

# The Dev Samaj Society

Head Office Dev Samaj Bhawan, Sector-36-B, Chandigarh

## RECRUITMENT NOTICE FOR THE POST OF HEAD MISTRESS

Ishwar Singh Dev Samaj Sr. Sec. School, Sector 21C Chandigarh invites applications from eligible candidates to fill up post of Head Mistress on regular basis against aided posts in the Pay Scale of Rs.10300-34800+5400(GP) [unrevised] plus allowances as applicable. Fixed consolidated emolument of Rs. 35,400/- will be admissible during the probation period. The salary in regular Pay Scale will be released only after the confirmation of services as per Chandigarh Education Department Rules for Aided School.

### 1. Essential Qualification for the Post of Head Mistress: -

- (i) Bachelor's degree with at least 50% marks from recognized university.
- (ii) B.Ed. with at least 50% marks from institute recognized by NCTE.
- (iii) Should possess teaching experience for a minimum period of eight years as Master / Mistress or Six years as Lecturer in any recognized school/college.

### Selection Criteria

Selection to the post of Headmistress/Headmaster will be on the basis of merit list prepared on the basis of total marks obtained in written test

#### 1. Scheme of Examination :

<b>Total no. of questions : 200</b>		
<b>Total marks : 200</b>		
<b>Time : 3 hours</b>		
<b>Sr.No.</b>	<b>Details</b>	<b>No. of MCQs</b>
1	General Awareness and Reasoning	15 Questions
2	Arithmetical and Numerical Ability	15 Questions
3	Teaching Aptitude	15 Questions
4	Test of English Languages and Comprehension	15 Questions
5	Test of Hindi, Punjabi Language and Comprehension	15 Questions
6	Child Development and Pedagogy a) Development of Child b) Understanding Learning c) Teaching Learning Process	20 Questions
7	Perspectives in Education and School Organization a) Act/ Rights-RTE Act 2009, Commissions for Protection of Child Rights (CPCR) Act-2005, NCMEI	20 Questions

	Act b) National Curriculum Framework, 2005 c) School Organization d) Apprentice Act 1961	
8	Teaching Methodology a) Curriculum b) Planning c) Instructional material and Resources d) Evaluation	20 Questions
9	Inclusive Education (including the Rights of Persons with Disabilities Act, 2016), Assessment for Learning Education and Technology (ICT)	15 Questions
10	Managing the Institution a) Leadership b) Motivation c) Communication d) Team Building	15 Questions
11	Administration/ Establishment and Accounts matters – Basic Knowledge (including RTI Act and Service Conduct rules)- as applicable in UT, Chandigarh	15 Questions
12	New Education Policy (NEP)	20 Questions
	Total	200 Questions

**Note:**

- a) Minimum qualifying marks in written test will be 40%.
- b) Negative marking will be applicable and deduction of 0.25 marks will be made for each wrong answer
- c) The examination questions will be in English Language except for the Language Component which would be in the concerned Language only.

**2. SELECTION PROCEDURE:**

- i. All the candidate who will submit Application along with requisite fee on or before the closing date will be issued Admit Card / Letter to appear in the written examination without checking the eligibility conditions.
- ii. After the conduct of written test answer key will be uploaded on website as per schedule for submission of objections by the candidates.
- iii. Marks obtained by the candidates in written test will be uploaded on the website.
- iv. In case two or more candidates are having same marks in written test then a candidate having higher marks in B.Ed. will rank higher in the merit. Even then if, ties not settled as above then, the candidate senior in age will rank higher in merit.
- v. Merit list prepared on the basis of marks in written test will be uploaded on the website and on the basis of said merit; candidates will be called for scrutiny of original document and checking of eligibility conditions ( to be read along with point vi)
- vi. Candidates to be called for scrutiny of original documents will be 2 times (two times) the number of post.
- vii. List of selected candidates will be prepared on the basis of total marks obtained in Objective Type Test.
- viii. Merit list for selection will be released after checking of eligibility conditions and ICT skill training certificates.

