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**ODISHA MODEL TRIBAL EDUCATION SOCIETY (OMTES),
BHUBANESWAR
(SUPPORTED BY GOVT. OF ODISHA)
ST & SC DEVELOPMENT DEPARTMENT**

No. 8000 / OMTES, Dated Bhubaneswar the, 25th October 2012
OMTES- 81/12

From

Sri S.K Popli, IFS,
Secretary, OMTES.

To

The Editor, The Samaj / The Dharitri / The Times of India.

Sub: Publication of advertisement for walk-in-interview for the post of Principal of Ekalavya Model Residential Schools.

Sir,

Enclosed, please find herewith an advertisement for walk-in-interview to be held on 16.11.12 for selection of Principals for Ekalavya Model Residential Schools managed by OMTES under ST & SC Development Department, Govt. of Odisha.

I am directed to request you to please take immediate steps for publication of advertisement in your daily 'Newspaper' for wide circulation. Copies of the publications along with bills involving expenditure for the purpose may be sent to Deputy Secretary, OMTES, Adivasi Exhibition Ground, Unit-1, Bhubaneswar for payment.

Yours faithfully,


Secretary, OMTES

Encl:

CD & Hard Copy for Advertisement

Walk-in-Interview

**Odisha Model Tribal Education Society (OMTES)
Adivasi Exhibition Ground, Unit-1, Bhubaneswar
Phone No.-0674-2598220, website-www.omtes.org**

Application are invited from the eligible candidates for filling up the posts of Principals on contractual basis in Ekalavya Model Residential Schools of the State managed by OMTES under ST & SC Dev. Deptt. , Govt. of Odisha.

Essential Qualification:

1. M.Sc, /M.A, /M.Com from Recognised University.
2. M.Ed / B.Ed from Recognised Board / University.
3. Working knowledge on Computer (Especially MS Office).

Experience: Applicant should have experience in the field of Educational Management / Administration / Technology etc. He should have working experience as Principal / Vice Principal of Central School / Jawahar Navodaya Vidyalaya or such equivalent Higher Secondary Institutions.

Age: Below 50 years as on 30.09.12.

Date of Walk-in-Interview: 16.11.12

The TOR and application format can be downloaded from the website of ST & SC Dev. Deptt., www.odisha.gov.in/stsc/index.htm and from OMTES website, www.omtes.org

Sd/- S.K.P. Gupta
Secretary, OMTES

TOR for Principal, Ekalavya Model Residential School

The Odisha Model Tribal Education Society (OMTES) is an autonomous organization under the administrative control of the of ST & SC Development, Minority and Backward classes welfare Department, Govt. of Odisha. It invites applications in the prescribed format (Annexure-I), from eligible Indian nationals for filling up of post of Principal on CONTRACTUAL BASIS in the Eklavya Model Residential Schools located in various districts of the state of Odisha. Besides, working Principal/Vice Principal of Kendriya Vidyalaya/ Jawahar Navodaya Vidyalaya can also apply for engagement on same term and condition provided their respective competent authority grant such permission.

EMRS are co-educational, fully residential schools up to Senior Secondary level and are located mainly in tribal areas. At present 13 EMRSs are functioning all over the state (details annexed herewith as Annexure-II). They being fully residential institutions, the teachers are required to stay in the School campus. In addition to normal teaching duties, the teachers are required to perform additional responsibilities attached with residential system of schooling like House Mastership, remedial and supervisory studies, organization of co-curricular activities, escorting of students on migration and looking after students' welfare in general. The incumbent performance in all these areas is also assessed, in addition to the teaching ability to determine his/her suitability for the job.

A. Post Title: Principal, Eklavya Model Residential School

B. Qualification:

1. Full time MA/ M.Sc./ M. Com. from a recognized board/ university. Preference will be given to candidates with M.Sc. qualification
2. Full time M Ed./ B. Ed. from a recognized board or university.
3. Working knowledge on Computer (Especially MS Office)

C. Post Qualification Work Experience:

The work experience will be counted post to the required qualification. The Applicant should have a minimum of 5 years of full time work experience in the field of Educational Management or Administration/ Education Technology etc. The applicant should have worked as a Principal/ Vice Principal of Kendriya Vidyalaya/ Jawahar Navodaya Vidyalaya or such reputed Higher Secondary Institution.

D. Age Limit: Not more than 50 Years of age as on 31st September 2012.

E. Remuneration/Compensation: Gross Remuneration of Rs.4.2- 4.8 lakh per Annum. The remuneration will be finalized based on the candidates' competency level. In addition to this, facilities like free accommodation in the Staff Quarter of the school located within the school campus shall be provided. TA and DA norms, as followed by the school shall be provided for touring outside the district and state. Monthly telephone expense of Rs. 500 shall be paid separately to the principal. In case of working Principal/Vice Principals of Kendriya Vidyalaya/ Jawahar Navodaya Vidyalaya the full pay protection will be given.

