will hear the accused and communicate their views to the Signatory of Contract, who will take a final decision. Signatory of Contract can decide any of the following penalties- any penalty which can be imposed by the Reporting Authority, outright termination of the contract without any termination benefits, termination of the contract with full or part termination benefits, up to 50% reduction in the BMR for the remaining duration of the contract and refusal to further renew it, withdrawal of PLI for the remaining period of the contract or recovery of financial losses incurred by the Council. In addition to it, he may also decide to file a police or civil suit, as deemed fit.

14. Maximum entry level age- Unless mentioned specifically, the age will be 30 years. In addition to it, the number of years of minimum required experience can be added.

15. Annual increase in remuneration: It can be up to 5% of BMR based on high PAR score and achievement of Key Performance Indicators.

16. Insurance- Medical insurance of Rs. 500,000 per annum as family package and life insurance of Rs. 20,00,000 for CEO and Joint CEO. Medical insurance of Rs. 400,000 per annum as family package and life insurance of Rs. 10,00,000 for all other categories.

17. Form of appointment will be a contract letter.

18. Notice period for resignation or termination- It will be 2 months from both sides or BMR of one month in lieu of notice period for CEO and Joint CEO. For all others, it will be 1 month from both sides or BMR of one month in lieu of notice period.

19. Admissible leave- It will be casual leave of 1 day for every completed two months and other leave of 1 day per completed month for all persons other than academic persons. For academic persons, these will be reduced by half.

20. Performance will be evaluated on quarterly basis.

TABLE-1: MANPOWER FOR THE PRG PROJECT AND THEIR QUALIFICATIONS

Posts	Specialisation	Number & nature	Qualifications & skill-sets	Base monthly remuneration (BMR)	Expected Roles
Project Manager	--	1 Full time	B. Tech or Masters degree in any discipline and at least 10 years experience in development and successful implementation of projects either in the industry or social sector. Out of the above, at least 2 years must be at the leadership level. Maximum age can be up to 62 years.	48,000	Conceptualisation and development of large outcome based projects, organisation of regular monitoring of on-going projects, their supervision and impact assessment, risk identification & mitigation, networking for CSR projects, procurement, training and pre-audit.
Joint Project Manager	--	1 Full time	B. Tech or Masters degree in any discipline and at least 5 years experience in development and successful implementation of projects either in the industry or social sector. Maximum age can be up to 35 years. Have to pass a test in Project management software after a training programme.	36,000	Same as above. She/he will be assisting the Project Manager.
Programme Manager	Project & Risk Management	1 Full time	B. Tech, CA or Masters degree in any discipline and good computer skills. Maximum age can be up to 28 years. Have to pass a test in Project management software after a training programme.	24,000	Identification of risks at various stages, development and implementation of a risk mitigation strategy for every project, their review and evaluation.

Programme Manager	Data Management & Analysis	1 Full time	B. Tech or Masters degree in Statistics with recognised diploma/ degree in an IT/ Computer Applications course. Maximum age can be up to 28 years. Have to pass a test in SPSS or equivalent software after a training programme.	24,000	Development of monthly monitoring and reporting system, critical analysis of reports for their implementation status, impact study and statutory & donor compliances.
Programme Manager	IT Applications	1 Full time	B. Tech or Masters degree in an IT/ Computer Applications related course. Maximum age can be up to 28 years.	24,000	Enhancing use of IT driven system for project implementation and monitoring, training of stake holders, development of procedures and systems.
Programme Manager	Public procurements	1 Full time	B. Tech or Masters degree in a finance related discipline like MBA (Finance), CA or M. Com. Maximum age can be up to 28 years.	24,000	Procurement systems development, tendering, training of field implementers on procurement.
Programme Manager	a. PPP b. Monitoring & impact study c. Project development	3 Full time	Masters degree in a social sector related course like Rural development, Rural management, Sociology or Social work. Maximum age can be up to 28 years.	24,000	Developing a basket of CSR and PPP projects and their marketing, website management, development of CSR policy for the Council, documentation.
Common skill sets for all above- leadership ability, willingness to tour 6 days/ month, strong analytical ability, computer skills, good command over English language.					

