

**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 various posts of PGTs and TGTs on contractual basis in Ekalavya Model Residential Schools of the State managed by OMTES under ST & SC Dev. Deptt. , Govt. of Odisha. The selection of candidates will be decided on the basis of career marks and interview. A small written test, if required, may be held for one hour. Interested candidates fulfilling the requirements and eligibility criteria should reach OMTES, Adivasi Exhibition Ground, Unit-1, Bhubaneswar on the dates given below along with bio-data in the prescribed application form available in the website <http://www.omtes.org>, on the date of walk-in-interview. They should submit two passport size photographs and xerox attested copies of all relevant certificates and mark sheets along with the application form. Please download application format from website <http://www.omtes.org>. The selected candidates shall be posted to any EMRS as per vacancy and may be shifted to other EMRSs, if required during their contract engagement period.

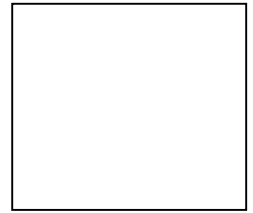
No TA & DA will be allowed for attending certificate verification / interview.

**Age Limit:** 40 years for general candidates. Age Relaxation for SC / ST candidates is three years and women candidates is relaxable upto 5 years.

Sl No.	Name of the Post	Monthly consolidated remuneration	Date of Walk-in-Interview	Eligible Criteria (Qualification)
1.	P.G.T in Chemistry	Rs. 13,900/-	24.02.14at 10AM	<p><b><u>Essential</u></b></p> <p>1. Two years' Integrated Post Graduate M.Sc Course of Regional College of Education of NCERT in the concerned subject;</p> <p style="text-align: center;">Or</p> <p>Master Degree from a recognized University with atleast 50% marks in aggregate in the concerned subject:</p> <p>2. B.Ed. or equivalent degree from recognized university</p> <p>3. Proficiency in teaching in English medium.</p> <p><b><u>Desirable:</u></b> Knowledge of computer</p>
2.	P.G.T Physics	Rs. 13,900/-	24.02.14 at 10 AM	
3.	P.G.T Math	Rs. 13,900/-	25.02.14at 10AM	
4.	P.G.T in English	Rs. 13,900/-	25.02.14at 10AM	

5.	Catering Assistant	Rs.10,000/-	26.02.14 at 10 AM	3 years degree and diploma in hotel management from recognised university
6.	Accountant	Rs.10,000/-	26.02.14 at 10 AM	B.Com with 60% marks/MBA(Finance) with knowledge of Tally and two years experience.
7.	TGT English	Rs. 13,500/-	28.02.14 at 10 AM	<p><b><u>Essential :</u></b></p> <p>1) Four years' Integrated degree course of Regional College of Education of NCERT in the concerned subject with at least 50% marks in aggregate ;</p> <p>OR</p> <p>Bachelor's Degree with at least 50% marks in the concerned subjects/ combination of subjects and in aggregate. The electives subjects and Languages in the combination of subjects as under :</p> <p>a) For TGT English: English as an elective subject in all the three years.</p> <p>b) For TGT (S.Sc) Any two of the following: History, Geography, Economics and Pol. Science of which one must be either History or Geography.</p> <p>2) B.Ed</p> <p>3) Proficiency in teaching in English medium.</p> <p><b><u>Desirable :</u></b></p> <p>Knowledge of Computer Applications.</p>
8.	T.G.T in Social Science	Rs. 13,500/-	01.03.14 at 10AM	
9.	PET	Rs. 13,500/-	03.03.14 at 10AM	B.P.Ed or equivalent
10.	Computer Science	Rs.13,500/-	03.03.14 at 10 AM	BCA/ B- level of Doec /Diploma in Computer Science/PGDCA or equivalent

**APPLICATION FORM**



**NAME OF THE POST:-** \_\_\_\_\_

1. Name of the Applicant (**Block Letter**) \_\_\_\_\_
2. Father / Husband's Name \_\_\_\_\_
3. Permanent Address \_\_\_\_\_
4. Present Address \_\_\_\_\_
5. E-mail Id \_\_\_\_\_
6. Ph. No. \_\_\_\_\_
7. Date of Birth \_\_\_\_\_
8. Age of on 31.10.13 \_\_\_\_\_.
9. Whether ST/ SC/SEBC/Gen \_\_\_\_\_
10. Educational / Professional Qualification \_\_\_\_\_

Sl No.	Examination	Name of the Institute	Name of the Board / University	Year of Passing	Percentage of Marks	Remarks
1	2	3	4	5	6	7
1	H.S.C					
2	Graduation					
3	Post Graduate					
4	B.Ed					
5	M.Ed					
6	Computer Knowledge					

11. Teaching experience (Certificate from competent authority) must be attached.

Sl No.	Name of the Institute	Post held	No. of years served

Certificate that the particulars given above are true to the best of my knowledge and belief and I will be held responsible and put to legal action if any fact stated above are found to be incorrect / false / fraudulent.

