

**Walk-in-Interview**  
**Odisha Model Tribal Education Society (OMTES)**  
**Adivasi Exhibition Ground, Unit-1, Bhubaneswar**  
**Phone No.-0674-2598220, website-www.omtes.org**

Application are invited from the eligible candidates for filling up the posts of Principals on contractual basis in Ekalavya Model Residential Schools of the State managed by OMTES under ST & SC Dev. Deptt. , Govt. of Odisha.

**Essential Qualification:**

1. **Having 50% in Post Graduate degree in any School Subject.**
2. B.Ed from a recognised board or University.
3. Working knowledge on Computer (Especially MS Office).

**Experience:** The work experience will also be taken into consideration at the time of career assessment. The Applicant should have

- a) Minimum 5 years work experience as a Principal / Vice Principal/PGT of Kendriya Vidyalaya / Jawahar Navodaya Vidyalaya or such reputed Higher Secondary Institution.

- NB:**
- i) Working Principals / Vice Principals of Kendriya Vidyalayas / Jawahar Navodaya Vidyalayas can also apply on same terms and conditions provided their respective competent authority grants such permission.
  - ii) If found suitable and outstanding, retired Principals of KVs / JNVs only can be engaged on same terms and conditions provided their remuneration will be fixed as per FD guidelines as applicable to retired govt. servants.

**Remuneration:** Consolidated Rs.35000/pm + Rent- free accommodation in campus+Rs500/ Telephone charges 500/ Telephone charges.

- Age Limit:
- a) Not more than 50 years of age as on 31<sup>st</sup> January 2013
  - b) In case of retired Principals below 62 years.

The TOR and application format can be downloaded from the website of OMTES <http://www.omtes.org>

**Date of Walk-in-Interview-12.09.2013 at 11 AM**  
**Venue-OMTES, Adivasi Padia, BBSR**

Deputy Secretary, OMTES

## **TOR FOR PRINCIPAL, EKALAVYA MODEL RESIDENTIAL SCHOOL**

The Odisha Model Tribal Education Society (OMTES) is an autonomous organisation under the administrative control of the ST & SC Development Department, Minority and Backward classes welfare Department, Govt. of Odisha. It invites applications in the prescribed format (**Annexure-1**), from eligible Indian nationals for filling up of post of Principal on CONTRACTUAL BASIS in the Ekalavya Model Residential Schools located in various districts of the state of Odisha. Besides, working Principal / Vice Principal / PGTs having 10 years experience of Kendriya Vidyalaya / Jawahar Navodaya Vidyalaya can also apply for engagement on same term and condition.

EMRS are co-educational, fully residential schools up to Senior Secondary level and are located mainly in tribal areas. At present 13 EMRSs are functioning all over the state (details annexed herewith as **Annexure-II**). They, being fully residential institutions, the teachers are required to perform additional responsibilities attached with residential system of schooling like House Master duty, Master on duty, remedial and supervised studies, organisation of co-curricular activities, escorting of students on migration and looking after students' welfare in general. The performance in all these areas is also assessed, in addition to the teaching ability to determine his / her suitability for the job.

**A. Post : Principal, Ekalavya Model Residential School.**

**B. Qualification :**

1. MA / M.Sc / M.Com from a recognised university.
2. B.Ed from a recognised University.
3. (a) Minimum 3 years full time work experience as a Principal / Vice Principal of Kendriya Vidyalaya / Jawahar Navodaya Vidyalaya or such reputed Higher Secondary Institution.  
(b) PGT of Jawahar Navodaya Vidyalaya/ Sainik School / Reputed Schools having 08 years experience.

4. **Age Limit** :

a) Not more than 50 years of age as on 30<sup>th</sup> June 2013.

5. If found suitable and outstanding, retired persons fulfilling the conditions in (a) and

(b) above of KVs / JNVs / Higher Secondary College can also be engaged on same terms and conditions provided their remuneration will be fixed as per FD guidelines as applicable to retired govt. servant.

b) In case of retired persons age should be below 62 years.

6. Working knowledge Computer (Especially MS Office).

7. For the employees from KV and JNV contract period will be 3 years and their pay will be protected.

**E. Remuneration / Compensation:**

Gross Remuneration of Rs. 4.2 – 4.8 lakh per annum. The remuneration will be finalized based on the candidates' competency level. In addition to this, facilities like free accommodation in the staff quarter of the school located within the school campus shall be provided. TA and DA norms, as followed by the school shall be provided for touring outside the district and state. Monthly telephone expense of Rs. 500 shall be paid separately to the Principal. In case of working Principal / Vice Principals of Kendriya Vidyalaya / Jawahar Navodaya Vidyalaya the full pay protection will be given.

**F. Scope of Services:**

The Principal of the school need to undertake the following category of work at the school level. On a Routine Basis, the Principal has to deal with the following groups of persons and activities carries out by the groups that are directly related to the day-to-day functioning of the School.

