

Appendix F
(Note 2 to Articles
117 to 121 refers)

QUALIFICATION REQUISITES

1. Qualification Requisites (QR) of Teaching, Non-Teaching Academic Staff and Administrative Staff are as given in succeeding paras.

Teaching/Non-Teaching Academic Staff

2. **Principal, Vice Principal and Teachers including Computer Science, Physical Education.** Refer HQ AWES SOPs/Policy letters on Principal/Vice Principal/Teachers selection as amended from time to time. QRs are given in succeeding paras.

3. **Principal.** In exercise of powers given in CBSE Bye Laws 2018, Chapter 5 Article 5.3, the following QRs are laid down for selection of Principals of APSs:-

(a) **Senior Secondary Schools.**

(i) Master Degree or Honours Degree of a Foreign University recognized as equivalent to the Master's Degree of an Indian University by the U.P.S.C. or Honours Degree of such Indian Universities as may be recognized equivalent to the Master's Degree by the U.P.S.C./Association of Indian Universities (AIU).

(ii) A teaching Degree, B.Ed. or M.Ed.

(iii) Experience as required under any one of the following clauses:

(aa) At least 3 years experience of administrative charge of a recognized College having Intermediate or higher classes.

(ab) At least 5 years experience of administrative charge of a recognized High School.

(ac) At least 5 years experience of teaching in a recognized college or Higher Secondary School or an equivalent teaching experience in a Teachers Training Institute.

(ad) At least 8 years teaching experience in a recognized High School.

(ae) At least 5 years experience including 3 years educational administrative experience and 2 years teaching experience in a recognized High or Higher Secondary School or a Teachers Training Institute.

(b) **Secondary/Middle Schools.** Master's Degree (or its equivalent) with a teaching degree (B.Ed.) with 5 years experience of teaching of High or Higher Secondary/Intermediate classes.

(c) Age criteria for both the above will be 'Below 50 years' except for Ex-Servicemen who may be upto 57 years of age. In the case of regular teacher from the same school the maximum age shall be 55 years.

Note. Any relaxation, in age criteria, or academic qualifications to the level laid down will only be granted by Chairman Executive Committee of AWES.

4. **Vice Principal.** QRs of Vice Principal are as given below:

(a) **Senior Secondary School.**

- (i) Should have Masters Degree with B.Ed.
- (ii) Should have been a PGT in a recognized school for 3 years in the last 10 years.
- (iii) Total teaching not less than 9 years.
- (iv) Maximum age 55 years.
- (v) Should be computer literate.

(b) **Secondary School.**

- (i) Minimum Bachelors Degree with B.Ed.
- (ii) Should have been a TGT for 3 years in the last 6 years.
- (iii) Total teaching not less than 6 years.
- (iv) Maximum age 55 years.
- (v) Should be computer literate.

5. **Teachers.**

(a) **PGTs.** Must be a **Post-graduate** with the subject in which employment is sought, with **B.Ed.** with minimum **50% marks in each.** Should have passed online Screening Exam conducted by AWES and should be in possession of a valid Score Card.

(b) **TGTs. Graduate** (with the subject in which employment is sought), **B.Ed.** and equivalent with minimum **50% marks in each.** In case the candidate has not got 50% marks in graduation but has obtained 50% or more marks in Post-graduation in the subject, the candidature shall be valid. CTET/TET qualified with 60% Marks. Should have passed Online Screening Exam conducted by AWES and should be in possession of a valid Score Card.

(c) **PRTs. Graduate** with 2 years **Diploma in Elementary Education (D.E.Ed)/ B.Ed.** with minimum **50% marks in each.** Should have qualified in Part A of the Screening Exam. Should be in possession of a valid Score Card. The candidate who has qualified as B.Ed. and not D.E.Ed would have to undergo a six month bridge course in elementary

education from an institution recognized by the NCTE within the period of probation (two years). CTET/TET qualified with 60% marks.

Notes:-

1. No specific academic qualification is laid down for activity teachers. Their selection will be subject to suitability based on experience and knowledge as assessed by the Board. Good communication skills in English is mandatory.
2. For teachers being appointed on Adhoc appointments passing of Online Screening Exam conducted by AWES and, CTET/TET would not be a mandatory requirement but a preferred requirement.
6. **Age.** As on 01 April of the year of Appointment, the age of the candidate should be:
 - (a) Fresh candidates (No Experience) – Below 40 years.
 - (b) Experienced candidates (incl ESM) – Below 57 years

Note. For Ser 6 (b), to avail of age relaxation between 40 and 57 years, 5 years experience should be in the appropriate category in the last 10 years. For eg., for PGT category the candidate should have worked as PGT/TGT for 5 years in the last 10 years. Experience gained as PRT in the same period shall not be counted for appointment as PGT since the level of exposure to teaching the subjects at senior levels has not been gained by the candidate. For the post of TGT experience gained as PRT shall however be accepted.
7. **Health Wellness Teacher (Counselor).** Graduate with Psychology with a Certificate or Diploma in Counselling with minimum experience of three years as Wellness Teacher/ Counsellor. (Graduate in Psychology or a Graduate with diploma in Psychology in schools where Psychology is taught as a subject, at 10+2 level, a PGT (Psychology), who has a max of 14 periods per week, may be utilised as a Health Wellness Teacher in addition to his/her duties.
8. **Computer Science Teacher (PGT).** M. Tech in Computer Science/ M.Sc. in Computer Science from University or recognised Institutions. Experienced candidates shall be preferred.
9. **Physical Education Teacher (PGT).** Post Graduate in Physical Education or equivalent degree from a recognised University. Experienced candidate shall be preferred.
10. **Computer Science Teacher for Classes VI to X in TGT Scale.** B.Tech in Computer Science/B.Sc. in Computer Science/B.Sc. with one year Post Graduate Diploma in Computer Science from University or recognised Institutions.