## PROCEDURE FOR SUBMISSION OF APPLICATIONS

1. Application Form can be downloaded from the website i.e. <https://www.isdevsamaj21.ac.in/Recruitment> for the Post of Headmistress.
2. Application fee (non-refundable) amounting to Rs.1,000/- will be accepted in shape of DD in favour of Manager I.S. Dev Samaj Sr. Sec. School Sector 21C Chandigarh.
3. Applications can be submitted at The Dev Samaj Head Office, Sector 36B Chandigarh from 15/10/2024 (09.00 AM onwards) till 04/11/2024 (upto 1.00 PM). Please attach attested copies of all Marksheets and Degree along with relevant certificates. The Experience Certificates must be countersigned by the DEO/CBSE/Competent Authority. After the scrutiny the candidate will be issued Admit Card / Letter for the written examination.
4. All original Certificates and Fee deposit receipt will be verified after the preparation of Merit List on the basis of the Written Test. For assistance in submission of application, candidates can contact on Mobile No. 7652909449 from 09:00 AM to 1:00 PM on working days.
5. All the notices and updates will be uploaded on the website i.e. <https://www.isdevsamaj21.ac.in/Recruitment> as such, candidates are advised to visit the site on regular basis. No separate individual intimation through post will be sent except Admit Card / Letter.
6. Before applying for the post of Head Mistress, candidate must ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. Eligibility regarding qualification will be checked with reference to closing date for submission of applications.
7. **SCHEDULE FOR DISPLAY OF LISTS AND CONDUCT OF WRITTEN TEST**

ACTIVITY	DATE AND TIME
Submission of applications with Application Fee	15/10/2024 (09.00 AM onwards) to 04/11/2024 (upto 1.00 PM)
Display of Confirmation list" of candidates who submitted application and fee within scheduled date.	07/11/2024 at 12:00PM
Schedule of written test	To be notified by 12/11/2024

### Note:

1. All the candidates who will submit complete application (along with photograph and attested copies of relevant certificates) on or before closing date along with requisite fee, will be issued Admit Card / Letter to appear in Written Test without checking eligibility conditions. Eligibility of the candidates will be checked after declaration of result of Written Test as per details mentioned under selection procedure. Simply appearing in the written test does not give any right to the candidate for appointment.

2. Examination Centre for written test will be notified in Admit Card / Letter. The candidates will report at the examination Centre one hour before the scheduled time along with Admit Card / Letter, Original Photo ID proof and one photocopy of Photo ID proof.
3. Selection will be made purely on the basis of merit in written test subject to fulfillment of eligibility conditions and simply appearing in the written test does not give any right to the candidate for appointment. As such, candidates are advised to ensure that they fulfill eligibility conditions for the post applied.

## **GENERAL INSTRUCTIONS**

1. The candidates applying for the post of Headmistress should ensure that they fulfill the eligibility conditions as per details mentioned in the advertisement. Their candidature will be provisional at all the stages of recruitment process i.e. Acceptance of applications, issue of Admit Card / Letter and scrutiny of original documents. Eligibility status will be uploaded on the website in respect of those candidates who are called for scrutiny of original documents. NOC is must from your institution, if working.
2. Issue of Admit Card / Letter or appearing in the written test or scrutiny of original documents does not imply that candidate is eligible for the post of Headmistress. In case, any information is found wrong at any stage even after joining, the candidature will be cancelled without any notice.
3. Wherever the evaluation is in terms of Grades, the candidate must attach the conversion scale. For equivalent qualifications, equivalence certificate issued on or before the closing date is to be submitted at the time of scrutiny of original documents.
4. The candidates are advised to ensure that photograph affixed by them on the application form is latest. The candidates must attach Application Fee Receipt with application form otherwise their application will not be entertained.
5. The decision of Management & Education Department Chandigarh about the mode of selection to the post and eligibility conditions of applicant shall be final and binding. No correspondence will be entertained in this regard.

**BY MANAGER**