

## NOTIFICATION

Education Department,  
Sachivalaya, Gandhinagar.

Dated the 25<sup>th</sup> July, 2017.

Gujarat  
Secondary  
and Higher  
Secondary  
Education  
Act, 1972.

No. GH/SH/77/BMS/1115/1295/G:-. In exercise of the powers conferred by section 35 of the Gujarat Secondary and Higher Secondary Education Act, 1972 (Guj. 18 of 1973) and in supersession of all the rules made in this behalf, so far as the appointment of the Principal in the registered Private Secondary and Higher Secondary School is concerned, the Government of Gujarat hereby makes the following rules for the selection of the Principal in the Registered Private Secondary and Higher Secondary Schools, namely :-

1. **Short title.** - These rules may be called the Principal in the Registered Private Secondary and Higher Secondary Schools (Procedure for Selection) Rules, 2017.
2. **Definitions:-** In these rules, unless the context otherwise requires -
  - (a) "Government" means the Government of Gujarat;
  - (b) "Registered Private Schools" means the non-Government, Secondary and Higher Secondary Schools receiving grant-in-aid from the Government;
  - (c) "Selection Committee" means the Committee constituted under rule 3;
  - (d) "School Selection Committee" means the Committee Constituted under rule 6;
  - (e) "Teachers Aptitude Test (TAT)" means the teachers aptitude test conducted by the State Examination Board;
  - (f) "Appendix" means the Appendix appended to these rules.

### 3. **Constitution of Selection Committee.-**

- (1) There shall be constituted a Selection Committee to be known as

"The Gujarat State Selection Committee for Recruitment of Principal in the Registered Private Secondary and Higher Secondary School."

(2) The Selection Committee shall consist of the following members, namely:-

Sr. No.	Designation	
(1)	Director of Schools, Gujarat State, Gandhinagar.	Chairman
(2)	Vice-Chairman, Gujarat Secondary and Higher Secondary Education Board, Gandhinagar.	Member <i>Ex-officio</i>
(3)	A senior Government Officer, not below the rank of Deputy Secretary, to be appointed by the Government.	Member
(4)	Two eminent educationists, to be nominated by the Government.	Member
(5)	Four representatives of recognised association of School Management, to be nominated by the Government.	Member
(6)	The Joint Director of Schools, Gujarat State, Gandhinagar	Member-Secretary

(3) The headquarter of the Selection Committee shall be at Gandhinagar.

4. **Selection of Principals.-** The Selection Committee shall select persons for appointment on the posts of Principals in the registered private Secondary and Higher Schools from amongst the persons who are qualified to be appointed as such in accordance with the provisions of these rules.

5. **Duties and functions of the Selection Committee:-**

The Selection Committee shall -

(1) ascertain from the District Education Officers, the number of



posts of Principals, for which recruitment is to be made. However it shall be incumbent upon the District Education Officers to send the requisition for filling up of vacant posts of Principals to the Selection Committee;

(2) invite applications by an advertisement in the widely circulated Gujarati and English newspapers in the State;

(3) scrutinize applications received and prepare the school wise merit list on the basis of weightage of the marks secured by the candidate in TAT and educational qualification as also the experienced, if any, in the ratio of 60% and 40%, respectively.

The list of first 15 candidates, who are in the merit list as prepared in accordance with Rule 5 (3) above, shall be sent to the School Selection Committee for personal interview.

**Constitution of School Selection Committee :-** The School Selection Committee shall consist of the following members, namely:-

Sr.No.	Designation	
(1)	Concerned District Education Officer	Chairman
(2)	An academican outside of the taluka, to be appointed by the District Education Officer as suggested by the Management Committee in consultation with the District Education Officer	Member
(3)	Two representatives to be nominated by the concerned private grant-in-aid school Management Committee	Member
(4)	The Education inspector of the Office of District Education Officer of the concerned district	Member Secretary

The quorum for the meeting of the School Selection Committee shall be 3 members in which presence of District Education Officer or District Education Inspector shall be compulsory.

(4) The headquarter of the School Selection Committee shall be at the office of the concerned District Education Officer or any other place as determined by the committee.

(5) The record of recommendations shall be maintained by the office of the Director of Schools, concerned District Education Officer and the school.

(6) The Chairman of the School Selection Committee shall submit an annual report of the activities as assigned to this Committee by the Education Department and activities undertaken by this Committee to the Government.

(7) The School Selection Committee shall be responsible for such other functions as may be entrusted to it by the Government from time to time.