Place:  
Date :

**Signature of the Applicant**

**N.B:**

The selected candidates will have to work on contractual basis in the following Ekalavya Model Residential Schools:-

**Names of Ekalavya Model Residential Schools**

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

**Remuneration as per Career Advancement Policy of EMRS Teaching Staff**

The teaching staff will be entitled remuneration as per the following policy.

- (i) The contractual teaching staff of EMRSs at the initial recruitment will be given remuneration of Rs. 13,900/- (PGT), Rs. 13,500/- (TGT, Sanskrit Teachers, Hindi Teacher, PETs with B.P.Ed qualification and Laboratory Assistants).
- (ii) On completion of 2 years and based on performance assessment, an enhancement by 10% on initial remuneration which after completion of 4 years would have another enhancement of 10% over the initial remuneration will be given to such teaching staff.
- (iii) The teaching staff after completion of six years and on assessment are found to have satisfactory service will be given initial remuneration plus additional dose of 60% over the initial remuneration.
- (iv) The teaching staff will be allowed 3 to 5% increase over initial remuneration for each completed year of satisfactory performance; the extent to be decided every year by the Board of Governors based on the overall rating of Performance of the teaching staff.
- (v) EPF will be admissible to contractual employees as per EPF guidelines.

(vi) If available, rent free accommodation will be provided to the staff, however users charges such as water charges and electricity charges will be paid by the user.

**Agreement.**

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

The Orissa Model Tribal Education Society (OMTES) represented by the Deputy Secretary, OMTES hereinafter called the "First Party" of the one part AND Sri /Smt./Kumari. \_\_\_\_\_

son/daughter \_\_\_\_\_ of Sri \_\_\_\_\_ and \_\_\_\_\_

Village \_\_\_\_\_ P.O. \_\_\_\_\_ P.S \_\_\_\_\_

Dist. \_\_\_\_\_ Presently \_\_\_\_\_ residing \_\_\_\_\_ at Village \_\_\_\_\_

P.O \_\_\_\_\_ P.S \_\_\_\_\_ Dist. \_\_\_\_\_

herein after called the "Second Party" of the other part.

Whereas the Second Party has applied for, and has agreed to work as a \_\_\_\_\_ in the Ekalavya Model Residential School, \_\_\_\_\_ AND whereas the First Party has agreed to engage the Second party on a contract basis as \_\_\_\_\_ on the terms and conditions specified hereunder and the Second party agreed to enter into this and has also agreed to abide by the terms and conditions of this agreement specified.

Now , therefore, both the parties have agreed to enter into this agreement herewith.

**The terms and conditions are:-**

1. That the First party shall engage the Second Party as \_\_\_\_\_ in the Eklavya Model Residential School \_\_\_\_\_ Dist. \_\_\_\_\_ for a period of one year from the date of joining the school as agreed to by both the parties and the contract of this engagement ipso-facto shall be terminated automatically after the stipulated period as specified above for which no



9. That in the event of any misconduct of the Second Party, he/she shall be liable for immediate disengagement by the First Party. The expression misconduct for the purpose of this agreement would mean improper or unprofessional behaviour, bad management, misbehaviour etc. Whether an act (of the Second party) is misconduct or not would be construed by the First party at his discretion.
10. In the event of unsatisfactory performance of the Second Party, he/she shall be liable for immediate disengagement by the First party. The First Party at his discretion will construe whether the performance is unsatisfactory.
11. That the Second Party shall be held personally responsible for any loss sustained by the OMTES through fraud or negligence on his/her part.
12. That the OMTES will not be liable for any compensation towards sickness and injury during the period of contract.
13. That the engagement can be terminated before expiry of the contractual period by the First Party giving one month advance notice to the Second Party in case of misconduct or unauthorized absence as laid down in clauses 8 & 9 above.
14. That the Second Party has agreed to serve in the manner as would be required by the First party and perform the duties assigned to him/her by the First Party, and he/she has also agreed that in the event of any misconduct on his/her part during the operation of this agreement he/she can be disengaged by the First Party without any notice.
15. That fresh contract may be made by an agreement, on fresh application for engagement by the Second party for a period not exceeding one year at a time subject to satisfaction of the First Party regarding his/her performance during the period of previous engagement.
16. That in case of any dispute in interpretation of any clause, the decision of the chair person OMTES shall be final and binding.