TABLE-2: JUNIOR MANPOWER FOR THE PRG PROJECT AND THEIR QUALIFICATIONS

Posts	Specialisation	Number	Qualifications & skill-sets	BMR	Expected roles
Junior officer	Project Management	2	Graduate in any discipline with good computer skills. Have to pass a test in Project management software after a training programme. Maximum age can be up to 28 years.	9600	Will be assisting the respective Programme Manager.
Junior officer	Data Management & Analysis	1	Masters qualification in Statistics with good computer skills. Have to pass a test in SPSS or equivalent software after a training programme. Maximum age can be up to 28 years.	9600	Will be assisting the respective Programme Manager.
Junior officer	IT Applications	1	MCA or any other masters qualification in IT applications. Maximum age can be up to 28 years.	9600	Will be assisting the respective Programme Manager.
Junior officer	Public procurements	1	M.Com or MBA in Finance. Have to pass a test in Tally or equivalent software after a training programme. Maximum age can be up to 28 years.	9600	Will be assisting the respective Programme Manager.
Junior officer	a. PPP b. Monitoring & impact study c. Project development	3	Masters degree in a social sector related course like Rural development, Rural management, Sociology or Social work. Maximum age can be up to 28 years.	9600	Will be assisting the respective Programme Manager.
Common skill sets for all above			Willingness to tour for minimum of 8 days per month, strong analytical ability and computer skills and good command over Gujarati language. Will have to pass a English language test before eligible for any raise in remuneration.		

TABLE-3: GUJARAT MODEL SCHOOLS PROJECT**Job Description of Model Schools Society Personnel**

		CEO	JOINT CEO	PROGRAMME MANAGERS	DEPUTY PROGRAMME MANAGERS
1	Number of posts	1	3	6	8
2	Specific areas	--	1. Academic 2. Personnel & Administration 3. Quality assurance & partnership	1. Academic 2. Training 3. Administration 4. Finance & Accounts 5. Personnel 6. Quality Assurance	1. Academic 2. Academic 3. Personnel & administration 4. Finance & Accounts 5. Infrastructure 6. Quality Assurance 7. Quality Assurance 8. Quality Assurance
3	Essential Qualifications	A master's degree	Masters in any discipline	Master degree in any discipline. Master's degree in HR preferable for No. 5 above Master's degree in accounts or Finance preferable for No. 4 above	Masters, as mentioned in the next table.
4	Experience	10 years in a senior level in education sector or a large autonomous	For no. 1 & 2 above: 25 years in an organisation having chain of schools, out of which at least 10 years must be as a	2 years' job experience in related field	No experience

		organization at a high level.	Principals or middle level administrative post. For no. 3: At least 5 years of teaching and other academic work in a reputed public school.		
	Maximum entry level age	45 years	62 years	30 years	30 years
	Maximum age for termination of contract	As specified in HR Rules	65 years	As specified in HR Rules	As specified in HR Rules
5	Desired Skill Sets	Must be innovative and having proven ability to build an institution. Must have capacity to build a large and empowered team, able to manage partnerships with other institutions, both from public and private sectors, should be able to set up and manage a large number of similar schools and ability to mobilise resources from various sources.	Must have shown some innovation or out of box approach in the past, good IT skills, must be able to carry out decisions independently, able to manage a diverse team and a large number of partners. In addition to the above, for no. 2 above, proven ability to organise and handle administrative functions in a medium size organisation is required.	Good expression and analytical skills, acumen to handle diverse set of stakeholders, management of projects and contracts, managing a team of professionals and good decision making ability, Experience of quality control.	Good power of expression and analytical skills. Willing to travel extensively.
6	Duration of Contract	3 to 4 years	3 to 4 years	11 months	11 months
	Nature of contract	Full time	Full time	Full time	Full time

7	Base monthly remuneration	56,000	40,000	24,000	16,000
10	Expected role	Will have to lead the organization, set the desired systems and ensure that these are being followed so that the organization is rapidly growing. She/he will have to ensure that the Society becomes a national leader in few years' time.	<p>Overall responsibility of managing the vertical assigned to her/him. Other specific roles would be-</p> <ul style="list-style-type: none"> a. Development of new initiatives, obtaining required approvals and funds, training of staff and implementing them b. Marketing of various initiatives among related stakeholders within and outside the country c. Ensuring highest quality standards in education, both at the level of teachers and students and developing tailor-made interventions for them d. Development of new partners for providing programme support and its 	Same, as for Jt. CEO. However, the role will be limited to the verticals assigned.	Same, as for Jt. CEO. However, the role will be limited to the sub-verticals assigned.

