

Guidelines for engagement of teachers on contract and monitoring of their performance

OBJECTIVES:

- ❖ In JNVs teachers are engaged on contract against the sanctioned vacant posts to avoid academic loss to the students.
- ❖ In the absence of a comprehensive guidelines and time limit to complete the engagement process there is lack of uniformity and delay in completion of the engagement process.
- ❖ This draft guidelines is an attempt to bring
 - ☐ Uniformity in selection process,
 - ☐ Timely completion of the process,
 - ☐ Monitoring of performance,
 - ☐ Re-engagement of well performing teachers,
 - ☐ Use of IT in the selection process

Scheme of Engagement

Panel of teachers of different categories will be formed based on candidates essential academic qualifications, higher qualification in the relevant field, achievements/award, work experience in relevant subject in recognized schools and personal interaction.

Qualification

Sl. No.	Post	Educational Qualification	
		Essential	Desirable
1	PGTs	(a) Master Degree from a recognized University with at least 50% marks in aggregate in the relevant subject. (b). B.Ed. Degree. (c) Proficiency in teaching in Hindi and English medium. Note: B. Ed degree is not required for the candidates who have undergone four years integrated degree course of Regional College of Education of NCERT or other NCTE recognized institution.	(a) Teaching experience in similar capacity in a recognized school. (b) Experience of working in a residential school. (c) Knowledge of Computer application. (d) Knowledge of regional languages.

2.	TGTs	<p>A) Four years integrated degree course of Regional College of Education of NCERT or other NCTE recognized institution with at least 50% marks in the concerned subject as well as in the aggregate</p> <p>Or</p> <p>50% or above marks in PG in the concerned subject from recognized Institutions.</p> <p>Or</p> <p>Bachelors Honors Degree with at least 50% marks in concerned subject/combination of subjects and also in aggregate. Candidate should have studied requisite subject(s) for at least 2 years in the 03 years degree course</p> <p>Or</p> <p>Bachelor's Degree from a recognized university with at least 50% marks in the concerned subject/combination of subjects and also in aggregate. The candidate should have studied the requisite subjects in all three years of degree course.</p> <p>(B) Passed the Central Teacher Eligibility Test (CTET), conducted by CBSE in accordance with the Guidelines framed by the NCTE, for the purpose.</p> <p>(C) B.Ed. Degree.</p> <p>(D) Competence to teach through English & Hindi</p> <p>Note 1: B. Ed degree is not required for the candidates who have undergone four years integrated degree course of Regional College of Education of NCERT or other NCTE recognized institution.</p> <p>Note 2: Ex-NVS/Superannuated Govt. School Teacher/ dependents of NVS employees who died in harness, seeking appointment on compassionate ground (in waiting for regular appointment) are exempted from having CTET qualification</p>	<p>(a) Teaching experience in similar capacity in a recognized school.</p> <p>(b) Experience of working in a residential school.</p> <p>(c) Knowledge of Computer application.</p> <p>(d) Knowledge of regional languages</p>

