

NOTIFICATION
Education Department
Sachivalaya, Gandhinagar.
Dated the 11th February, 2011.

**Gujarat
Secondary
and Higher
Secondary
Education
Act, 1972.**

No.GH/SH/2/BMS-1109-1906-G. In exercise of the powers conferred by section 35 of the Gujarat Secondary and Higher Secondary Education Act, 1972 (Guj. 18 of 1973), the Government of Gujarat hereby makes the following rules for the selection of teachers and head masters of registered private secondary and higher secondary schools, namely :-

1. *Short title:-*

These rules may be called the Teachers and Head Masters of Registered Private Secondary and Higher Secondary Schools (Procedure for Selection) Rules, 2011.

2. *Definitions:-*

In these rules, unless the context otherwise requires -

- (a) "Government" means Government of Gujarat;
- (b) "Registered private schools" means the non-Government, Secondary and Higher Secondary Schools receiving grant-in-aid from the Government;
- (c) "selection committee" means the committee constituted under rule 3;
- (d) "old teacher" means the teacher who is already in the service of the registered private school and possesses five years experience as regular teacher and has applied for new appointment in another registered private school.

- (e) "Teachers Aptitude Test (TAT)" means the teachers aptitude test conducted by the Gujarat Secondary and Higher Secondary Education Board, Gandhinagar.
- (f) "Appendix" means the Appendix appended to these rules.

3. Constitution of Selection Committee:-

(1) There shall be constituted a selection committee known as "The Gujarat State Secondary and Higher Secondary School Educational Staff Recruitment Selection Committee".

(2) The Selection Committee shall consist of the following members, namely:-

- (i) The Commissioner Mid-day-Meals and School, Gujarat State, Gandhinagar ... Chairman, *ex-officio*;
- (ii) Vice-Chairman, the Gujarat Secondary and Higher Secondary Education Board, Gandhinagar. ... Member, *ex-officio*
- (iii) A senior Government Officer, not below the rank of Deputy Secretary appointed by the Government. ... Member
- (iv) Two eminent educationists nominated by the Government. ... Member
- (v) A representative of recognised association of school management, nominated by the Government. ... Member
- (vi) The Joint Director of Schools, Gujarat State, Gandhinagar ... Member

(3) The Joint Director of Schools, Gujarat State, Gandhinagar, shall be the Member-Secretary of the Selection Committee.

4. *Selection of Teachers and Head Masters:-*

The Selection Committee shall select persons for appointment on the posts of Teachers and Head Masters in the registered private schools from amongst the persons who are qualified to be appointed as such in accordance with the provisions of these rules.

5. *Duties and functions of the Selection Committee:-*

- (1) The Selection Committee shall -
- (a) ascertain from the District Education Officers the number of posts of Head Masters and Teachers for which recruitment is to be made. However it shall be incumbent upon the District Education Officers to send the requisition for filling up vacant posts of Teachers and Head Masters to the Selection Committee;
 - (b) invite applications by an advertisement in the widely circulated Gujarati and English news papers in the State;
 - (c) scrutinise applications received;
 - (d) recommend the names of the selected candidates for appointment to the concerned District Education Officers and the management of the concerned schools;
 - (e) maintain records of recommendations;
 - (f) submit annual reports of the activities undertaken by it to the Government in Education Department;

- (g) be responsible for such other functions as may be entrusted by the Government from time to time.

6. *Headquarters of Selection Committee:-*

The Headquarter of the Committee shall be at Gandhinagar.

7. *Eligibility for appointment:-*

To be eligible for appointment as Teacher or Head Master, a candidate shall possess –

- (a) requisite educational qualifications and age in accordance with the provisions of the Gujarat Secondary Education Regulations, 1974; and
- (b) basic knowledge of computer application as prescribed in Gujarat Civil Services Classification and Recruitment (General) Rules 1967 :

Provided that the age limit shall be relaxed in favour of a candidate belonging to the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Class and women in accordance with the provision of the Gujarat Civil Services Classification and Recruitment (General) Rules 1967.