			<p>implementation</p> <ul style="list-style-type: none"> e. Bringing new but popular evaluation methods to assess scholastic potential of students f. Creating a pool of trainers g. Carrying out audit, accounts, project management, quality control and administrative functions in the Society h. Getting evaluations and studies carried out i. Fund management j. Outsourcing, tendering including quality-cum-cost based selection of partners wherever needed and supervision of vendor performance k. Performance evaluation of team members l. Publicity 		
--	--	--	--	--	--

			<ul style="list-style-type: none"> m. Documentation, reporting, website management, grievance redressal n. Carrying out field visits o. Taking suitable action against non- or poor-performing partners and staff members 		
11	Travel requirements	Extensive- within and outside the State	4 days/month	6 days/ month	8 days/ month However, it will be 12 days for DPM assigned Quality Assurance vertical
12	Key Result Area	These will be- Number of schools set up; Number of students enrolled; Quality of schools and their Board/ competitive exam performance; Amount of external resources mobilised; Systems and procedures developed and adhered to;	Besides those for CEO, additional KRA will be- <ul style="list-style-type: none"> a. Variety of co-curricular activities and personality development programmes initiated in schools; b. Ratio of properly trained teachers and staff; c. Extent of use of ICT; d. Quality of infrastructure and its upkeep; 	Same, as for CEO & Jt. CEO. However, the expected KRA will be limited to the vertical assigned.	Same, as for CEO & Jt. CEO. However, the expected KRA will be limited to the verticals assigned.

		Initiatives launched; CSR and PPP partners associated with Council;	<ul style="list-style-type: none"> e. Number of useful partnerships developed and retained; f. Timely finalisation of accounts and submission of Utilisation certificates to donors; g. Frequency of Board and sub-committee meetings; h. Timely evaluation of performance of staff i. Carrying out timely audit, including internal audits j. Timely and effective grievance redressal k. Assessment of the projects that have achieved desired goals and outcomes l. Quality of outsourcing m. Timely and regular updating the website 		
--	--	---	---	--	--

			n. % of the staff time spent in the field o. Amount spent on individual students; p. Accuracy of budget projections		
13	Reporting Officer	Chairperson	CEO	Jt CEO	Jt CEO
14	Method of recruitment	Advertisement or deputation from another Govt/ semi-Govt organization. Failing both, a Search Committee can be constituted to suggest a panel of suitable candidates.	Open advertisement	Open advertisement	Advertisement and/ or campus recruitment from some reputed institutions.
15	Description of Selection Committee	PS of Education Department, a senior officer from the Government having experience of managing large organisation and one external expert.	PS of Education Department, a senior officer from the Government having experience of managing large organisation and one external expert.	PS of Education Department or his nominee, a senior officer from the Government having experience of managing large organisation and one external expert.	PS of Education Department or his nominee, a senior officer from the Government having experience of managing large organisation and one external expert.
16	Major skills sets to be evaluated	Team management, networking skills,	Team management, networking skills, conflict resolution, development of	Analytical, planning, conflict resolution, computer, writing and	Analytical, planning, conflict resolution, computer, writing and

		conflict resolution, development of systems, planning & organising.	systems, project management, basic understanding of accounts, planning & organising.	presentation skills.	presentation skills.
20	Training after joining	Noting, drafting, accounts and basic procedures of the Government. Visit and attachment to a field similar to the Society's proposed activities.	Noting, drafting, accounts and basic procedures of the Government. Visit and attachment to a field similar to the Society's proposed activities.	Noting, drafting, accounts and basic procedures of the Government. Visit and attachment to a field similar to the Society's proposed activities.	Noting, drafting, accounts and basic procedures of the Government. Visit and attachment to a field similar to the Society's proposed activities.
21	Performance evaluation system	On quarterly basis	On quarterly basis	On quarterly basis	On quarterly basis