	<p><u>Post wise elective subjects and Languages in the combination of subjects are as under :</u></p> <p>a) For TGT (Hindi) : Hindi as a subject in all the three years of Degree course.</p> <p>b) For TGT (English): English as a subject in all the three years of Degree course.</p> <p>c) For TGT (Maths) -</p> <p>(i) Bachelor Degree in Maths along with Physics and any one of the following subjects: Chemistry, Electronics, Computer Science, Statistics.</p> <p>(ii) In case of such Universities which provide for only two subjects out of the six as mentioned above in the final year of graduation, the candidate should have studied Maths and Physics in the final year of examination and three subjects, viz, Maths, Physics and Chemistry / Electronics / Computer Science / Statistics in the first and second years of graduation.</p> <p>(iii) Candidates who have passed B.Sc. degree with Honours in Maths subject would be considered eligible only if they have studied Physics and Chemistry / Electronics / Computer Science / Statistics in first and second year of the course. Candidates with B.Sc. (Hons.) in Physics or Chemistry are not eligible for the post of TGT (Maths).</p> <p>d) For TGT (Science)- Botany, Zoology and Chemistry.</p> <p>(i) The candidate should have studied Botany, Zoology and Chemistry during all the three years of study in graduation.</p>	
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		<p>(ii) In case of such Universities which provide for only two subjects in the final year of graduation, the candidates should have studied any of the two subjects out of Botany, Zoology and Chemistry in the final year of examination and all the three subjects, viz. Botany, Zoology and Chemistry in the first and second years of graduation.</p> <p>(iii) In case of Honours Degree in any of the above mentioned three subjects, the candidate must have studied other two subjects in the first and second year of the course.</p> <p>e) For TGT (Social Studies): .</p> <p>(i) The candidate should have studied any of the two subjects out of the following subject combinations at graduation level : (a) History with Geography/ Economics/ Political Science OR (b) Geography with History/ Economics/ Political Science (in other words candidates should have studied any two subjects out of History, Geography, Economics and Political Science, in which one must be either History or Geography)</p> <p>(ii) History/Geography as above, should have been studied for all three years in the Graduation.</p> <p>(iii) In case of Honours Degree in History the candidate should have studied Geography/ Economics/ Political Science in 1st and 2nd years. Similarly in case of Honours degree in Geography, the candidate should have studied History/ Economics/ Political Science in 1st and 2nd year. Candidates with B.A.(Honours) in Economics or Political Science are not eligible for the post of TGT (S.St.)</p>	
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		f) TGT (III Language) : Concerned Regional Language as a subject/elective subject in all the three years of Degree course.	
3.	Art Teachers	a) Degree in Fine Arts/Crafts from a recognized University. (b) Proficiency to teach through English & Hindi	Desirable Qualifications : (i) Knowledge of regional languages. (iii) Experience of working in a residential school. (iv) Teaching experience in similar capacity in a recognized school (v) Knowledge of computer application (vi) Achievements at State/National level competitions.
4.	Physical Education Teacher (Male & Female)	(a) Bachelor's degree in Physical Education B.P.Ed. from a recognized University. (b) Proficiency to teach through English and Hindi	i) Working experience in similar capacity in a recognized school. ii) Knowledge of Regional languages. iii) M.P.Ed / M.Sc, (Sports coaching) from from LNCPE, LNIPE, NSU or any National or State University. iv) Achievements at State/National/International level competitions.
5.	Music Teachers	(i) Bachelor degree in music from a recognized university. (ii) Proficiency to teach through English and Hindi.	(i) Knowledge of regional languages (ii) Experience of working in a residential school. (iii) Teaching experience in similar capacity in a recognized school. (iv) Knowledge of computer application (v) Achievements at State/National level competitions.
6.	Librarian	1. University degree in Library Science from a recognized institution 2. Working knowledge of English and Hindi	(i) Experience of working in a residential school (ii) Teaching experience in similar capacity in a recognized school. (iii) Knowledge of regional languages (iv) Knowledge of computer application

Upper Age Limit

Upper Age Limit for all category of teachers is 50 Years as on 1st July of the year of engagement. For Ex NVS/Superannuated Govt. School teachers maximum age limit will be 62 Years as on 1st July of the year of engagement.

Weightage for Educational & other Qualifications

A) PGTs

S. No.	Qualifications	Maximum Weightage	Criteria for award of weightage
1	Essential qualification (from recognized institution)	40 marks	40% of the Percentage obtained in the concerned subject
2	B.Ed. (from recognized institution)	10 Marks	10% of the Percentage obtained
3	Next Higher qualification in the relevant subject (Ph.D/M.Phil/M.Ed)	10 Marks	(Ph.D/M.Phil/M.Ed)
4	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 Marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
Total		75 Marks	

(B) TGTs

S. No.	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential qualification (from recognized institution)	40 Marks	(20 % of overall percentage in UG/ PG level whichever is higher) + (20% of percentage in relevant subjects in all three years together in Graduation)]
2	Next Higher qualification in the relevant subject	10 marks	10% of the Percentage obtained
3	B.Ed.	5 marks	5% of the percentage obtained
4	*CTET (Secondary Level)	5 Marks	5% of the percentage scored

5	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
Total		75 Marks	

* Ex-NVS/Superannuated Govt. School Teacher are exempted from having CTET qualification. For such candidates, maximum Weightage of B.Ed. qualification will be 10 Marks.

(C) Art Teachers

S. No.	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential Qualification	40 Marks	40% of the Percentage obtained
2	Next Higher qualification in the relevant subject OR At least 03 months certificate course in discipline other than in Essential qualification from a recognized institute.	10 marks	10% of the Percentage obtained
3	Award at State/ National level/ Achievement of School team in State/National level competition organized by Govt. Institutions	15 marks	State Level – 10 marks, National Level – 15 marks). Note:- Weightage to highest level achievements to be awarded
4	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
Total		80 Marks	

(D) Music Teachers

S. No.	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential Qualification	40 Marks	40 % of the Percentage obtained in Bachelor Degree in music from a recognized University.
2	Next Higher qualification in the relevant subject	05 marks	5% of the Percentage obtained
3	Additional qualification in subject other than the subject of essential qualification (for example if essential qualification is in Vocal/Dance then additional qualification being considered here would be Instrumental)	05 Marks	On production of certificate from a recognized institute
3	Award at State/ National level/ Achievement of School team in State/National level competition organized by Govt. Institutions	15 marks	(State Level – 10 marks, National Level – 15 marks) Note:- Weightage to highest level achievements to be awarded
4	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential school run by Govt./ Autonomous Body of Government/recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
Total		80 Marks	