11. **Teachers for Physical and Health Education (Less PGT).** Graduate in Physical Education or B.P.Ed. or D.P.Ed. awarded by a recognized University/Institution after training of minimum one academic session, provided that the admission qualification for the Diploma is at least a university degree or Bachelor of Sports, Humanities and Physical Education of Haryana Agricultural University, Hissar.

Note. Keeping in view school's financial status, game specific services of special coaches and trainers may be hired from external agencies with due approval of BoA.

12. **Teachers for Vocational Subjects.** Minimum QR for teachers for Vocational Subjects has been given in CBSE Affiliation Bye Laws 2018 at Appendix VII. The same shall be applied while selecting teachers in this category. No Online Screening Exam is conducted in this category. However, the selection and employment shall be as per Article 121.

13. **Special Educator.** Graduation with B.Ed. (Special Education) or B.Ed. General with one year Diploma in Special Education

14. **Librarian and Assistant Librarian.** B.Lib. Science or Graduate with diploma in Library Science from a recognized institute and computer literate with minimum three years experience. Assistant Librarian; same QR but may have lesser/no experience.

15. **Computer Laboratory Technician.** Minimum 10+2 with one year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.

Notes:-

1. Selection/Appointment of Computer Laboratory Technician will be done through LSB.
 2. No new Computer Laboratory Attendant would be appointed in the schools. However, the schools with more than 100 computers may employ Computer Laboratory Attendant in addition to Computer Laboratory Technician. AMC will be given where suitable Computer Laboratory Attendant is not available.
 3. Lab Attendant already employed in schools would be allowed to complete their period of engagement as per terms and conditions of their Appointment Letter/Agreement.
16. **Science Laboratory Attendant.** 10+2 with Science and computer literate.
17. **Non-Teaching Staff.** Other qualitative requirements being equal, preference would be given to ex-servicemen.

Administrative Staff

18. **Administrative Officer/Bursar.**

(a) **Mandatory.**

- (i) A civilian lady/retired or released woman officer (For Adm Offr only). Male Civilian/ ESM Offr may be selected for Bursar.
- (ii) **Age.** Upto 55 Years of age.

(iii) **Education.** A graduate from a recognized university. Preference will be given to graduates/post-graduates in Commerce or MBAs.

(iv) **Experience.** 5 years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt./Non-Govt organisation.

(v) **Others.**

(aa) Working knowledge of Computer and Accounts.

(ab) Good communication skills in English and Hindi.

(b) **Desirable.** Understanding of Govt Rules/Regulations, procurement procedure and legal aspects including labour laws.

(c) **Terms and Conditions.** Term based appointment for three years.

Note:-

Where a civilian or retired/released woman officer, meeting the laid down criteria, is not available, a retired male defence service officer of the rank of Maj/Lt Col/Col or equivalent may be employed with the express permission of Chairman Executive Committee. Age in such a case may be relaxed to 57 Years.

19. **Accountant.**

(a) Commerce Graduate or fifteen years service as a clerk in the Defence Services.

(b) Basic computer application course of Army/Diploma in Computer Applications of not less than one year duration. Knowledge of double entry system of accounting, excel sheet and accounting software.

(c) Minimum 5 years experience as an Accounts Clerk in the Defence Services/reputed organization.

20. **Head Clerk.**

(a) Preferably, an Ex-Serviceman of clerk category upto the age of 55 years.

(b) 5-10 years experience in Office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience.

(c) Computer Savvy – MS Office. etc.

(d) Educational Qualification – Minimum Graduate in case of civilian.

(e) Should not have any disciplinary case against him in the entire service.

21. UDC/Accounts Clerk.

- (a) B. Com. or fifteen years of service as a clerk (for Ex-Servicemen). Computer literate (MS Office, Tally etc.)
- (b) Computer Savvy (12000 key depression per hour). Knowledge of relevant software applications used by Schools.
- (c) 5 years experience as a clerk or an accounts clerk in a reputed organization; preferably a school.

22. LDC.

- (a) Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate.
- (b) Knowledge of Computer MS Office (Speed 12000 key depression per hour).
- (c) Basic knowledge of accounting.

23. Receptionist. Same as laid down for LDC, with good communication skills.

24. Para-medics. 10+2 and diploma in nursing with minimum five years of experience. A female Paramedic should be given preference.

25. Group 'D' Staff. Preferably matriculate or 10 years service for Ex-Servicemen. Preferably, the Group D staff should be outsourced.

Notes:-

1. Medical fitness certificate issued by a MBBS Doctor to be submitted by all employees.
2. Security clearance/Police verification shall also be obtained for all employees.