



SAMBHOTA TIBETAN SCHOOLS SOCIETY (STSS)

STSS Staff Recruitment Rules - 2024 (Revised)

A: Head of the Institutions		
1	Name of the Post	Principal (Gr.-I)
	Age Limit	35 - 50 years
	<p>Essential Qualification:</p> <ul style="list-style-type: none">i) Master Degree from recognized university with at least 50% marks in aggregate.ii) B.Ed. or equivalent teaching degree from recognized university with at least 50% marks in aggregate.iii) Must have studied Tibetan language up to grade-XII. <p>Experience:</p> <ul style="list-style-type: none">i) Minimum 3 years experience as Principal-II/Vice-Principal in a recognized school. ORii) Minimum 7 years experience as Middle School Headmaster/mistress in a recognized school. ORiii) Minimum 10 years teaching experience as PGT in a recognized school. <p>Desirable:</p> <ul style="list-style-type: none">1. Knowledge of Tibetan language and culture.2. Knowledge of computer applications.	
2	Name of the Post	Principal (Gr.-II)
	Age Limit	35 - 50 years
	<p>Essential Qualification:</p> <ul style="list-style-type: none">i) Master Degree from recognized university with at least 50% marks in aggregate.ii) B.Ed. or equivalent teaching degree from recognized university with at least 50% marks in aggregate.iii) Must have studied Tibetan language up to grade-XII. <p>Experience:</p> <ul style="list-style-type: none">i) Minimum 2 years experience as Vice-Principal in a recognized school. ORii) Minimum 5 years experience as Middle School Headmaster/mistress in a recognized school. ORiii) Minimum 7 years teaching experience as PGT in a recognized school. <p>Desirable:</p> <ul style="list-style-type: none">1. Knowledge of Tibetan language and culture.2. Knowledge of computer applications.	

3	Name of the Post	Rector
	Age Limit	30 - 45 years
<p>Essential Qualifications:</p> <p>i) Master's Degree from a recognized university with at least 50% marks in aggregate. ii) 3 years of school administrative experience or 5 years of teaching experience in a secondary or senior secondary school. iii) Must have studied Tibetan language up to the grade-XII.</p> <p>Desirable:</p> <p>1. B.Ed. or equivalent teaching degree. 2. Good knowledge of Tibetan language and culture. 3. Work experience in a residential school.</p>		
4	Name of the Post	Headmaster/mistress (Middle School)
	Age Limit	30 - 45 years
<p>Essential Qualification:</p> <p>i) Master Degree from recognized university with at least 50% marks in aggregate. ii) B.Ed. or equivalent teaching degree from recognized university with at least 50% marks in aggregate. iii) Must have studied Tibetan language up to grade-XII.</p> <p>Desirable:</p> <p>1. Knowledge of Tibetan language and culture. 2. Knowledge of computer applications.</p>		
5	Name of the Post	Headmaster/mistress (Primary School)
	Age Limit	30 - 45 years
<p>Essential Qualification:</p> <p>i) Master Degree from recognized university with at least 50% marks in aggregate. ii) B.Ed. or equivalent teaching degree from recognized university with at least 50% marks in aggregate. iii) Must have studied Tibetan language up to grade-XII.</p> <p>Desirable:</p> <p>1. Knowledge of Tibetan language and culture. 3. Knowledge of computer applications.</p>		
B: Teaching Staff		
6	Name of the Post	Post Graduate Teacher (PGT)
	Age Limit	45 years.
<p>Essential Qualifications:</p> <p>i) Master's Degree from a recognized university with at least 50% marks in aggregate in the following subjects:</p> <p>a) PGT (English) - English b) PGT (Tibetan) - Tibetan/DoE, CTA guidelines. c) PGT (Hindi) - Hindi/Sanskrit d) PGT (Math) - Mathematics/ Applied Mathematics</p>		