(E) Physical Education Teacher (Male & Female)

S. No.	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential Qualification	40 Marks	40% of Percentage obtained in For B.P.Ed. degree from any recognized University
2	Next Higher qualification in the relevant subject	05 marks	5% of the Percentage obtained
3	M.Sc. Sports Coaching courses from LNCPE/LNIPE/NSU/ any other Govt. Institutions	05 Marks	Based on certificates from LNCPE/LNIPE/NSU/any other Govt. Institutes.
3	Award at State/ National/International Level / Achievement of school team in CBSE, SGFI, National, State Sports Federation	15 marks	(State Level Award/ NCC "B" Cert. / Achievement of School team in CBSE/ State Sports Federation - 5 marks, National Level Award/ NCC "C" Cert./ Achievement of School team in SGFI/ National level competition - 10 marks, International level participation - 15 marks. Note:- Weightage to highest level achievements to be awarded
4	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience
Total		80 Marks	

(F) Librarian

S. No.	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential Qualification	40 Marks	40% of the Percentage obtained
2	Next Higher qualification in the relevant subject	10 marks	10% of the Percentage obtained
3	Publication/Presentation of papers in seminars/ journal by Recognized University/ Institutions (based on production of certificates)	5 Marks	Publication/presentation of at least two papers

4	Certificate/Diploma Course in Computer Application from Govt. recognized institute	5 Marks	Based on certificate from a Govt. recognized institutes
5	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
Total		75 Marks	

Personal Interaction for PGTs/TGTs/Librarian

S. No.	Area	Weightage
1	Subject Knowledge	04 marks
2	Teaching abilities	04 marks
3	Personality & General Awareness	04 marks
4	Communication Skill (in English / Hindi)	04 marks
5	Proficiency in applying ICT Skills in teaching and learning	04 marks
6	Ability to converse in any one of the language of the region	02 Marks
7	Weightage of achievements in relevant field/ anecdotal record of previous employer indicating work ethics, integrity, dedication and devotion towards duty etc. (on correlation of certificates produced and inferences drawn during interview)	03 marks
Total		25 Marks

Personal Interaction for Music Teacher/Art Teacher/PETs

S. No.	Area	Weightage
1	Subject Knowledge	03 marks
2	Teaching abilities	03 marks
3	Personality & General Awareness	03 marks
4	Communication Skill (in English / Hindi)	03 marks
5	Proficiency in applying ICT Skills in teaching and learning	03 marks
6	Ability to converse in any one of the language of the region	02 Marks
7	Weightage of achievements in relevant field/ anecdotal record of previous employer indicating work ethics, integrity, dedication and devotion towards duty etc. (on correlation of certificates produced and inferences drawn during interview)	03 marks
Total		20 Marks

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Guidelines for engagement of Faculty cum System
Administrator on contract basis and monitoring of their
performance

OBJECTIVES:

- In JNVs, FCSAs are engaged on contract basis for implementation of Computer Education Program including management & maintenance of all computer hardware, teaching the students from Class VI to X and providing hands on support for all the other staff of JNV.
- These guidelines are an attempt to bring-
 - ☐ Uniformity in selection process,
 - ☐ Timely completion of the process,
 - ☐ Standard for Monitoring of performance,
 - ☐ Re-engagement of Good performing FCSAs.

Scheme of Engagement

- Panel of FCSA will be formed based on candidate's essential academic qualifications, higher qualification in the relevant field, achievements, relevant work experience in recognized schools and personal interaction.
- Applications would be called at Regional Office Level through online mode. All the Regions should follow the same time schedule of interview so that a candidate may appear only at one venue.
- Personal interaction may be conducted at cluster level. The Panel for Personal interaction may consist of – 1. Assistant commissioner Cluster I/C as chairman, Two External Subject expert and One JNV Principal.
- Merit list should be prepared at Regional Office level and should be published on website of RO. After resolving the grievances final merit list should be published within 7 days on the RO website.
- Preference in posting may be given after due weightage to criteria as per NYS transfer policy and Performance/merit.