8. *Preparation of requisitions:-*

- (1) The Head Master of secondary school or higher secondary school shall send requisition to the District Education Officer twice in a year before 15th June and 15th November showing total number of vacancies resulted on account of any reason what so ever including

the newly created posts and the vacancies likely to occur in next academic years due to retirement, resignation etc. While calculating the number of vacancies the number of posts to be filled up by the transfer of old Teachers or appointment by *Vidhya Sahayak* shall be considered.

(2) The number of posts to be reserved for the candidates belonging to Scheduled Casts, Scheduled Tribes, Socially and Educationally Backward Class and for women and physically handicapped shall be calculated in accordance with the Government orders.

9. *Application for the post of Teacher or Head Master:-*

(1) A candidate who intends to apply for the post of a Teacher or Headmaster shall submit an application to the Selection Committee in such form, with such fees and within such time limit as may be specified in the advertisement.

(2) The fees once paid shall not be refunded or held over for the subsequent examinations.

(3) The request for withdrawal of application form and refund of fees shall not be entertained in any circumstances.

10. *Scrutiny of the applications:-*

The application shall be scrutinized by the selection committee and committee may adopt the procedure for such scrutiny as it deems fit.

11. Preparation of select list:-

- (1) (a) The selection committee shall prepare a list on the basis of weightage of 70% marks of the marks secured by the concerned candidate in Teacher's Aptitude Test to be conducted atleast once in a year by Gujarat Secondary and Higher Secondary Education Board, Gandhinagar.
- (b) The marks secured by the concerned candidate in TAT will be valid for five years from the date of the result of the TAT.
- (c) The candidate who has secured at least 50% marks in TAT shall be considered as qualified candidate for TAT weightage.
- (d) A candidate shall be allowed maximum three attempts for TAT. If a candidate after availing the first attempt also avails second or third successive attempt within the period of five years from the date of the result of the first attempt, the average marks obtained by the candidate in such attempts shall be considered for preparation of the select list, as explained in Appendix II.
- (2) The Weightage of 30% will be given, out of the marks secured in the prescribed educational qualification for the concerned post. (Please see the example in Appendix II)

(3) The maximum marks for the qualification for the purpose of Weightage of 30% shall be as prescribed in Appendix I.

(4) The Selection Committee shall prepare subject-wise and category-wise lists on the basis of marks secured by the concerned candidates as provided in sub-rules (a) and (b) above.

(5) The selection committee shall prepare a list of the successful candidates in the order of merit on the basis of aggregate marks finally awarded to each candidate as provided under sub-rule (d) above limited to the number of posts advertised by the selection committee.

(6) The selection committee shall prepare a separate list of successful candidates belonging to the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes and women to the extent of the number of vacancies reserved for such categories.

Provided that where the requisite number of candidates, belonging to Scheduled Casts, Scheduled Tribes, Socially and Educationally Backward Class or, as the case may be Nomadic Tribes and Denotified Tribes, could not qualify on the basis of the qualifying aggregate marks fixed for general category, the selection committee may relax the qualifying aggregate marks to make up the deficiency in these reserved posts.

(7) The selection committee shall prepare subject-wise and category-wise waiting lists, showing the names of the candidates of

about 10% of the list of successful candidates so prepared under sub-rules (2) and (3) above.

(8) The waiting lists referred to in sub-rule (7) shall be operative for a period of two years from the date of publication of the result or till the date of publication of the result of the next examination, whichever ever is earlier."

(9) The waiting list may be operative in the following circumstances:-

- (i) If the post of Headmaster or Secondary teacher or higher secondary teacher is not filled up due to non-joining of the selected candidate in the prescribed time limit.
- (ii) If the selected candidate is disqualified for appointment for any of the reasons.

12. *Select list of the qualified candidates: -*

(1) The selection committee shall prepare the select list in three parts as under namely:-

Part I. The select list of the qualified candidates shall be arranged in the order of merit specifying their names, application numbers and total marks obtained by the candidates;

Part II. A waiting list in accordance with the provisions of sub-rule (7) of rule 11 in order of merit specifying their names, application numbers and total marks obtained by the candidates.