	<p>e. PGT (Physics) - Physics / Electronics/Applied Physics/ Nuclear Physics. f. PGT (Chemistry) - Chemistry/ Biochemistry g. PGT (Biology) - Botany/ Zoology/ Life Sciences/Bio Sciences/ Genetics/Micro Biology/Biotechnology/ Molecular Bio./Plant Physiology provided they have studied Botany and Zoology at Graduation level. h. PGT (History)- History i. PGT (Geography)- Geography j. PGT (Economics) - Economics k. PGT (Commerce) - Commerce/Business studies/Accountancy l. PGT (Entrepreneurship) - Entrepreneurship/Commerce m. 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> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Tourism & Travel Management from a recognized institute / university, with at least 3 year's industrial experience.</p> <p>ii) B.Ed or equivalent teaching degree from a recognized university. DoE, CTA guidelines for B.Ed in Teaching of Tibetan language. iii) Proficiency in teaching through English medium.</p> <p>Desirable:</p> <ol style="list-style-type: none"> Teaching experience in a recognized school. Knowledge of computer applications. Knowledge of Tibetan/Himalayan culture. 	
7	Name of the Post	Cultural & Philosophy Teacher (Tadup Tr.)
	Age Limit	30 - 45 years
	<p>Essential Qualifications:</p> <p>i) Central Institute of Higher Tibetan Studies (Deemed University), Varanasi OR Uma Rabjampa from Gaden, Sera and Drepung Monastic Universities OR Shastri Degree in Bhot Budh Darshan from Kagyu Rumtek Monastic Institute OR Pharchin Rabjampa from Ngagyur Nyingma Institute OR Kachupa from Sakya College OR Institute of Buddhist Dialectics, Dharamsala</p> <p>ii) Philosophy (Tadup) teacher must be a bona - fide monk or nun of a monastery. iii) Having aptitude for teaching Tibetan Buddhist culture and philosophies.</p> <p>Desirable:</p> <ol style="list-style-type: none"> Experience of teaching in schools/Institutions. Working knowledge of English and Hindi. 	
8	Name of the Post	Trained Graduate Teacher (TGT)
	Age Limit	40 years
	Essential Qualifications:	

	<p>i) Four years Integrated degree 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:</p> <p>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 Political Science of which one must be either History or Geography or English. d. TGT (Maths) - Physics, Chemistry, Mathematics. e. TGT (Science) - Botany, Zoology, Chemistry.</p> <p>ii) B.Ed or equivalent teaching degree from a recognized university/DoE, CTA guidelines for B.Ed. in Teaching of the Tibetan language. iii) Proficiency in teaching through English medium.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. CTET/TET qualified. 2. Knowledge of Basic Education Policy (BEP) for Tibetans in Exile. 3. Teaching experience in a recognized school. 4. Knowledge of computer applications. 5. Knowledge of Tibetan/Himalayan culture. 	
9	Name of the Post	Primary Teacher (English)
	Age Limit	35 years.
	<p>Essential Qualifications:</p> <p>i) Graduate with 50% marks in aggregate from a recognized university with English as the main subject. ii) B.Ed. or equivalent teaching degree from a recognized university. OR 4 year integrated bachelor degree.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of Basic Education Policy (BEP) for Tibetans in Exile. 2. Knowledge of computer applications. 3. Knowledge of Tibetan/Himalayan culture. 	
10	Name of the Post	Primary Teacher (General)
	Age Limit	35 years.
	<p>Essential Qualifications:</p> <p>i) Graduate with 50% marks in aggregate from a recognized university. ii) B. Ed. or equivalent teaching degree from a recognized university. OR 4 year integrated bachelor degree. iii) Competent in the Tibetan language.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of Basic Education Policy (BEP) for Tibetans in Exile. 2. Knowledge of computer applications. 	

	3. Knowledge of Tibetan/Himalayan culture.	
11	Name of the Post	Pre-Primary Teacher (PPRT)
	Age Limit	35 years.
	<p>Essential Qualifications:</p> <p>i) Graduate with 50% marks in aggregate from a recognized university. ii) B.Ed or equivalent teaching degree from a recognized university. OR 4 year integrated bachelor degree. iii) Must have Tibetan as one of the subjects at Sr. Secondary level. iv) Competent in the Tibetan language.</p> <p>Desirable:</p> <p>1. Knowledge of Basic Education Policy (BEP) for Tibetans in Exile. 2. Knowledge of computer applications. 3. Knowledge of Tibetan/Himalayan culture.</p>	
12	Name of the Post	School Counselor
	Age Limit	35 years.
	<p>Essential Qualifications:</p> <p>i) B.A (Psychology Honours)/M.A/M.Sc. in School Counseling/Psychology/Social Work the minimum of 50 % marks from a recognized university OR Post Graduate Diploma in School Guidance & Counseling OR M.Ed. in Guidance & Counseling.</p> <p>Desirable:</p> <p>1. Experience in the field. 2. Good communication skills. 3. Knowledge of Tibetan language. 4. Knowledge of computer applications. 5. Knowledge of Tibetan/Himalayan culture.</p>	
13	Name of the Post	Special Educator
	Age Limit	35 years.
	<p>Essential Qualifications:</p> <p>i) Bachelor's degree with the minimum of 50 % marks from a recognized university. ii) Diploma/Certificate/B.Ed. in special education.</p> <p>Desirable:</p> <p>1. Experience in the field. 2. Compassionate. 3. Knowledge of Tibetan language. 4. Knowledge of computer applications. 5. Knowledge of Tibetan/Himalayan culture.</p>	
14	Name of the Post	Physical Education Teacher (PET)