Qualification for FCSA-

Qualifications	
Essential	Desirable
(Minimum 50% marks)	
▶ Graduation with PGDCA (from a recognized university/ institution recognized by AICTE)	a) Teaching experience in similar capacity in a recognized school.
OR	b) Experience of working in a residential school.
"A" level certificate from DOEACC/ NIELT	c) Knowledge of Computer hardware and networking.
(OR)	d) Knowledge of regional languages
▶ BCA/ B.Sc /B tech / BE in Computer Science / Information technology or Information science from a recognized university.	e) Achievements in field of ICT of Self/Mentoring of students at State/ National level competition.
(OR)	
▶ MCA/Master in Computer Science/ Other Post Graduate Degree in Computer Science/ IT from a recognized university.	

Weightage for Educational & other Qualifications

Sr. No	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential qualification (from recognized institution)	50 Marks	(25 % of overall percentage in Graduation level) + (25 % of percentage of cumulative marks in relevant subject in Essential qualification) OR 50% of overall percentage in "A" level certificate (DOEACC/ NIELT) /Graduation level in case of Graduation degree in computer science/IT.
2	Next Higher qualification in the relevant subject	10 marks	10% of the Percentage obtained (only if in addition to essential qualification)
3	Achievements in field of ICT of Self/ Mentoring of students at State/ National level competition organized by Govt. Institutions	4 marks	State Level – 2 marks, National Level – 4 marks. Note:- Weightage to highest level achievement to be awarded
5	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience, conduct and performance from previous employer(s)	16 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
Total		80 Marks	

Personal Interaction

S.No.	Area	Weightage
1	Subject Knowledge	03 marks
2	Teaching abilities	03 marks
3	Personality & General Awareness	03 marks
4	Communication Skill (In English / Hindi)	03 marks
5	Knowledge of Computer hardware and networking	03 marks
6	Ability to converse in any one of the language of the region	02 Marks
7	Weightage of achievements in relevant field/ anecdotal record of previous employer Indicating work ethics, integrity, dedication and devotion towards duty etc. (on correlation of certificates produced and inferences drawn during interview)	03 marks
Total		20 Marks

Upper Age Limit- Upper Age Limit to be fixed at 50 Years as on 1st July of the year of engagement.

ILLUSTRATION

Qualification for FCSA: Weightage for Educational & other Qualifications

1. Essential qualification - 50 Marks (25 % of overall percentage in Graduation level) + (25 % of percentage of cumulative marks in relevant subject in Essential qualification) OR
(50% of overall percentage in BCA/ B.Sc /B tech / BE in Computer Science / Information technology / "A" level certificate from DOEACC/ NIELT)

Graduation with PGDCA -

- (i) 50% Score in B.A.(450 mark out of 900 as cumulative of all 3 years)= $50 \times 25 / 100 = 12.5$
(ii) 60% score in PGDCA = $60 \times 25 / 100 = 15$
Total $12.5 + 15 = 27.5$ out of 50 Marks

OR

"A" level certificate from DOEACC/ NIELT-

60% score in "A" level DOEACC/ NIELT = $60 \times 50 / 100 = 30$
Total 30 out of 50 Marks

{OR}

BCA/ B.Sc /B tech / BE in Computer Science / Information technology or Information science from a recognized university.

60% score in BCA/ B.Sc /B tech / BE = $60 \times 50 / 100 = 30$
Total 30 out of 50 Marks

{OR}

MCA/ Master in Computer Science/ Other Post Graduate Degree in Computer Science/ IT from a recognized university.

- (i) 50% Score in B.A.(450 mark out of 900 as cumulative of all 3 years)= $50 \times 25 / 100 = 12.5$
(ii) 60% score in MCA/Master In Computer Science/ Other Post Graduate Degree In Computer Science/ IT = $60 \times 25 / 100 = 15$
Total $12.5 + 15 = 27.5$ out of 50 Marks

(If MCA/ Master in Computer Science/ Other Post Graduate Degree in Computer Science/ IT is taken as essential qualification due to want of any Computer /IT qualification mentioned above, then it would not be given weightage as next higher qualification)

2. Next Higher qualification in the relevant subject- 10 Marks (10% of the Percentage obtained)

- (i) "B" level certificate from DOEACC/ NIELT

- (ii) MCA/ Master In Computer Science/ Other Post Graduate Degree in Computer Science/ IT from a recognized university. (If not already considered as Essential Qualification)

60% score in MCA/Master In Computer Science/ Other Post Graduate Degree in Computer Science/ IT = $60 \times 10 / 100 = 06$ Marks out of 10

3. Achievements in field of ICT of Self/ Mentoring of students at State/ National level competition organized by Govt. Institutions- 4 Marks
State Level – 2 marks, National Level – 4 marks
4. Experience in similar capacity in a Govt. Recognized School - 16 Marks
02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity, (More than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience) on production of certificates related to experience, conduct and performance from previous employer(s).
5. Personal Interaction- 20 Marks

For preparing Merit List- TOTAL Marks = 100