IT IS EXPRESSELY STATED AND AGREED that any duties rendered under this agreement to Second party shall not under any circumstances whatsoever provide him/her with any right to claim or any scale of pay or to be appointed in any service that may exist now or may arise in future in any Government Institutions or in any Government Offices.

IN WITNESS WHERE OF the parties hereto and hereby put their hands the day, month and year first above written.

**Name & Address**

**Full signature of the Second Party.**

**In the Presence of witnesses.**

1. Name & Signature: \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name & Signature: \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Full signature of the Ist Party**

Name :  
Address:

**In the Presence of Witnesses.**

1. Name & Signatures \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

2. Name & Signature \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_



**MODEL FORM FOR WRITING UNDERTAKING.**

“I \_\_\_\_\_ son /  
daughter of \_\_\_\_\_ who has been given  
an offer of contract appointment for Rs \_\_\_\_\_ /- (Rupees  
\_\_\_\_\_ ) only per month is fully aware that my appointment is purely temporary  
and on contract basis and can be terminated at any time without any notice and  
assigning any reason thereof.

Further, I am fully aware that my continuance in the said post is contingent  
upon extension of the said post and subject to my satisfactory performance to be  
evaluated by the appropriate authority.

Further, I do hereby give an undertaking that in future I shall not claim regular  
scale of pay and other allowances for continuing in the said post merely on the ground  
that I have been given contract appointment and my contractual appointments have  
been extended from time to time”.

**Date-**

**Signature of the Candidate:**

**Place-**

**Name in full:-**

**Detail Permanent Address:-**

**Detail of Present Address:-**

1. **Witness number One**

Signature-

Detail Address:-

2. **Witness number two**

Signature:-

Detail Address:-

## **GENERAL SERVICE CONDITION OF EMPLOYEES OF EMRS**

The following service condition shall apply to every person/ employee in EMRSs under OMTES:-

- (i) Every employee shall be devoted to his/her duty and shall maintain absolute integrity , discipline, impartiality and a sense of propriety.
- (ii) No employee shall behave in a manner which is unbecoming of such an employee, or derogatory to the prestige of the society.
- (iii) No employee shall act in a manner which will place his/her official position under any kind of embarrassment.
- (iv) Confidential matter relating to the Society and schools should not be divulged to anyone.
- (v) Every teacher shall set personal example not only to communicate knowledge in specific subject but also helping to grow to their fullest stature and unfolding of his personality.
- (vi) Every teacher shall be a guiding example in the minds of the students and train students to be disciplined
- (vii) Every teacher shall organise and promote all school activities which foster a feeling of universal brotherhood among the students.
- (viii) Every teacher shall promote tolerance for all religion among the students.
- (ix) The teacher shall always be alert to see that both teacher & students do not take active part in politics
- (x) Every teacher must take his/her stand against the unhealthy competition on modern society and must strive his/her best to instil in the minds of students principles of co-operation and social service.
- (xi) Every teacher shall take co-operation of other persons in all activities which would improve the moral , mental and physical well being of students.
- (xii) Every teacher must be strictly in his/her relation with all his/her students. He/she should be sympathetic and helpful particularly to the learners.
- (xiii) Every teacher must be a learner throughout his life not only to enrich his/her own life but also of those who are placed in his/her care. He/she should plan out his/her work on approved lines and do it methodically, achieving vigilantly all fixed goals.

- (xiv) Every teacher must regard each individual pupil as capable of unique development and inspire him to secure his place in the society and help him to be creative as well as co-operative.
- (xv) Every teacher should be temperate and sober in his/her habits and avoid recourse to drinking alcoholic beverages. He/she should scrupulously avoid smoking, chewing of betel and such undesirable habits to exemplify himself as a role model for the students.
- (xvi) Every teacher should have an exemplary moral character.
- (xvii) Every teacher must be an advocate of freedom of thought and expression
- (xviii) No teacher shall indulge or encourage any form of malpractice connected with examination or school activities.
- (xix) Every teacher should be clean trim, not casual nor informal, while on duty. His/her dress should be neat and dignified. He/ she should on no account be badly dressed, so as to become an object of excitement or ridicule or pity at the hands of students and his/ her colleagues.
- (xx) Every teacher should be punctual in attendance, in respect of his/ her class work as also for any other work connected with the duties assigned to him /her including duties to undertake remedial/ additional coaching.
- (xxi) Every teacher shall devote his/ her entire time to the duties pertaining to his/ her profession and shall not on his/ her own account or otherwise either, directly or indirectly, carry on or be concerned in any trade, business or canvassing work, private tuition or the like of a remunerative kind without obtaining the prior written sanction of the Secretary.
- (xxii) Every teacher shall be present in the school during usual school hours, whether he/ she is engaged in teaching work or not. Every teacher is expected to take a full and effective part in remedial coaching, supervised study and the co-curricular activities of the schools and the hostel attached to it.