	Age Limit	35 years.
	<p>Essential:</p> <p>i) Bachelor's Degree with B.P.Ed. from a recognized university. OR 4 years integrated B.P.Ed .course from a recognized university. OR M.P.Ed. from a recognized university.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience of working in schools. 2. Knowledge of computer applications. 3. Knowledge of Tibetan/Himalayan culture. 	
15	Name of the Post	Computer Instructor
	Age Limit	35 years.
	<p>Essential Qualifications:</p> <p>i) Bachelor of Computer Applications with 50% marks in aggregate from a recognized university. OR B.Sc. (Computer Science) with 50% marks from a recognised university. OR B.E or B. Tech. (Computer Science/IT) or equivalent Degree.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience of working in schools. 2. Knowledge of computer applications. 3. Knowledge of Tibetan/Himalayan culture. 	
16	Name of the Post	Art & Drawing Teacher
	Age Limit	35 years.
	<p>Essential Qualifications:</p> <p>i) Bachelor of Fine Arts from any recognized Institute. OR Graduate with 3 years of Diploma in Drawing & Painting/Sculpture/Graphic Art from a recognized institute/university. OR M.A. (Drawing & Painting) from any recognized university.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience of working in schools. <ol style="list-style-type: none"> a. Knowledge of computer applications. b. Knowledge of Tibetan/Himalayan culture. 	
17	Name of the Post	Librarian
	Age Limit	35 years.
	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's Degree in Library Science or equivalent degree from a recognised university or graduate with Diploma in Library and information Science from a recognized institution. 	

	<p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience of working in schools. 2. Able to read and write Tibetan language. 3. Knowledge of computer applications. 4. Knowledge of Tibetan/Himalayan culture. 	
18	Name of the Post	Dance and Music Teacher (D/M Tr.)
	Age Limit	35 years.
	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> i) Class VIII passed <ul style="list-style-type: none"> . Diploma Course for Tibetan dance, song, music and opera from TIPA or equivalent from a recognized institution. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experienced 2. Good knowledge of Tibetan language and culture. 3. Knowledge of computer/digital applications. 	
19	Name of the Post	Laboratory Assistant
	Age Limit	30 years.
	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> . Bachelor in Science (PCM or PCB) degree from a recognized university. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of computer applications. 2. Knowledge of Tibetan/Himalayan culture. 	
20	Name of the Post	Laboratory Attendant
	Age Limit	25 years.
	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> . XII grade pass certificate, preference to science stream students. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of computer applications. 2. Knowledge in Tibetan/Himalayan and culture. 	
C: Non-Teaching Staff		
21	Name of the Post	Accounts Officer (AO)
	Age Limit	40 years.
	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> i) Master's Degree in Commerce/Finance/Accounts with 50% marks in aggregate from a recognized university or equivalent degree or M.B.A. (Finance) ii) Knowledge of tally and accounts keeping. iii) Minimum 5 years experience as accountant. <p>Desirable:</p>	

	<ol style="list-style-type: none"> 1. Experience of working in schools. 2. Knowledge of computer applications. 3. Knowledge of Tibetan language and culture. 	
22	Name of the Post	Internal Auditor (IA)
	Age Limit	35 years.
	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> i) Bachelor's Degree in Commerce/Finance/Accounts with 50% marks in aggregate from a recognized university or equivalent or B.B.A. (Finance). ii) Knowledge of tally and accounts keeping. iii) Minimum 5 years experience in audit and accounts works. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience of working in schools. 2. Knowledge of Tibetan language and culture. 3. Knowledge of computer applications. 	
23	Name of the Post	Assistant Section Officer (ASO)
	Age Limit	35 years.
	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> i) Bachelor's Degree with 50% marks in aggregate from a recognized university or equivalent. ii) Knowledge of computer applications. iii) Minimum 5 years experience in office work. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of tally and accounts keeping. 2. Experience of working in schools. 3. Knowledge of Tibetan language and culture. 	
24	Name of the Post	Senior Secretariat Assistant (SSA)
	Age Limit	35 years.
	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> i) Bachelor's Degree with at least 45% marks in aggregate from a recognized university or equivalent. ii) Knowledge of computer applications. iii) Minimum 3 years experience as JSA. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience of working in schools. 2. Knowledge of tally and accounts keeping. 3. Knowledge of Tibetan language and culture. 	
25	Name of the Post	Junior Secretarial Assistant (JSA)
	Age Limit	35 years.
	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> i) Bachelor's degree with at least 45% marks in aggregate from a recognized university. ii) Knowledge of computer applications. 	