FURTHER ANALYSIS OF PROGRAMME OFFICERS

	DPM- POST	ESSENTIAL QUALIFICATIONS	MAJOR AREA TO BE ASSIGNED
1	Academic	Master degree in any discipline. M.Ed. candidate for one of the posts will be preferred.	Organising training; development of systems and procedures in the schools; developing guidelines and instructions; Overall management of schools through Principals; organising procurements for the school-level requirements; personality development of students; organising external tests being conducted by reputed agencies; maintenance of school infrastructure; monitoring the compliances by partners; and managing schools-wise database including their websites.
2	Personnel & Administration	Master degree in HR	Tendering, Public relations, documentation, analysis, corporate networking and, marketing & publicity, recruitment of teaching and non-teaching staff, performance evaluation of faculty, disciplinary action against staff and faculty, developing HR manuals, tendering, monitoring of civil works programmes.
3	Finance & accounts	Masters in accounts, finance or CA.	Accounts, audits (both statutory and internal, fund management, utilisation certificates to donors, release of payments, safe keeping of important documents, delegation and accounts manual.
4	Quality Assurance	Master degree in any discipline.	Development of new projects, quality monitoring of schools and teachers, inspection of schools, students' profiling, accreditation, selection of new partners, networking with other partners and academic organisations, short-listing of e-content for schools, adoption of best practices.

MODEL SCHOOLS PROJECT

Job Analysis of Team for Special Education Component

		PROGRAMME MANAGER	DEPUTY PROGRAMME MANAGER	Special educator & Center Director
1	Number of posts	1	2	2
2	Specific areas	Special Education	Special Education	Special Education
3	Essential Qualifications	B.Ed. in Special Education and RCI registration	B.Ed. in Special Education and RCI registration	B.Ed. in Special Education or B. Ed. with diploma in Special Education and RCI registration
4	Experience	7 years	3 years	5 years
	Work profile	Should have either worked at decision making level or played a responsible part at a senior level in some project related to special children. Will be expected to identify good and professionally managed organisations who can manage GMSP's special education centres.	Will have to work under the guidance of the Project Manager (Special Education) at the Head Office.	Will be independently managing the remote centres located in the GMSP school premises.
5	Desired Skill Sets	Must be innovative and having proven ability to lead a team. Must have capacity to build a large and empowered team, able to manage partnerships with other institutions, should be able to set up and manage a large number of Centres for Special Children.	Must have shown some innovation or out of box approach in the past, good IT skills, must be able to carry out decisions independently. Good monitoring and drafting skills required.	Able to communicate to the rural population and parents of special children, manage the Centre independently under the guidance and supervision of the Project Manager.
6	Duration of Contract	Maximum 3 years	11 months	11 months
	Nature of contract	Full time or part time. Remuneration will be pro rata	Full time or part time. Remuneration will be pro rata	Full time.

		adjusted for part time work.	adjusted for part time work.	
7	Base monthly remuneration	32,000	20,000	24,000
10	Expected role	<p>To plan and implement comprehensive interventions for development of children having disabilities including PH and LD;</p> <p>To coordinate with Gujarat Open School and organisations providing vocational training to address the needs of special children;</p> <p>To set up the special education centres in various schools functioning under the Council and conduct state wide drive to identify and enrol special children in these centres; ;</p> <p>To identify the educational tools and aids, procure them and provide them to the Centres or special children;</p> <p>To supervise the work of subordinates working for this component;</p> <p>To identify and select reputed educational institutions working in the field of special education and to involve them in management of certain Centres and schools;</p> <p>To develop system, procedures and norms for smooth running of these Centres.</p>		
11	Travel requirements	Extensive- within and outside the	4 days/month	Extensive within the catchment

		State		villages of the Centre for Special Children
12	Key Result Area	These will be-Number of special schools/ centres set up; Number of students enrolled; Quality of schools/ centres and their performance; Number of private partners mobilised; Systems and procedures developed and adhered to;	Besides those for CEO, additional KRA will be- <ul style="list-style-type: none"> q. Variety of co-curricular activities and personality development programmes initiated in schools; r. Ratio of properly trained teachers and staff in all schools; s. Extent of use of ICT; t. Quality of infrastructure and its upkeep; u. Number of useful partnerships developed and retained; v. Timely finalization of accounts and submission of Utilisation certificates to donors; w. Timely evaluation of performance of staff x. Carrying out timely audit, including performance & internal audits y. Timely and effective grievance redressal z. Assessment of the interventions that have achieved desired goals and outcomes 	Variety of co-curricular activities and personality development programmes initiated in schools; Extent of use of ICT;

