

"Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab"

Vidya Bhavan (Punjab School Education Board), Block – E, Fourth Floor, Phase-8, SAS Nagar (Mohali)

Public Appointment

Senior Secondary Residential School for Meritorious Students at **S.A.S.Nagar (Mohali)** is being started by the above society for the Meritorious Students who have scored 80% or more marks in the Matriculation Examination, to continue their studies for class 10+1 and 10+2. In order to monitor and supervise the staff of this school, one Principal is to be appointed on purely contractual basis, regarding which online applications are invited from the eligible candidates from 06-05-2014 to 20-05-2014 by 5:00 pm on the website of the department i.e. www.ssapunjab.org Terms and conditions and other information related to this post are as below.

1. Description of Post, Educational Qualifications and Salary:

| Name of Post | Number | Category |
|--------------|--------|----------|
| Principal | 1 | General |

Pay scale Rs 15600-39100+GP 6600 (In case of the selected candidate being an Ex-serviceman, his salary would be determined as per his last pay drawn)

1. Qualifications and experience:

The prospective candidate should have acquired the master's degree in humanities/science/commerce from a recognized university/institution with at least 55% marks. The prospective candidate should have possessed at least seven years' experience as principal/headmaster of residential senior secondary school recognized with CBSE, ICSE or State Board. An experience of minimum seven years as Principal in the education core in case of Ex-serviceman.

2. **Age Limit:** A candidate of each category should be of not more than 50 years as on 01-01-2014.

- a) The prospective candidate must have passed Matriculation examination with Punjabi or any other equivalent examination in Punjabi Language. In the event of selection of an eligible candidate without being passed the Punjabi language up to matriculation standard, he or she will have to pass Matriculation examination with Punjabi or any other equivalent examination in Punjabi Language. within period six months of his/her initial appointment.
- b) A candidate must have completed all the required educational qualifications by or before the last date of applications.

3. Brief conditions for declaring a candidate to be ineligible:

- a) **In case Punjab School Education Department, Recruitment Board or any other Institution declares the candidate as ineligible.**
- b) **Wrong, incorrect or false information supplied in the application.**
- c) **Unfulfilled conditions regarding educational qualification, age etc.**

4. Description of Fee:

Rs.250/- for SC/ST/Handicapped and Rs.500/- for General & others (Non refundable). No fee for Ex-Servicemen-(Self)

5. Selection of a candidate would be made as per the following criteria.

- | | |
|------------------------------|----------|
| a) Post Graduation | 40 Marks |
| b) B.Ed. | 25 Marks |
| c) M.Ed./M.Phil in Education | 5 Marks |
| d) Ph.D. in Education | 5 Marks |
| e) Experience | 15 Marks |

Note: After the completion of seven years plus experience two marks shall be awarded against one year experience subject to maximum of 15 Marks)

The provisional merit of the marks obtained by a candidate as per the above weightage would be multiplied by 0.9 to obtain the actual merit. From the provisional merit obtained as above, three candidates would be called for interview. After this a maximum of 10 marks reserved for interview would be added in the candidate's merit to obtain the final merit.

Note:- Notice regarding the date and time of interview would be displayed separately on the SSA website i.e. www.ssapunjab.org

6. General Instructions:

i) The candidate(s) selected against the post would be supposed and required to perform their services only in the **Senior Secondary Residential School for Meritorious Students** at **S.A.S.Nagar (Mohali)** and the selected candidates would not be allowed for transfer in any other school.

ii) Initially the appointment for the post in question is to be made on contractual basis for a period of one year. However, the offer may be extended for the next year depending upon the work, conduct and character of the selected candidate being found to be satisfactory.

iii) It is made clear that the post in question is to be filled up on purely contractual basis and no benefit, whatsoever, shall be given to a successful candidate for the past service which he/she may have rendered in any Department of the State or Central Governments.

iv) In case of any mistake being committed in filling the application form, the candidate would be responsible for the same.

v) The prospective applying candidate has to verify himself that he/she fulfils all the eligibility conditions for the post applied. Mere appearing in the examination and qualifying the test will not confer any legal right for being appointed to the post. The selection for appointment shall be made on the basis of his

eligibility. Verification of original documents shall be done at the time of scrutiny of documents process. The purpose would be to verify different records regarding identification, age, qualifying examination, state of eligibility, category etc. of the candidate. In the absence of any of document the candidate will not be considered for recruitment.

vi) At the time of interview, the candidates would be required to bring all their educational/professional qualification certificates, experience certificates and certificates of category etc. along with their self attested copies in a file. All these documents should have been issued before the last date of submissions of applications. Any such certificate which is found to have been issued after the last date of submission of applications will not be considered. The candidate must have fulfilled his/her essential educational qualification on or before the last date of submission of applications.

vii) In case any of the documents supplied by the candidate is found to be incorrect or forged his or her name would be excluded from the merit list and an FIR would be registered against him/her on the spot.

viii) In case any dispute arises with regard to equivalency of the qualification or eligibility, the decision of the Recruitment Board shall be final and binding upon all the parties.

ix) In case a candidate fails to produce his or her educational, professional and other documents, his or her candidature shall be rejected outrightly.

x) No TA/DA shall be paid to the candidates for attending interview.

xi) The candidates are advised to keep in touch with the website regularly for latest updates regarding interview and other important information. No separate information regarding this would be sent to them. They are also advised to go through all the instructions carefully.

xii) In the event of failure to attend the interview, the candidature of an applied candidate shall be cancelled and no further chance shall be given to him or her in any circumstances, whatsoever.

How to apply online:

(a) The application can be filled online only on the website www.ssapunjab.org

(b) Fill the online Registration form available on the website www.ssapunjab.org

(c) On successful registration, candidates are required to take the print out (Acknowledgement Slip) which will have registration number, password, fee details and designated banker etc. printed on it.

(d) One day after registration, candidates can generate Bank Challan and deposit the fee in State Bank of Patiala.

(e) The registration of the candidate will be confirmed within 48 hours of depositing the fee in the bank. After confirmation of fee, candidate can fill Online Application form.

(f) Photo and Signature (In Jpeg format) must be uploaded while applying online application form.

(g) Candidates are advised to retain the printout of Online Application form.

Important Dates:

- First a candidate would register online, the last date for which is 20-05-2014 (till 5:00 pm).
- After registration, a candidate would generate a Bank Challan and the required fee for application may be deposited in the concerned bank by or before 22-05-2014.
- After deposition of fee in the bank and confirmation, a candidate can fill online application form, the last date for which is 25-05-2014 (till 5:00 pm).

Note:-

- 1.) The Medium of instructions in these special schools is English and these schools are affiliated with PSEB.
- 2.) This post is liable to be cancelled at any time.
- 3.) The candidates are hereby advised to go through all the terms and conditions of recruitment carefully and apply only thereafter.
- 4.) Helpline 0172-5212318

Director Education Department(SE)
Punjab-cum-Project Director