	Desirable: 1. Experience of working in schools. 2. Knowledge of tally and accounts keeping. 3. Knowledge of Tibetan language and culture.	
26	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: 1. Experienced 2. Knowledge of Tibetan language and Culture.	
27	Name of the Post	Warden / Matron
	Age Limit	45 years.
	Essential Qualifications: i) Class 8 th passed ii) Good Knowledge of Tibetan language and culture. Desirable: - Experience of working in schools.	
28	Name of the Post	Driver
	Age Limit	18 - 30 years
	Essential Qualifications: i) Class 8 th passed. ii) Possession of a valid driving license. iii) Driving four wheeler vehicles with at least 3 years experience Desirable: 1. Knowledge of automobile minor repair.	
29	Name of the Post	Pump Operator
	Age Limit	18 - 30 years
	Essential Qualifications: . ITI course on plumbing/ motor mechanics.	
30	Name of the Post	Cook
	Age Limit	25 - 40 years
	Essential Qualifications: i) Class 5 th Passed	

	Desirable: 1. Experienced 2. Diploma in Food Craft	
31	Name of the Post	MTS: Peon/Sweeper/Watchman/Sweeper cum Watchmen(SCW)/Ayah/Storekeeper/S.Guard/Gardener/etc.
	Age Limit	20 - 35 years
	Essential Qualifications: . Class 10 th passed for Peon and 5 th for others. Desirable: Experienced	

SELECTION COMMITTEE:

I: STSS HQ Level: The selection committee at STSS HQ level shall constitute following members:

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|---------------------------------|--------|
| 1. Deputy Director - | Member |
| 2. An internal subject expert - | Member |
| 3. An external subject expert - | Member |

II: Local Level: a) The local selection committee at school/local level for teaching post shall constitute following members:

- | | |
|---------------------------------------|------------------|
| 1. Tibetan Settlement Officer (TSO) - | Chairperson |
| 2. Head of the School - | Member Secretary |
| 3. An educationist - | Member |
| 4. A subject expert - | Member |

b) The local selection committee at school/local level for non-teaching post shall constitute following members:

- | | |
|---------------------------------------|------------------|
| 1. Tibetan Settlement Officer (TSO) - | Chairperson |
| 2. Head of the School - | Member Secretary |
| 3. A senior most staff/teacher - | Member |
| 4. PTA representative - | Member |

Note:

1. Job advertisements must be made public through various channels of social/print media.
2. Concerned school Head is responsible and accountable to execute the staff recruitment rules if STSS HQ grants approval to recruit required staff at local level.
3. 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 to STSS HQ for timely verification and issue of appointment order.
4. Any issue pertaining to the selection of candidate(s) must be resolved locally by the committee.
5. Age limit up to 5 years shall be relaxed to the candidate of ex-army personnels applying for the post of driver, warden, matron and MTS.
6. A candidate should obtain a minimum of 50% score in total to be eligible for the wait list category. The validity period for the wait list category is 9 months.
7. The STSS staff recruitment rules are subject to revision as and when required.

A: Format for interview criteria to be followed for the selection of teaching staff.

Name of the School:..... Post:

Date of the Interview: Time:.....

Reason for the vacancy: Transfer/Resignation/Long illness/others

S. No.	Name of the Candidate	Introduction & Confidence (5)	Lesson Demonstration (25)			General Knowledge (5)	Communication & Language Skills (5)	Knowledge on BEP/NEP (5)	Experience (5)	Grand total (50)
			Subject Knowledge (10)	Classroom Management (5)	Pedagogical Skill (10)					

LOCAL SELECTION COMMITTEE

Recommendation of LSC:

Subject Expert Educationist Head of the School Tibetan Settlement Officer (TSO)

B: Format for interview Criteria to be followed for the selection of non-teaching candidate. (Office Staff)

Name of the School:..... Post:

Date of the Interview: Time:.....

Reason for the vacancy: Transfer/Resignation/Long illness/others

S. No.	Name of the Candidate	Introduction and Personality (5)	Computer Knowledge (5)	Office Work or Accounts Knowledge & Tally Practical (Whichever applicable) (15)	Tibetan & English Written Skill (20)	Work Experience (5)	Grand total (50)

LOCAL SELECTION COMMITTEE

Recommendation of LSC:

PTA Representative Senior most staff/teaching Head of the School Tibetan Settlement Officer (TSO)

**C: Format for interview Criteria to be followed for the selection of non-teaching candidate.
(Driver/Warden/Matron/Cook and MTS)**

Name of the School:..... Post:

Date of the Interview: Time:.....

Reason for the vacancy: Transfer/Resignation/Long illness/others

S. No.	Name of the Candidate	Introduction and Personality (5)	Work/field Knowledge / Skill Test (30)	Communication Skill (5)	General Knowledge (5)	Work Experience (5)	Grand Total (50)

LOCAL SELECTION COMMITTEE

Recommendation of LSC:

PTA Representative

Senior most staff/teaching

Head of the School

Tibetan Settlement Officer (TSO)