SAMBHOTA TIBETAN SCHOOLS SOCIETY(STSS)

Guidelines for Staff Recruitment

	A: TEACHING STAFF	
1	Name of the Post	**Post Graduate Teacher (PGT)**
	Age Limit	40 years

Essential Qualifications:

1. Master's Degree from a recognized university with at least 50% marks in aggregate in the following subjects:
   a) PGT (English)- English
   b) PGT (Tibetan) -Tibetan/DoE, CTA guidelines.
   c) PGT (Math) - Mathematics/ Applied Mathematics
   d) PGT (Physics) - Physics / Electronics/Applied Physics/ Nuclear Physics.
   e) PGT (Chemistry) - Chemistry/ Bio-chemistry
   f) PGT (Biology) - Botany/ Zoology/ Life Sciences/Bio Sciences/ Genetics/MicroBiology/Bio-Technology/ Molecular Bio./Plant Physiology provided they have studiedBotany and Zoology at Graduate level.
   g) PGT (History)- History
   h) PGT (Geography)- Geography
   i) PGT (Economics) - Economics
   j) PGT (Commerce) –Commerce
   k) PGT (Hosp.& tourism) – Master's degree from a recognized university in the Travel & Tourism Management or Tourism & Hospitality with 1 year work/teaching Experience.
   OR
   Bachelor's Degree in Tourism & Travel Management from a recognized institute/university, with at least 3 year's industrial experience.

2. B.Ed or equivalent degree from a recognized university/DoE, CTA guidelines for B.Ed. in Teaching of Tibetan language.

3. Proficiency in teaching in English medium.

Desirable:
   i) Experience of working in schools.
   ii) Knowledge in computer applications.
   iii) Knowledge in Tibetan/Himalayan culture.

2	Name of the Post	**Cultural &Philosophy Teacher (Tadup Lopon)**
	Age Limit	30-45 years

Essential Qualifications:

1. Central Institute of Higher Tibetan Studies (Deemed University), Varanasi
   OR
   Uma Rabjampa from Gaden, Sera and Drepung MonasticUniversities
   OR
   Shastri Degree in BhotBudhDarshanfrom Kagyu Rumtek Monastic Institute
   OR
   PharchinRabjampafromNgayurNyingmaInstitute
   OR
   Kachupa from Sakya College
   OR
   Institute of Buddhist Dialectics, Dharamsala
   OR
   Department of Religion & Culture, CTA recognized Institutions.

3) Cultural and Philosophy (Tadup) teacher must be a bona fide monk or nun of a Monastery/nunnery.

4) Having aptitude for teaching Tibetan culture and dharma philosophies.

Desirable:
   i) Experience of teaching in schools/Institutions.
   ii) Working knowledge of English and Hindi.

3	Name of the Post	**Trained Graduate Teacher (TGT)**
	Age Limit	35 years

Essential Qualifications:

1. Four year Integrated B.Ed course of Regional College of Education of NCERT in the concerned subject with at least 50% marks in aggregate
   OR
   Bachelor's Degree with at least 50% marks in the concerned subjects/ combination of subjects and in aggregate from a recognized college/university.

   The elective subjects and Languages in the combination of subjects as under:
   a. TGT (Tibetan): Tibetan as a subject in all the three years/DoE, CTA guidelines.
   b. TGT (Hindi/Sanskrit): Hindi as a subject in all the three years.
   c. TGT (Humanities): Anytwo of the following subjects at degree level i.e. History, Geography, English, Economics and Pol. Science of which one must be History, Geography or English.
   d. TGT (Math) – Bachelor's Degree in Math with any two of the following subjects:

