

# SARVEPALLI RADHAKRISHNAN LAB SCHOOL

Education Board Campus, Bhiwani-127021 (Haryana)

(Run by Dr. S.Radhakrishnan Shiksha Samiti, Bhiwani regd. Under Society Act 2012)

(Set up and supported by Board of School Education Haryana, Bhiwani)

Advertisement No.: SRS/ 12/2016

Closing Dated: 12/01/2017

Applications are invited for filling up of the following post on contract basis for a period of one year initially in Sarvepalli Radhakrishnan Lab School, Education Board Campus, Bhiwani. The interested and eligible candidates may apply on prescribed Form upto closing date i.e. 12/01/2017 by 5:00pm with attested copies of their documents.

S.No.	Name of the Post	No. of Post	Consolidated Salary (In Rs.)
1-	Principal	01	52000/- per month

## EDUCATIONAL & OTHER QUALIFICATIONS:-

Sr. No	No. of Post	Name of the Post	Educational & other Qualifications
1	01	Principal	<b>Eligibility:-</b> i) Matric with Hindi/Sanskrit or 10+2/B.A./M.A. with Hindi as one of the At least 55% marks in Post Graduation as well as in Graduation from a recognized university; and ii) B.Ed. or M.Phil from a recognized University with 55% marks; and iii) Matriculation with Hindi/Sanskrit or 10+2/B.A. /M.A. with Hindi as one of the subject; and iv) Teaching Experience of 8 years from Government/ Recognized / Progressive Public School not below the rank of TGT/Master, including 2 years in administrative capacity as Principal/Vice-Principal of Senior Secondary School/Headmaster of Secondary School; and Teaching experience is an essential qualification only. v) Proficiency in English and Hindi; and vi) Experience in conducting Seminars, Workshops, Conference etc.; and vii) Consistent good academic record; and viii) Conversant in IT skills and effective use of new technologies as tools for learning. <b>Desirable:</b> Experience of working in a residential school. Age: Not above 60 years as on advertisement date.

### General Instructions:

The application forms, qualification, Experience, pay scale and other details etc. may be downloaded from the school website: [www.srsbhiwani.ac.in](http://www.srsbhiwani.ac.in). The application forms duly completed in all respect must reach the office of the Principal, Sarvepalli Radhakrishnan Lab School, Bhiwani (Haryana) latest by 12/01/2017 upto 05.00PM. Incomplete application forms or those received after the due date for any reasons including postal delay etc. will not be entertained and shall be summarily rejected.

### Pay Scale:

Post is to be filled on contract basis initially for one year which is likely to be extended year to year on performance basis. The contract will be purely on temporary basis and the candidate will have no right for continuation and regularization of this service. The incumbent appointed will be paid consolidated contractual amount **for the post of Principal will be Rs.52,000/- per month with 3% annual increment on consolidated contractual amount .**

### **Mode of Selection**

Candidates shortlisted on the basis of their qualification, experience etc.

1. Date, Time & Place for the Interview will be intimated to eligible/shortlisted candidates by post/website/e-mail.
2. Any request for change of address will not be entertained.
3. This office will not be responsible for untimely receipt of application/ documents due to any postal delay.
4. Candidates must write (Application for the post of “Principal”) on the top of envelop in which the application is being submitted.
5. No TA/DA for attending the interview will be paid.

### **SPECIAL INSTRUCTIONS:**

The prescribed essential qualification does not entitle a candidate to be called for interview. The Dr.S.Radhakrishnan Shiksha Samiti, Bhiwani will short list the candidates for interview. The decision of Dr.S.Radhakrishnan Shiksha Samiti, Bhiwani in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode of, and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

### **HOW TO APPLY-GENERAL INSTRUCTIONS:**

A candidate can submit only one application for particular category of post. Application form complete in all respects duly filled in by the candidates **in their own handwriting in capital letters and signed** in the specified space should be sent only through Regd./Speed Post to the Principal, Sarvepalli Radhakrishnan Lab School, Education Board Campus, Bhiwani-127021 (Haryana). All the column of the application form should be filled in.

The candidate should give details of all the examinations passed from Matriculation or its equivalent onwards and mention total and percentage of marks obtained and maximum marks in each examination. The candidates are required to attach self attested photocopy of these certificates/diploma/degree/experience with the application Form. The candidates, who have obtained degrees or Diploma or Certificates for the various courses from any institution declared fake by the University Grants Commission, shall not be eligible for being considered for recruitment to the post advertised.

### **RELEXATION IN AGE:-**

- i) Relaxation of age for reserved categories is as per Haryana Government Rules.

### **Note:-**

- i) Qualification will be determined with regard to the last date fixed for receipt of applications.
- ii) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the interview or appointment, it is found that they do not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature will be cancelled.
- iii) Original Certificates will be checked at the time of Interview.

### **DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM:-**

- i) One copy of Passport size photograph (Attested from Gazette officer) pasted/attached on/with application form.
- ii) Self attested copy of certificates of essential qualifications and above (Matric onwards) alongwith Diploma/Degree/Experience etc.

**The candidates are advised that photo copies of all qualification/diploma/ degree (Matric onwards) should be attached with the application forms.**

Application form is liable to be rejected in the following event:-

- i) If the application is not in the prescribed format appended with this advertisement.
- ii) If the application is unsigned.
- iii) If the candidate does not possess the qualification of Hindi/Sanskrit upto Matric Standard.
- iv) If the candidate does not possess the requisite academic qualification on the cut off date i.e. Last date of receipt of application forms.
- v) If the candidate is underage/overage on the cut off date.

**Copy:**

Original certificates and photocopy of self attested certificates must be brought by the candidate at the time of interview/verification alongwith Photo, Identity Proof i.e. Identity Card/Driving License/ Passport/Voter Card/Pan Card/Aadhar Card etc.

**Fake Institutions:-**

Candidates, who have obtained degrees or diplomas or certificates for various courses from any institution declared fake by the University Grants Commission or not recognized by Haryana Government shall not be eligible for being considered for recruitment to the post advertised.

The final selection may be made on the basis of selection/Interview criteria.

**Note:-**

- **The Samiti reserves the right not to fill up the post advertised if the circumstances so warrant. No query will be entertained in this regard.**

Sd/-  
Chief Executive Director  
Dr. S. Radhakrishnan Shiksha Samiti,  
Education Board Campus, Bhiwani (Hry.)

