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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.