			aa. Quality of outsourcing bb. Timely and regular updating the website cc. % of the staff time spent in the field	
13	Reporting Officer	CEO	Project Manager	Project Manager
14	Method of recruitment	Open Advertisement or deputation from another Govt/ semi-Govt organization. Failing both, a Search Committee can be constituted to suggest a panel of suitable candidates.	Open advertisement	Open advertisement or Campus recruitment
15	Description of Selection Committee	PS of Education Department, a senior officer from the Government having experience of managing special education interventions and one external expert.	PS of Education Department or his nominee, a senior officer from the Government having experience of managing special education interventions and one external expert.	PS of Education Department or his nominee, a senior officer from the Government having experience of managing special education interventions and one external expert.
16	Major skills sets to be evaluated	Team management, networking skills, conflict resolution, development of systems, planning & organising.	Team management, networking skills, conflict resolution, development of systems, project management, basic understanding of accounts, planning & organising.	Programme implementation, handling of special children and reasonable IT skills.
20	Training after joining	Noting, drafting, accounts and basic procedures of the Government. Visit and attachment to a field similar to the Society's proposed activities.	Noting, drafting, accounts and basic procedures of the Government. Visit and attachment to a field similar to the Society's proposed activities.	Attachment to a good facility and procedural matters.

QUALIFICATIONS AND ANALYSIS OF SCHOOL LEVEL POSTS

		Head Master	Programme Manager (Academic / Campus)	PGT & TGT
1.	Essential Qualifications	Master's degree in any subject, along with Master in Education. Other eligibility qualifications as prescribed by Gujarat Secondary & Higher Secondary Education Board are required.	Master's degree in any subject.	<p>PGT: Master's degree in relevant discipline and B. Ed. qualification, with good ICT exposure.</p> <p>TGT: Bachelor's degree in relevant discipline and B. Ed. qualification, with good ICT exposure.</p> <p>Common to all : Other eligibility qualifications as prescribed by Gujarat Secondary & Higher Secondary Education Board are required.</p>
2.	Experience	5 years' experience of working in a reputed public or urban private school	--	--
3.	Work profile	To manage the school, students and staff. To ensure proper and full use of the assets of the school, implement quality management practices, ensure that every student joins co-curricular activities and passes out with strong foundation of English	To assist the Head Master and carry out activities assigned to her/him in her/his absence.	To carry out all teaching, extracurricular, co-curricular and administrative activities, including warden activities, counselling to parents and students and house activities, as assigned by the Head Master.

		language and mathematics and reading habits, along with ability to learn independently. Other specific activities are- operation & maintenance of school infrastructure, plan & implement school's annual calendar, all compliances, management of finance & accounts, ensure discipline among staff and students, ensure remedial teaching for students, performance assessment of staff, and all other activities which are normally carried out in a good school.		To ensure that every student achieves expected outcomes.
4.	Desired Skill Sets	Educational planning, conceptualisation and implementation of academic interventions, team management, goal setting and its monitoring.	Conceptualisation and implementation of new interventions, converting instructions issued to actual results, team management, goal setting and its monitoring.	Good teaching, student management, counselling and co-curricular skills.
5.	Duration of Contract	3 years	3 years	11 months
6.	Travel requirements	Significant	Intensive, specially to villages	Significant
7.	Key Result Area	School's academic and co-curricular performance, grading of the school, attrition rate among staff, resolution of audit paras (both academic and administrative), increase in strength of schools, effective outsourcing activities.	School's academic and co-curricular performance, attrition rate among staff, resolution of audit paras (both academic and administrative), increase in strength of schools, effective outsourcing activities, number of parents met, extent of calendar of activities performed, grading of the school.	Results of the students and school, quality of administrative work performed, number of parents met, extent of calendar of activities performed, grading of the school.

8.	Reporting Officer	Joint CEO (Academic)	Joint CEO (Academic)	Head Master
9.	Method of recruitment	Advertisement, failing which by a search committee.	Advertisement, failing which through campus recruitment.	Advertisement, failing which through campus recruitment.
10.	Training after joining	Training in a well managed and reputed school, administration & accounts, ICT.	Training in a well managed and reputed school, administration & accounts, ICT and noting & drafting skills.	Subject training, pre-service training, and attachment to a well functioning urban schools.