	Physics, Chemistry, Electronics, Computer Science, Statistics. **e.** TGT (Science)- Botany, Zoology and Chemistry. 2. B.Ed or equivalent degree from a recognized university/DoE, CTA guidelines for B.Ed in Teaching of Tibetan language. 3. Proficiency in teaching in English medium and respective languages. **Desirable:** 1. Passed in the Teacher Eligibility Test (CTET). 2. Experience of working in schools. 3. Knowledge in computer applications. 4. Knowledge in Tibetan/Himalayan culture.	
4	Name of the Post	**Primary Teacher (English)**
	Age Limit	35 years
	Essential Qualifications: 1. Graduate with 50% marks in aggregate from a recognized university with English as main subject. 2. Minimum of three month Basic Education Policy (BEP) Training of DoE, CTA or B.Ed/4 year integrated B.Ed degree from CTE (Bhuntar/Varanasi) or minimum one year PRT Tr. Training by DoE, CTA <center>**OR**</center> B.Ed. **or** equivalent degree from a recognized university. **Desirable:** 1. Knowledge in computer applications. 2. Knowledge in Tibetan/Himalayan culture.	
5	Name of the Post	**Primary Teacher (General)**
	Age Limit	35 years
	Essential Qualifications: 1. Graduate with 50% marks in aggregate from a recognized university. 2. Minimum of three month Basic Education Policy (BEP) Training of DoE, CTA or B.Ed./Four year integrated B.Ed course from CTE (Bhuntar/Varanasi) or minimum one year PRT Tr. Training by the DoE, CTA. <center>**OR**</center> B.Ed or equivalent degree from a recognized university. 3. Candidates must have studied Tibetan language in grades X & XII, and are competent to teach in the Tibetan medium. **Desirable:** 1. Knowledge in computer applications.	

		2. Knowledge in Tibetan/Himalayan culture.	
6	Name of the Post	**Pre-Primary Teacher (PPRT)**	
	Age Limit	35 years	

Essential Qualifications:

1. Graduate with 50% marks in aggregate from a recognized university.
2. Minimum of one year PPRT Tr. Training Certificate (TTC) of DoE, CTA.
   OR
   B.Ed or Montessori Trained Teacher (MTT) equivalent degree/certificate from a recognized university/Institution.
3. Candidates must have studied Tibetan language in grades X & XII, and are competent to teach in Tibetan medium.

Desirable:
1. Female candidates.
2. Knowledge in computer applications.
3. Knowledge in Tibetan/Himalayan culture.

7	Name of the Post	**PPRT Assistant**	
	Age Limit	30 years	

Essential Qualifications:

1. Class XII with 50% marks in aggregate from a recognized school and Tibetan as one of the subjects at Sr. Secondary level.
2. TTC/MTT or Bachelor's degree or B.Ed or equivalent degree from a recognized university/institution.
3. Candidates must have studied Tibetan language till grade XII and are competent to teach in Tibetan medium.

Desirable:
i) Minimum of one year TTC/MTT Certificate of DoE, CTA.
ii) Knowledge in computer applications.
iii) Knowledge in Tibetan/Himalayan culture.

8	Name of the Post	**Guidance & Counselor**	
	Age Limit	35 years	

Essential Qualifications:

B.A (Psychology Honours)/M.A/M.Sc. in School Counseling/Psychology with the minimum of 50 % marks froma recognized university
   OR
M.Ed in Guidance & Counseling

Desirable:
1. Experience in the field.
2. Working knowledge in Tibetan language.

		3. Knowledge in computer applications. 4. Knowledge in Tibetan/Himalayan culture.
9	Name of the Post	**Physical Education Teacher (PET)**
	Age Limit	35 years

	Essential Qualifications:
	
	  Bachelor's Degree with B.P.Ed from a recognized university.
	 OR 4 year integrated B.P.Ed course from a recognized university.
	 OR M.P.Ed from a recognized university.
	
	 Desirable:
	   i) Experience of working in schools.
	   ii) Knowledge in computer applications.
	   iii) Knowledge in Tibetan/Himalayan culture.	

10	Name of the Post	**Computer Instructor**
	Age Limit	35 years

	Essential Qualifications:
	
	  B.Sc. (Computer Science) with 50% marks from a recognized university.
	 OR Bachelor of Computer Applications with 50% marks in aggregate from a recognized university.
	 OR Any Bachelor's Degree with 50% in aggregate with PG Diploma in Computer Application from a recognized university.
	 OR B.E or B. Tech. (Computer Science/IT) or equivalent Degree or Diploma with 50% marks from a recognized institution/university.
	
	 Desirable:
	   i) Experience of working in schools.
	   ii) Knowledge in computer applications.
	   iii) Knowledge in Tibetan/Himalayan culture.	