Part III. A list of the unqualified candidates who are not included in Part-I and Part-II, specifying their names, application numbers and total marks obtained by them.

(2) The selection committee shall display all the three parts of the result on the Notice Board in the office of the Commissioner of Schools, Gandhinagar, Gujarat Secondary and Higher Secondary Education Board, Gandhinagar and in all offices of district education officers.

(3) The selection committee shall communicate result to the qualified candidates individually in the manner as may be decided by it. The selection committee shall not enter into any further correspondence with any candidate in this regard after communication of the result.

13. *Appointment of candidate:-*

(1) The selection committee shall call the selected candidates to verify the certificates of educational qualifications, birth date, caste certificate and such other documents. The verification of the certificates shall be completed within two months from the date of declaring of select list.

(2) The Selection Committee shall convey the list of vacant posts to be selected candidate and invite options from such candidate. The Selection Committee shall offer a place of posting to the selected candidate taking into consideration his options and his place in the merit list in a camp held for the purpose.

(3) If the selected candidate fails to appear on the specified date and time for verification of certificates or at the camp held for the purpose of posting, he shall not be eligible for selection and his name shall be deleted from the select list. The selection committee shall not enter into any further correspondence in this regard.

(4) The allotment letter for posting of the selected candidate shall be issued by the selection committee in the camp itself, and a copy thereof shall be sent to the concerned registered private school for appointment of the concerned candidate and a copy of the same shall also be sent to the concerned District Education Officer for monitoring and for appropriate action for implementation of the allotment letter.

(5) The concerned registered private school shall issue a appointment letter within seven days from the date of receipt of the allotment letter from the selection committee.

(6) The selected candidate shall require to join the concerned school within seven days from the date of receipt of the appointment letter.

(7) The concerned management board of the registered private school and the head master of the registered private school and concerned candidate shall intimate to the selection committee and concerned District Education Officer after such candidate has join the duty.

(8) If the concerned management Board of the registered private school does not allow the selected candidate to resume duty within the prescribed time limit, no other candidate shall be allotted for that post up to three years. The Government shall also be at liberty to take necessary actions in accordance with the provisions of Grant-in-Aid Code 1964 in such cases.

14. *Decision of the selection committee to be final:-*

The application of the candidate shall not be considered for the post unless the selection committee is satisfied that the candidate is eligible in all respects and has complied with all the requirements and the decision of the selection committee as to the eligibility of a candidate for candidature shall be final.

15. *No right to appointment:-*

Mere inclusion in the select list shall not by itself confer upon a candidate any right to appointment and no candidate shall be appointed to the post unless the selection committee is satisfied after such inquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the post.

16. *Expenditure and bank account:-*

(1) The selection committee shall open a personal ledger account in a nationalized bank.

(2) The chairman of the staff selection committee shall be empowered to incur the expenditure for the purpose of discharging the functions under these rules.

(3) If the total expenditure for selection of the candidates exceeds the amount received by way of application fees then such exceeded amount of expenditure shall be born by the Government.

17. *Disqualification for appointment on the ground of plural marriage:-*

(1) No person:-

- (i) who has entered into or contracted a marriage with a person having spouse living;
- (ii) who has a spouse living has entered into or contracted a marriage with any person

shall be eligible for appointment to the said post.

Provided that if the Government is satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds to do so, Government may exempt any person from the operation of this rule.

(2) The candidate shall declare in the application form whether he or she, as the case may be married and, in the case of male candidate he has more than one wife living and in the case of female candidate whether she has married to man who has already another wife living.

18. *Disciplinary Action:-*

A candidate who is or has been declared by the selection committee to be guilty of:-

- (a) obtaining support for his candidature by any means; or
- (b) impersonating; or
- (c) procuring impersonation by any person, or
- (d) submitting fabricated documents or document which have been tempered with or
- (e) making statement which are incorrect or false or suppressing material information; or
- (f) resorting to any other irregular or improper means in connection with his candidature for his selection; or
- (g) misbehaving in any other manner during selection process, or
- (h) harassing or doing bodily harm to the staff employed by Selection Committee, or
- (i) attempting to commit or, as the case may be abetting the of all or any of the acts specified in the foregoing clauses;

shall be disqualified for the appointment of Teacher or Head Master, as the case may be, for a period which may extend to five years.

