



Office of the Director of Higher Secondary Education,
Housing Board Buildings, Santhi Nagar, Thiruvananthapuram -1

Dated: 29-07-2004

No. Acd. B1/15819/HSE/2002

CIRCULAR

Sub:- HSE – Approval of appointment of Higher Secondary School Teachers – norms to be observed – reminder – reg.

Ref:- G.O.(P)No. 331/2001/G.Edn. Dated: 09-11-2001.

As per reference cited, Govt. have prescribed the method of appointment and qualifications of Higher Secondary School Teachers and Non-Teaching Staff in the aided sector. The formalities to be observed for making the appointments and the mode of submitting the proposals for approval were intimated to the school authorities from time to time. But in spite of these repeated reminders and intimations, it is seen that the norms are not followed scrupulously by the Managers. As such, the following conditions are once again brought to the attention of all concerned for strict compliance.

1. Appointments shall be made only in the posts that exist as per the staff fixation order.
2. Vacancies, the duration of which is two months or less shall not be filled up by regular appointment.
3. Overaged, unqualified and under qualified hands should not be appointed under any circumstances. Age is reckoned as on the 1st January of the year in which the applications for appointment are invited.
4. The posts should be given wide publicity through the media; advertisement should be published in at least one leading daily.
5. Appointment to the posts of teachers shall be made only on the recommendation of a Selection Committee formed as prescribed in the Special Rules.
6. The rank list prepared by the Selection Committee will be valid for one year from the date of the Interview.
7. The proposals for the approval of appointment should be submitted to the undersigned within 15 days from the date on which the candidate joins duty.
8. In respect of the appointment in leave/resignation vacancy, the copy of the order sanctioning leave/acceptance of resignation order of DHSE ratifying transfer should be enclosed.
9. Appointments in the resignation vacancy shall be made only after receipt of the Director's orders ratifying acceptance of resignations, by the Manager.
10. The following documents are to be enclosed along with each proposal to make it self contained.
 - i) Appointment order in triplicate.
 - ii) Change of staff statement in triplicate
 - iii) Conduct Certificate
 - iv) Medical fitness certificate
 - v) Declarations of the Manager:-
 - (a) 51 A:- Qualified teachers who are relieved as per Rule 49 or 52 or on account of termination of vacancies shall have preference for appointment to future vacancies to schools under the same educational agencies (or an educational agency to which the school may be subsequently transferred) provided they have not been appointed in permanent vacancies in school under any other educational agency.
 - (b) Taking up the responsibility in case any information is found wrong.
 - (c) Declaration regarding OP/SLP/Suit pending, if any.
 - (d) Filled in Proforma regarding the deployment and filling up of vacancy under 25% quota.
 - vi) News paper clipping of the advertisement.
 - vii) Declaration of the incumbent
 - viii) Joining Report from the Principal.
 - ix) Service Book (if applicable)
 - x) Copy of the Selection Committee Report duly signed with date and office seal of the members, specifying Name and designation (attested by the Principal).
 - xi) Details of placement given to higher rank holders.
 - xii) Original qualifying certificates along with three photocopies attested by the Principal of the school.
 - xiii) Original Mark lists of the qualifying examinations along with Xerox copies attested by the Principal.
 - xiv) Equivalence certificates from one of the universities in Kerala in the case of the degrees obtained from the universities outside Kerala and PG Degrees acquired in subject specialisations like Applied Chemistry, Applied Economics etc.
 - xv) Course certificate from the concerned institution for proving the regular nature of study in respect of degrees in Science subjects and B.Ed. acquired from outside the state. (Affiliation of the said institution to the concerned University should be specified in the certificate). If B.Ed. is not in the concerned subject the Manager should declare the reason for selection of such a hand. If an incumbent without B.Ed. is appointed in select subjects an undertaking to obtain B.Ed. within the stipulated time limit should also be attached.

Proposals submitted, seeking approval of appointment without observing the above stipulations will be summarily rejected. Hence, the appointing authorities of all Aided Higher Secondary Schools are strictly directed to follow the directions issued, while making appointments and furnishing the proposals for approval.

Sd/-
Director.