11	Name of the Post	**Drawing& Art Teacher**
	Age Limit	35 years

	Essential Qualifications:
	
	  BFA/MFA or equivalent degree from a recognized university
	 OR Tibetan traditional art/painting certificate/diploma from an institution recognized by the DoE, CTA.
	
	 Desirable:
	   i) Experience of working in schools.	

		ii) Knowledge in computer applications. iii) Knowledge in Tibetan/Himalayan culture.
12	Name of the Post	**Librarian**
	Age Limit	35 years
	Essential Qualifications: Bachelor's Degree in Library Science or equivalent from a recognized university. **Desirable:** 　i) Experience of working in schools. 　ii) Able to read and write Tibetan language. 　iii) Knowledge in computer applications. 　iv) Knowledge in Tibetan/Himalayan culture.	
13	Name of the Post	**Dance and Music Teacher (D/M Tr.)**
	Age Limit	30 years
	Essential Qualifications: 1. Class VIII / X passed 2. Diploma Course for Tibetan dance, song, music and opera from TIPA or equivalent course from an institution recognized by DoE, CTA. **Desirable:** 　i) Experienced 　ii) Good knowledge on Tibetan language and culture. 　iii) Knowledge of computer/digital applications.	
14	Name of the Post	**Laboratory Assistant**
	Age Limit	30 years
	Essential Qualifications: Bachelor in Science (PCM or PCB) degree from a recognized university. **Desirable:** 　i) Knowledge of computer applications. 　ii) Knowledge in Tibetan/Himalayan and culture.	
15	Name of the Post	**Laboratory Attendant**
	Age Limit	25 years
	Essential Qualifications: Class XII passed, preference to science stream students. **Desirable:** 　i) Knowledge of computer applications. 　ii) Knowledge in Tibetan/Himalayan and culture.	

		B: NON-TEACHING STAFF	
16	Name of the Post	**Account Officer (AO)**	
	Age Limit	35 years	
	Essential Qualifications: 1. Bachelor or Post Graduate Degree in Commerce/Finance/Accounts from a recognized university or equivalent or M.B.A. (Finance)/CA/ICWA 2. Knowledge of tally and accounts keeping. 3. Minimum 5 years experience as an accountant. **Desirable:** 1. Experience of working in schools. 2. Knowledge of computer applications. 3. Knowledge of Tibetan language and culture.		
17	Name of the Post	**Internal Auditor (IA)**	
	Age Limit	35 years	
	Essential Qualifications: 1. Bachelor or Post Graduate Degree in Commerce/Finance/Accounts from a recognized university or equivalent or M.B.A. (Finance). 2. Knowledge of tally and accounts keeping. 3. Minimum 5 years experience as an accountant. **Desirable:** 1. Experience of working in schools. 2. Knowledge of Tibetan language and culture. *3.* Knowledge of computer applications.		
18	Name of the Post	**Assistant Section Officer (ASO)**	
	Age Limit	35 years	
	Essential Qualifications: Bachelor or Post Graduate Degree in Commerce/Finance/Accounts from a recognized university or equivalent or M.B.A. (Finance)/CA/ICWA **Desirable:** i) Knowledge of tally and accounts keeping. ii) Minimum 3 years experience as SSA. iii) Knowledge of Tibetan language and culture. iv) Knowledge of computer applications.		
19	Name of the Post	**Senior Secretariat Assistant (SSA)**	
	Age Limit	35 years	
	Essential Qualifications: Bachelor or Post Graduate Degree from a recognized university or equivalent or M.B.A. (Finance)/CA/ICWA		

	Desirable:
	  i) Knowledge of tally and accounts keeping.
	  ii) Minimum 3 years experience as JSA
	  iii) Knowledge of Tibetan language and culture.
	  iv) Knowledge of computer applications.	