19. *Probation:-*

The selected candidate appointed on the concerned post shall be on probation as specified in rule 22 of the Gujarat Secondary Education Regulations, 1974.

20. *Medical examination:-*

A candidate selected for appointment shall require to submit a medical certificate of fitness as provided in rule 21 of the Gujarat Secondary Education Regulations, 1974.

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Appendix-I

(See rule No.11(3))

(1) For the post of Head master

No.	Qualification	Maximum Marks
1.	Graduate degree i.e. B.A. / B.Sc. etc	05
2.	Post Graduate degree i.e. M.A. / M.Sc. etc.	07
3.	Graduate degree in professional subject i.e.B.Ed./ B.P.Ed. etc.	05
4.	Post Graduate degree in professional subject i.e.M.Ed./ M.P.Ed. etc.	08
5.	Experience, more than ten years, per year 0.5 marks	05
	Total	30

(2) For the post of Higher Secondary Teacher:-

No.	Qualification	Maximum Marks
1.	Graduate degree in concerned subject	10
2.	Post Graduate degree in concerned subject	10
3.	Graduate degree in professional subject i.e. B.Ed./ B.P.Ed. etc.	05
4.	Post Graduate degree in professional subject i.e.M.Ed./ M.P.Ed. etc.	05
	Total	30

(3) For the post of Secondary Teacher:-

No.	Qualification	Maximum Marks
1.	Graduate degree in concerned subject	10
2.	Post Graduate degree in concerned subject.(If possesses)	10
3.	Graduate degree in professional subject i.e. B.Ed./ B.P.Ed. etc.	05
4.	Post Graduate degree in professional subject i.e.M.Ed./ M.P.Ed. etc.(If possesses)	05
	Total	30

(4) For the post of Special Teacher.

(i) Drawing Teacher:

No.	Qualification	Maximum Marks
1.	Diploma in fine arts	15
2.	Graduate degree in fine arts .(If possesses)	15
	Total	30

(ii) Craft and Industry Teacher :-

No.	Qualification	Maximum Marks
1.	H.S.C	10
2.	Diploma in Engineering in subject concerned	10
3.	Graduate degree in Engineering in concerned subject.(If possesses)	10
	Total	30

(iii) Physical Education Teacher:

No.	Qualification	Maximum Marks
1.	H.S.C	05
2.	C.P.Ed.	05
3.	D.P.Ed.	05
4.	Graduate degree in Physical Education	10
5.	Graduate degree in any subject	05
	Total	30

(iv) Music Teacher:

No.	Qualification	Maximum Marks
1.	H.S.C	15
2.	Graduate degree in music	15
	Total	30

Appendix-II
(See rule No.11(1)(d) & 11(2))

Example

(1) Calculation of 70% Weightage

If a candidate secured 175 marks out of 250 marks in TAT conducted by the Board, for selection he gets $175 \times 70 / 250 = 49$ marks

(2) Calculation of 30% Weightage

(1) For the post of Head master

No.	Qualification	Maximum Marks	For example	
			percentage secured by the candidate	Marks eligible on the basis of percentage secured by the candidate (col.3×col.4/100)
1	2	3	4	5
1.	Graduate degree i.e. B.A. / B.Sc. etc	05	50	2.5
2.	Post Graduate degree i.e. M.A. / M.Sc. etc.	07	60	4.2
3.	Graduate degree in professional subject i.e.B.Ed./ B.P.Ed. etc.	05	80	4.0
4.	Post Graduate degree in professional subject i.e.M.Ed./ M.P.Ed. etc.	08	70	5.6
5.	Experience, more than ten years.(per year 0.5 mark)	05	12 years (More than 10, 2 years i.e. 2 X 0.5)	1.0
	Total	30		17.3