These include,

### **On a Routine Basis**

- a. SMC
- b. Teaching Staff
- c. Academic Committee
- d. Non – Teaching Staff
- e. Boarding Staff
- f. Counsellor
- g. Students (Student Council)
- h. Library

### **On an Occasional Basis**

- a. DEO
- b. PTA
- c. Alumni Association
- d. Organizers of Events, Competitions, Workshops for Students and Teachers
- e. Sister Schools / Other Schools in the district.
- f. Local Media.
- g. Immediate Neighbourhood

**The following are the broad duties and functions of the School Principal in EMRS, which they have to undertake.**

1. Manage for all that goes on in the School, in its academic, co-curricular, boarding and administrative management.
2. Assist in appointment of the teaching and non-teaching and other staff, in consultation with the PA, ITDA/ Collector, as and when essential.
3. Preparation of road map of academic progress and excellence, both for long and short terms, for the School.

4. Preparation of Budget for the new academic year in consultation with administrative head and is able to work with the accounting systems.
5. Undertake infrastructure development, initiates staff empowerment and enhancement, presents projections for expansion of class strength and proportionately that of other required facilities.
6. Conduct performance evaluation and appraisal of teachers / staff.
7. To be conversant with statutory Government requirements and basic labour laws.
8. Maintain positive liaison with the local Education Deptt. and the Government department of Education and other official bodies responsible for all matters related to school education.
9. Representing the schools in the Parent –Teacher Association and become the main advisor in organizing the Student Council and its various committees.
10. To set clear academic and co-curricular goals for the school and prepare to take the School to high academic and co-curricular achievements.
11. Creating a Road Map for Student / Teacher participation in important state, regional, national, international co-curricular events (identification of events, understanding of competitors, developing strategies for winning).
12. To establish a Code of Conduct to be followed by all teachers and see through the implementation of the same.

**A detail scope of work for the Principal shall be given at the time of signing of the contract agreement.**

**G. Desired Skills:**

- Working Knowledge of Tally Accounting System.
- Skills on Official writing and drafting.

-Language Proficiency: Speaking, Writing and Reading of English and Hindi and Odia.

- Capacity to work in a multitasking environment.

-Experience of working in a residential school.

**H. Mode of Selection:**

The candidate will have to appear for an Interview for the recruitment to the above mentioned post.

**I. Term of Contract:** After selection, the candidate's engagement for the post of Principal in EMRS shall be for duration of 1 year and the service shall be renewed based on the performance. The candidate has to sign a contract agreement with OMTES for the service and has to abide by the rules and regulations of OMTES. However, in case of working Principal / Vice Principal of Kendriya Vidyalaya / Jawahar Navodaya Vidyalaya being selected it will be for a maximum period of three years subject to further renewal on mutually agreed terms and conditions.

**Important Note:**

**Certificates / Documents to be submitted at the time of Interview:**

Candidates are advised to reach the office of Odisha Model Tribal Education Society (OMTES) by 11:00 AM in the said venue. Please carry the Original and Photocopy following documents with you for verification.

- a. All original certificates / marksheets (HSC onwards)
- b. 10<sup>th</sup> / Matric Pass Degree Certificate as proof of age.
- c. Proof of all work experience as mentioned in the application.
- d. Proof of current employment in form of offer letter / joining and latest salary slip if any.
- e. No objection Certificate of competent authority in case of working Principal / Vice Principal of Kendriya Vidyalaya / Jawahar Navodaya Vidyalaya.
- f. Copy of last pay certificates for retired persons.

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**Annexure 1**

**APPLICANT FORMAT FOR THE POST OF PRINCIPAL, EMRS**

1. Name of the candidate
2. Address of correspondence
3. Mobile Number
4. E-mail Address
5. Date of Birth
6. Age as on 30.06.13
7. Category (SC/ST/OBC/Others)
8. Sex

Affix Attested Photograph
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**Educational Qualification:**

Qualification	Board/University	Year of Passing	Division	% of Marks secured

**Experience:**

Name and address of the Employer	Your designation in the establishment	Period in years.	Brief description of work	Salary drawn

**Declaration:**

I do hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature / engagement will be cancelled without any notice.

Date:  
Place:

**Full signature of the applicant**



**Name of EMRSs**

1. EMRS, Laing, Sundargarh
2. EMRS, Dhanghera, Mayurbhanj
3. EMRS, Ranki, Keonjhar
4. EMRS, Rampilo, Jajpur
5. EMRS, Mahasingi, Kandhamal
6. EMRS, Pungar, Koraput
7. EMRS, Siriguda, Rayagada
8. EMRS, Chandragiri, Gajapati
9. EMRS, Lahunipara, Sundargarh
10. EMRS, Bhawanipur, Sundargarh
11. EMRS, Hirli, Nabarangapur
12. EMRS, Nuapada,
13. EMRS, Malkanagiri