20	Name of the Post	**Junior Secretariat Assistant (JSA)**
	Age Limit	30 years
	Essential Qualifications: Bachelor's degree from a recognized University. **Desirable:** i) Experience of working in schools. ii) Knowledge of tally and accounts keeping. iii) Knowledge of Tibetan language and culture. iv) Knowledge of computer applications.	
21	Name of the Post	**Staff Nurse**
	Age Limit	35 years
	Essential Qualifications: B.Sc. Nursing or GNM (Diploma in General nursing and midwifery) from a recognized university. **Desirable:** i) Experienced ii) Knowledge of Tibetan language and Culture	
22	Name of the Post	**Warden / Matron**
	Age Limit	30 - 40 years

	Essential Qualifications:
	    1. Class 10th passed
	    2. Good Knowledge of Tibetan language and culture.
	
	Desirable:
	    Experience of working in schools.	

23	Name of the Post	**Driver**
	Age Limit	25 – 35 years

	Essential Qualifications:
	    1. Possession of a valid driving license.
	    2. Driving light/heavy vehicles with at least 3 years experience
	    3. Knowledge of automobile minor repair.
	
	Desirable: Class 8th passed.	

24	Name of the Post	**Cook**
	Age Limit	25-35 years

	Essential Qualifications: Class 5th Passed
	
	Desirable:
	  i) Experienced
	  ii) Diploma in Food Craft / Cookery	

25	Name of the Post	**MTS: Peon/Sweeper/Watchman/Sweeper cum Watchman(SCW)/Ayah/Storekeeper/Pump Operator/S.Guard/Gardener/etc.**
	Age Limit	25 - 35

	Essential Qualifications:
	  Class 10th passed for Peon and 5th for others
	
	Desirable:
	  Experienced in the respective fields.	

NOTE:

1. Concerned School Head is responsible and accountable to execute the staff recruitment guidelines if STSS HQ grants permission to recruit required staff at local level.

2. Job advertisements should be made public through various channels of social/print media.

3. Following members must be constituted as members of Local Selection Committee (LSC):
    1. Tibetan Settlement Officer (TSO) - Chairperson
    2. Head of the School – Member Secretary
    3. Internal subject expert - Member
    4. External subject expert - Member
    5. PTA representative- Member

4. A candidate should obtain minimum of 50% score in total to be eligible to kept under wait list category. The wait list shall be valid for at least six months.

5. Head of the school is responsible for timely submission of job advertisement copy, interview score sheets, recommendation of the committee along with required documents of the selected candidate including fitness certificate duly attested by TSO/Principal/HM to STSS HQ for timely verification and issue of job engagementorder.

6. Education qualification and age limit up to 5 years shall be relaxed to the candidate of

Ex-armypersonnel applying for the post of driver, warden/matron and MTSsubject to their physical and mental wellness.

A: Interview criteria format to be followed by LSC for the selection of teaching staff.

Name of the School: _____   Post :_____
Date of the Interview: _____   Time: _____

| Name of the candidate with date of birth | Lesson demonstration (20) | | | | Written skill (15) | Experience (5) (Every five academic year 1 mark) | Knowledge on BEP (5) | Confidence and leadership skill (5) | Grand total (50) |
	Subject knowledge (5)	Communication skill/language (5)	Methodology/ pedagogy skill (5)	Class management (5)					

LSC Recommendation:

LOCAL SELECTION COMMITTEE

Internal Subject Expert   PTA Representative   External Subject Expert

Head of the School   Tibetan Settlement Officer (TSO)

B: Interview Criteria format to be followed by LSC for the selecting of non-teaching candidate (Warden /Matron, Ayah/Helper/MTS/ Driver/cook etc.)

Name of the School: _____   Post :_____
Date of the Interview: _____   Time: _____

Name of the candidate and Date of Birth	Confidenceand leadership skill (5)	Work experience (5) (Every five academic	Skill Test (10)	Work/field Knowledge	Grand total (50)

		year 1 mark)			(30)	

LSC Recommendation:

<u>LOCAL SELECTION COMMITTEE:</u>

Internal Subject Expert   PTA Representative   External Subject Expert

Head of the School   Tibetan Settlement Officer (TSO)

<u>NOTE</u>:

i)   The STSS staff recruitment guidelines as above are subject to revision as and when required.

ii)   *The STSS Admin. Committee has revised the Guidelines for Staff Recruitment on 8ᵗʰAugust, 2023.*

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Director, STSS