(2) For the post of Higher Secondary Teacher:-

No.	Qualification	Maximum Marks	For example	
			percentage secured by the candidate	Marks eligible on the basis of percentage secured by the candidate (col.3×col.4/100)
1	2	3	4	5
1.	Graduate degree in concerned subject	10	70	7.0
2.	Post Graduate degree in concerned subject	10	60	6.0
3.	Graduate degree in professional subject i.e. B.Ed./ B.P.Ed. etc.	05	80	4.0
4.	Post Graduate degree in professional subject i.e.M.Ed./ M.P.Ed. etc.	05	60	3.0
	Total	30		20

(3) For the post of Secondary Teacher:-

No.	Qualification	Maximum Marks	For example	
			Percentage secured by the candidate	Marks eligible on the basis of percentage secured by the candidate (col.3×col.4/100)
1	2	3	4	5
1.	Graduate degree in concerned subject	10	60	6.0
2.	Post Graduate degree in concerned subject. (If possesses)	10	80	8.0
3.	Graduate degree in professional subject i.e. B.Ed./ B.P.Ed. etc.	05	60	3.0
4.	Post Graduate degree in professional subject i.e.M.Ed./ M.P.Ed. etc.(If possesses)	05	60	3.0
	Total	30		20

(4)For the post of Special Teacher.

(i) Drawing Teacher:

No.	Qualification	Maximum Marks	For example	
			percentage secured by the candidate	Marks eligible on the basis of percentage secured by the candidate (col.3×col.4/100)
1	2	3	4	5
1.	Diploma in fine arts	15	60	9.0
2.	Graduate degree in fine arts.(If possesses)	15	50	7.5
	Total	30		16.5

(ii) Craft and Industry Teacher:-

No.	Qualification	Maximum Marks	For example	
			percentage secured by the candidate	Marks eligible on the basis of percentage secured by the candidate (col.3×col.4/100)
1	2	3	4	5
1.	H.S.C	10	70	7.0
2.	Diploma in Engineering in subject concerned	10	60	6.0
3.	Graduate degree in Engineering in concerned subject. (If possesses)	10	50	5.0
	Total	30		18.0

(iii) Physical Education Teacher:

No.	Qualification	Maximum Marks	For example	
			percentage secured by the candidate	Marks eligible on the basis of percentage secured by the candidate (col.3×col.4/100)
1	2	3	4	5
1.	H.S.C	05	60	3.0
2.	C.P.Ed.	05	60	3.0
3.	D.P.Ed.	05	50	2.5
4.	Graduate degree in Physical Education	10	70	7.0
5.	Graduate degree in any subject	05	60	3.0
	Total	30		18.5

(iv) Music Teacher:

No.	Qualification	Maximum Marks	For example	
			percentage secured by the candidate	Marks eligible on the basis of percentage secured by the candidate (col.3×col.4/100)
1	2	3	4	5
1.	H.S.C	15	60	9.0
2.	Graduate degree in music	15	60	9.0
	Total	30		18

According to above example the merit number will be decided
of the candidate for the post of

No.	Post	Marks obtained in TAT i.e. out of 70%	Marks obtained in accordance with qualification i.e. out 30%	Total marks for the merit in inclusion in select list
1	2	3	4	5
1.	Head master	49	18	67
2.	Higher Secondary Teacher	49	21	70
3.	Secondary Teacher	49	21	70
4.	Special Teacher.			
	(1) Drawing Teacher	49	16.5	65.5
	(2) Craft and Industry Teacher	49	18	67
	(3) Physical Education Teacher	49	18.5	67.5
	(4) Music Teacher	49	18	67

By order and in the name of the Governor of Gujarat.

Sd/-
(J.L.Patel)
Deputy Secretary to Government
Education Department.

To,

- Secretary to H.E.the Governor,Rajbhavan,Gandhinagar(By letter),
- Secretary to Hon. Chief Minister,Sachivalaya,Gandhinagar,
- Per.Secy to Hon. Minister Education,Sachivalaya,Gandhinagar,
- Per.Secy to Hon.Mos.Pri,Secy.& Adult Education, Sachivalaya, Gandhinagar,
- Per.Secy to Hon.Mos Higer&Tec.Education, Sachivalaya, Gandhinagar,