



SAMBHOTA TIBETAN SCHOOLS SOCIETY (STSS)

Guidelines for Staff Recruitment

A: TEACHING STAFF					
1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name of the Post</td> <td>Post Graduate Teacher (PGT)</td> </tr> <tr> <td>Age Limit</td> <td>40 years</td> </tr> </table>	Name of the Post	Post Graduate Teacher (PGT)	Age Limit	40 years
Name of the Post	Post Graduate Teacher (PGT)				
Age Limit	40 years				
	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Master's Degree from a recognized university with at least 50% marks in aggregate in the following subjects: <ol style="list-style-type: none"> 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 studied Botany 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. <p style="text-align: center;">OR</p> 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. <p>Desirable:</p> <ol style="list-style-type: none"> 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 Lupon)
	Age Limit	30-45 years
	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Central Institute of Higher Tibetan Studies (Deemed University), Varanasi OR Uma Rabjampa from Gaden, Sera and Drepung Monastic Universities OR Shastri Degree in BhotBudhDarshan from Kagyu Rumtek Monastic Institute OR Pharchin Rabjampa from Ngayur Nyingma Institute 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. <p>Desirable:</p> <ol style="list-style-type: none"> 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
	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 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. <p>The elective subjects and Languages in the combination of subjects as under:</p> <ol style="list-style-type: none"> 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): Any two 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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 <p style="text-align: center;">OR</p> B.Ed. or equivalent degree from a recognized university.	
	Desirable: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. <p style="text-align: center;">OR</p> B.Ed or equivalent degree from a recognized university.	
	<ol style="list-style-type: none"> 3. Candidates must have studied Tibetan language in grades X & XII, and are competent to teach in the Tibetan medium. 	
	Desirable: <ol style="list-style-type: none"> 1. Knowledge in computer applications. 	

	2. Knowledge in Tibetan/Himalayan culture.	
6	Name of the Post	Pre-Primary Teacher (PPRT)
	Age Limit	35 years
	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 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. <p>Desirable:</p> <ol style="list-style-type: none"> 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
	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 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. <p>Desirable:</p> <ol style="list-style-type: none"> 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
	<p>Essential Qualifications:</p> <p>B.A (Psychology Honours)/M.A/M.Sc. in School Counseling/Psychology with the minimum of 50 % marks from a recognized university OR M.Ed in Guidance & Counseling</p> <p>Desirable:</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <p style="text-align: center;">Bachelor or Post Graduate Degree in Commerce/Finance/Accounts from a recognized university or equivalent or M.B.A. (Finance)/CA/ICWA</p>	
	Desirable: <ol style="list-style-type: none"> 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: <p style="text-align: center;">Bachelor or Post Graduate Degree from a recognized university or equivalent or M.B.A. (Finance)/CA/ICWA</p>	

	<p>Desirable:</p> <ul style="list-style-type: none"> 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	35 years
	<p>Essential Qualifications: Bachelor's degree from a recognized University.</p> <p>Desirable:</p> <ul style="list-style-type: none"> 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
	<p>Essential Qualifications: B.Sc. Nursing or GNM (Diploma in General nursing and midwifery) from a recognized university.</p> <p>Desirable:</p> <ul style="list-style-type: none"> i) Experienced ii) Knowledge of Tibetan language and Culture 	
22	Name of the Post	Warden / Matron
	Age Limit	30 - 40 years
	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> 1. Class 10th passed 2. Good Knowledge of Tibetan language and culture. <p>Desirable: Experience of working in schools.</p>	
23	Name of the Post	Driver
	Age Limit	25 – 35 years
	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> 1. Possession of a valid driving license. 2. Driving light/heavy vehicles with at least 3 years experience 3. Knowledge of automobile minor repair. <p>Desirable: Class 8th passed.</p>	

24	Name of the Post	Cook
	Age Limit	25-35 years
	Essential Qualifications: Class 5 th 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 10 th passed for Peon and 5 th 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 engagement order.
6. Education qualification and age limit up to 5 years shall be relaxed to the candidate of

Ex-army personnel applying for the post of driver, warden/matron and MTS subject 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	Confidence And Leadership Skill (5)	Work experience (5) (Every five academic year 1 mark)	Skill Test (10)		Work/field Knowledge (30)	Grand Total (50)

LSC Recommendation:

LOCAL SELECTION COMMITTEE

Internal Subject Expert

PTA Representative

External Subject Expert

Head of the School

Tibetan Settlement Officer (TSO)

NOTE:

- 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 8th August, 2023.*

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Director, STSS