F. Scope of Services:

The Principal of the school need to undertake the following category of work at the school level. **On a Routine Basis**, the Principal has to deal with the following groups of persons and activities carried out by the groups that are directly related to the day-to-day functioning of the School. These include,

On a Routine Basis

- a. SMC/LMC
- b. Teaching Staff
- c. Academic Committee
- d. Non-Teaching Staff
- e. Boarding Staff
- f. Counsellor
- g. Students (Student Council)
- h. Library

On an Occasional Basis

- a. DEO
- b. PTA
- c. Alumni Association
- d. Organizers of Events, Competitions, Workshops for Students and Teachers
- e. Sister Schools/Other Schools in the district
- f. Local Media
- g. Immediate Neighborhood

The following are the broad Duties and Functions of the School Principal in EMRS, which they have to undertake.

1. Manage for all that goes on in the School, in its academic, co-curricular, boarding and administrative management.
2. Assist in appointment of the teaching and non-teaching and other staff, in consultation with the Trust/Managing Committee, as and when essential.
3. Preparation of road map of academic progress and excellence, both for long and short terms, for the School.
4. Preparation of Budget for the new academic year in consultation with Admin head and is able to work with the accounting systems.
5. Undertake infrastructure development, initiates staff empowerment and enhancement, presents projections for expansion of class strength and proportionately that of other required facilities.
6. Conduct performance evaluation and appraisal of teachers/staff.

- 7. To be conversant with statutory Government requirements and basic labour laws.
- 8. Maintain positive liaison with the local Education Dept. and the Government department of Education and other official bodies responsible for all matters related to school education.
- 9. Representing the school in the Parent-Teacher Association and become the main advisor in organizing the Student Council and its various committees.
- 10. To set clear academic and co-curricular goals for the school and prepare to take the School to high academic and co-curricular achievements.
- 11. Creating a Road Map for Student/Teacher participation in important state, regional, national, international co-curricular events (identification of events, understanding of competitors, developing strategies for winning)
- 12. To establish a Code of Conduct to be followed by all teachers and see through the implementation of the same.

A detail scope of work for the Principal shall be given at the time of signing of the contract agreement.

G. Desired Skills:

- Working Knowledge of **Tally Accounting System.**
- Skills on Official writing and drafting.
- Language proficiency: Speaking, Writing and Reading of English and Hindi and Preferable for Oriya.
- Capacity to work in a multitasking environment.
- Experience of working in a residential school.

H. Mode of Selection:

The candidates will have to appear for an Interview for the recruitment to the above mentioned post.

I. Term of Contract: After selection, the candidate's engagement for the post of Principal in EMRS shall be for duration of 1 year and the service shall be renewed based on the performance. The Candidate has to sign a contract agreement with OMTES for the service and has to abide by the rules and regulations of OMTES. However, in case of working Principal/ Vice Principal of Kendriya Vidyalaya/ Jawahar Navodaya Vidyalaya being selected it will be for a maximum period of three years subject to further renewal on mutually agreed terms and conditions.

Important Note:

Certificates/ Documents to bring at the time of Interview:

Candidates are advised to reach the office of Odisha Model Tribal Education Society (OMTES) by **2:00 PM** in the said venue. Please carry the Original and photocopy following documents with you for verification.

- (a). All Completed Educational Degrees/Diploma as mentioned in the application.
- (b.) 10th/Matric Pass Degree certificate as proof of age.
- (c.) Proof of ALL work experience as mentioned in the application.
- (d.) Proof of current employment in form of offer letter/ joining letter and latest salary slip if any.
- (e.) No objection Certificate of competent authority in case of working Principal/Vice Principal of Kendriya Vidyalaya/ Jawahar Navodaya Vidyalaya.

APPLICATION FORM

Self Attested
Photograph

Position applied for	Principal Eklavya Model Residential School
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1. Personal Details

Name of the Candidate	First Name	Last Name
Address for correspondence	Permanent	Present
Telephone -		
Residence		
Mobile:		
Telephone Office		
Email address		
Age as on 31-09-2012	Year: _____	Month _____ Day _____
Category (ST/SC/ General/OBC)		
Sex: (Male/ Female)		

2. Educational Qualification (10th Std onwards)

Name of Examination	Year of Passing	AGGREGATE MARKS			Subjects offered	Duration of course (in years)	Board/ University
		Max. Marks	Marks Obtained	%age of marks			
Senior Secondary (Class – XII) (name of course)							
Graduation (name of course)							
Post Graduation (name of course)							
B.Ed.							
M Ed.							
Any Other (Specify)							

3. Other trainings / qualifications including relevant short training courses

Name of Course	Duration	Institution	Skills

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4. Computer Literacy:

Knowledge on:

- _____
- _____
- _____

5. Employment / Experience Records

Name and Address of the Employer	Designation in the establishment	Period		Experience In year and Month	Brief description of duties	Salary Drawn
		From	To			

* Attach Separate sheet for the brief of duties undertaken and the experience.

6. Language Proficiency (Please tick in the Appropriate box)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Gujarati									

7. Reference: (Two person with whom you are professionally reported)

Reference-I	Reference-II

Please provide the name, address of the person and his contact details.

Declaration:

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any notice.

Date:

Place:

(Name of Applicant)

Signature of the Applicant