**6. Eligibility for appointment.-** To be eligible for appointment as a Principal, a candidate shall possess –

- (1) requisite educational qualifications in accordance with the provisions of the Gujarat Secondary Education Regulations, 1974; and
- (2) basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules 1967 ;
- (3) Provided that the age limit shall be relaxed in favour of a candidate belonging to the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes and women in accordance with the provisions of the Gujarat Civil Services Classification and Recruitment (General) Rules 1967.

**7. Preparation of requisitions:-**

- (1) The Principal of secondary school or higher secondary school shall send a requisition to the District Education Officer twice in a year before 15<sup>th</sup>

June and 15<sup>th</sup> November showing total number of vacancies resulted on account of any reason whatsoever including the newly created posts and the vacancies likely to occur in the next academic year due to death, retirement, resignation, etc.

(2) The number of posts to be reserved for the candidates belonging to Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes and for women and physically handicapped shall be calculated in accordance with the Government orders.

#### **8.           *Application for the post of Principal:-***

(1) A candidate who intends to apply for the post of a Principal shall submit an application to the Selection Committee in such form, with such fees and within such time limit as may be specified in the advertisement.

(2) The fees once paid shall not be refunded or held over for the subsequent examination.

(3) The request for withdrawal of application form and refund of fees shall not be entertained in any circumstances.

#### **9.           *Scrutiny of the applications:-***

The application shall be scrutinized by the Selection Committee and the Committee may adopt such procedure for such scrutiny as it deems fit.

#### **10.          *Preparation of merit list:-***

(1) (a) The Selection Committee shall prepare a merit list on the basis of weightage of 60% marks of the marks secured by the concerned



candidate in Teacher's Aptitude Test (TAT) to be conducted at least once in a year by the State Examination Board, Gandhinagar.

(b) The marks secured by the concerned candidate in TAT shall be valid for five years from the date of the result of the TAT.

(c) The candidate who has secured at least 50% marks in TAT shall be considered as qualified candidate for TAT weightage.

(d) A candidate shall be allowed maximum three attempts for TAT. If a candidate after availing the first attempt also avails second or third successive attempt within the period of five years from the date of the result of the first attempt, the average marks obtained by the candidate in such attempts shall be considered for preparation of the select list, as explained in Appendix II.

(2) The weightage of 40% shall be given, out of the marks secured in the prescribed educational qualification for the concerned post (Please see the example in Appendix II).

(3) The maximum marks for the qualification for the purpose of weightage of 40% shall be as prescribed in Appendix I.

(4) The Selection Committee shall prepare a school wise merit list of the successful candidates in order of merit on the basis of aggregate marks finally awarded to each candidate as provided under sub-rules (1) to (3) above limited to the number of posts advertised by the selection committee.

The list of first 15 candidates who are in the merit list as prepared in accordance with sub-clause (4) above, shall be sent by the District Education Officer to the School Selection Committee for personal interview.

The District Education Officer shall call such candidates, who are in the merit list as prepared in accordance with rules, for personal interview before the School Selection Committee. The School Selection Committee shall give marks to the candidates with a maximum limit of 40 marks.

The marks to be given to candidate shall be based on following norms, namely :-

- (a) The administration of educational activities of the school.
- (b) The administration of the school.
- (c) The reform in the quality education of the school.
- (d) The extra-curricular activities of the school.
- (e) The school management.
- (f) Student management.
- (g) Educational research.
- (h) Curriculum reforms.
- (i) Executive / educational rules and regulations.
- (j) General Knowledge.

After considering the marks given to candidates in the personal interview, the final selection list of not more than three candidates shall be prepared by the School Selection Committee. The School Selection Committee shall issue an order for appointment to the first candidate out of the final selection list so prepared. If the first candidate, by whatever reason, does not join the school to which he is given appointment then in such a case, rather than initiating the whole process afresh, the second number candidate of the final selection list shall be given appointment order and if under the circumstances, the second number candidate does not join the school then the School Selection Committee shall consider the candidate who is in the third number position at the final selection list.

**11.** The District Education Officer shall verify the certificates of educational qualifications, birth date, caste certificate and such other documents submitted by the candidates.

**12. No right to appointment:-**

Mere inclusion in the select list shall not by itself confer upon a candidate any right to appointment and no candidate shall be appointed to the post unless



the School Selection Committee is satisfied after such inquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the post of Principal.

**13. *Expenditure and bank account:-***

(1) The selection committee shall open a personal ledger account in a nationalized bank.

(2) The chairman of the Selection Committee shall be empowered to incur the expenditure for the purpose of discharging the functions under these rules.

(3) If the total expenditure for selection of the candidates exceeds the amount received by way of application fees then such exceeded amount of expenditure shall be borne by the Government.

**14. *Disqualification for appointment on the ground of plural marriage.-***

(1) No person:-

(i) who has entered into or contracted a marriage with a person having spouse living;

(ii) who has a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post:

Provided that if the Government is satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds to do so, Government may exempt any person from the operation of this rule.

(2) The candidate shall declare in the application form whether he or she, as the case may be married and, in the case of male candidate he has more than one wife living and in the case of female candidate whether she has married to man who has already another wife living.



### 15. *Disciplinary Action.-*

A candidate who is or has been declared by the selection committee to be guilty of:-

- (a) obtaining support for his candidature by any means; or
- (b) impersonating; or
- (c) procuring impersonation by any person, or
- (d) submitting fabricated documents or document which have been tempered with or
- (e) making statement which are incorrect or false or suppressing material information; or
- (f) resorting to any other irregular or improper means in connection with his candidature for his selection; or
- (g) misbehaving in any other manner during selection process, or
- (h) harassing or doing bodily harm to the staff employed by Selection Committee, or
- (i) attempting to commit or, as the case may be abetting all or any of the acts specified in the foregoing clauses;

shall be disqualified for the appointment of Teacher or Principal, as the case may be, for a period which may extend to five years.

### 16. *Probation.-*

The selected candidate appointed on the concerned post shall be on probation as specified in rule 22 of the Gujarat Secondary Education Regulations, 1974.

### 17. *Medical examination.-*

A candidate selected for appointment shall submit a medical certificate of fitness as provided in rule 21 of the Gujarat Secondary Education Regulations, 1974.

## APPENDIX-I

(See rule 10(4))

For the post of Principal

No.	Qualification	Maximum Marks
1.	Graduate degree i.e. B.A. / B.Sc., etc.	07
2.	Post-Graduate degree i.e. M.A. / M.Sc., etc.	09
3.	Graduate degree in professional courses i.e. B.Ed./ B.P.Ed., etc.	07
4.	Post-Graduate degree in professional courses i.e. M.Ed./ M.P.Ed., etc.	10
5.	Experience, more than ten years, per year 0.7 marks.	07
Total:		40



## APPENDIX-II

(See rules No.10 (1) (d) &amp; 10(2))

*Illustration:***(1)** Calculation of 60% Weightage

If a candidate secured 175 marks out of 250 marks in TAT conducted by the Board, for selection he gets  $175 \times 60 / 250 = 42$  marks

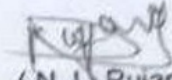
**(2)** Calculation of 40% Weightage for the post of Principal

No.	Qualification	Maximum Marks	For Example	
			percentage secured by the candidate	Marks eligible on the basis of percentage secured by the candidate
1	2	3	4	5
1.	Graduate degree i.e. B.A. / B.Sc., etc	07	50	3.5
2.	Post - Graduate degree i.e. M.A. / M.Sc., etc.	09	60	5.4
3.	Graduate degree in professional courses i.e. B.Ed / B.P.Ed. etc.	07	80	5.6
4.	Post- Graduate degree in professional courses i.e. M.Ed./ M.P.Ed., etc.	10	70	7.0
5.	Experience, more than ten years.(per year 0.7 mark)	07	12 years (More than 10, 2 years i.e. $2 \times 0.7$ )	1.4
Total		40		22.9

According to above example the merit number shall be decided of the candidate for the post of

No.	Post	Marks obtained in TAT i.e. out of 60%	Marks obtained in accordance with qualification i.e. out 40%	Total marks for the merit in inclusion in select list
1	2	3	4	5
1.	Principal	42	22.9	64.9

By order and in the name of the Governor of Gujarat,

  
( N. L. Pujara ) 25/7/17

Joint Secretary to Government.

To,

- The Secretary to H.E. the Governor, Rajbhavan, Gandhinagar (By letter),
- Secretary to Hon. Chief Minister, Sachivalaya, Gandhinagar,
- Per. Secy to Hon. Minister Education, Sachivalaya, Gandhinagar,
- Per. Secy to Hon. Mos. Pri, Secy. & Adult Education, Sachivalaya, Gandhinagar,
- Deputy secretary to CS, CS office, Sachivalaya, Gandhinagar,
- ACS(Per), GAD, Sachivalaya, Gandhinagar,
- ACS, F.D. Sachivalaya, Gandhinagar,
- Per. Secy to PS, Education Department, Sachivalaya, Gandhinagar,
- All Officers of Education Department, Gandhinagar,
- Director of Schools, Gandhinagar,
- Dy. Chairman, S&HS Education Board, Gandhinagar,



- Director, Primary Education, Gandhinagar
- All District Education Officer,
- Pay & Accounts Officer, Ahmedabad/Gandhinagar,
- Resident Audit Officer, Gandhinagar,
- Registrar, Secondary , Higher Secondary  
Education Tribunal, Ahmedabad
- Select File, G Branch