No employees shall participate in any demonstration which is against the interest of the Society or Public Order.

Casual leave admissible to an employee shall be 15 days during the calendar year. No leave can be availed by an employee without the previous sanction. At any point of time casual Leave can not ordinarily be availed for more than 10 days consecutively. It cannot be combined with any other kinds of leave. An employee may be permitted to prefix, suffix and avail intervening holidays or

provided the total number of days of casual leave and the other public holidays together does not exceed (10) ten days at a time.

Un-availed casual Leave will lapse at the end of the calendar year. An employee on casual leave shall be treated as on duty.

A competent authority may grant maternity leave on full pay to a married women employee for period which may extend up to six months for not more than twice during life time.

The decision of the Governing Body of OMTES, Secretary, OMTES & Director (SC)-cum- Spl. Secretary to Government and Chairman, OMTES will be binding on the employees at all times.

The teachers will conduct the remedial teaching during 3PM to 5PM & supervised studies during evening hours with a view to improve standard of students .

The above guidelines are subject to change as per need of OMTES.

The teacher after engagement will have to work as per rules and guidelines of OMTES. He will have to perform duties as per academic calendar and the duties as and when assigned by Principal and higher authorities. House system has been introduced in all the EMRSs. The teacher will have to performed duties under house system. He will also have to perform the duties of **“Master on duty”** as and when assigned by the Principal.

## **HOUSE SYSTEM:**

Education is a holistic process. It aims at preparing children who are physically fit, mentally alert, emotionally balanced, & intellectually vibrant. A residential system of education helps to foster the talents, potentials, and capacities of the child with inculcation of values. The efficiency and effectiveness of a residential school depends upon the quality of the House system functioning in that school. A House consists of group of children effectively led by responsible teacher (House Master) who acts as a parent, guide, philosopher, and friend for every member of the House. A House inherently provides a family atmosphere in making the child physically fit, socially adjusted, emotionally balanced, and morally upright.

### **OBJECTIVES OF HOUSE SYSTEM:**

The objectives of adopting House system in a EMRS School are to:

1. Provide a smooth transition from home life to school life;
2. Develop situations, which fulfil the social and emotional needs of the children;
3. Help socialization of pupils to integrate themselves well into corporate life;
4. Inculcate the sense of responsibility to take his tasks in life earnest and discharge them well;
  5. Prepare pupils to play different kinds of roles as members of a group, community, or society;
  6. Develop child's personality and integrity;
  7. Develop the spirit of healthy competition among the children;
  8. Inculcate the qualities of self-dignity, self-confidence and respect the others' views, opinions, and discretion to take their own decisions on issues and problems at hand;
  9. Develop a sense of belongingness among the pupils and to create a sense of desire to live in harmony;
  10. Benefit by bright example of others and benefit others by his own example;
  11. Inculcate in the child, respect for seniors, elders, teachers, and a caring attitude towards juniors and fraternity towards all;
  12. Learn to live and enjoy together and develop a degree of sensitivity for others feelings and needs.

## **ROLE & RESPONSIBILITIES OF HOUSE MASTERS:**

A residential school revolves around an effective House system and real pillars of this system are House Masters. They provide leadership and parental guidance to the students who are residing with them in a “*HOME AWAY FROM THEIR OWN HOMES*”. Therefore the role of House Master / Mistress is of vital importance since the stature of residential school largely depends on how effectively a House Master can organize and manage his / her house.

## **DUTIES AND RESPONSIBILITIES OF HOUSE MASTER / MISTRESS:**

### **GENERAL DUTIES:**

1. A Housemaster/Mistress will exercise a benevolent fatherly/motherly influence on the students.
2. He/she must create such a confidence in his/her students that they confide in him/her in all matters and treat him/her as local parent.
3. He/she will interact with the students as frequently as possible and ensure that students speak to him/her without any fear in case of any problem.
4. He/she should be very affectionate and polite with the children and should avoid any physical punishment or scolding.
5. He/she will attend all sort of the well being, comfort and happiness of the students placed in his/her charge.
6. He/she will ensure to follow the instructions issued by School, regarding (House System) under supervision and guidance of the Principal.
7. He/she will be very courteous to the parents and create a confidence in them that their child is living in very safe and secure environment.
8. Have periodical interaction with Parents on Parents ‘day (First Sunday or as prescribed by the Principal) and inform about the Academic Progress, health and conduct of the child.
9. To ensure that he/she is always impartial and fair equally to all the students of his/her House.
10. He/she will ensure proper medical treatment in case of students of his/her house is unwell as per Safety and Security guidelines.
11. To ensure preventive measures for Safety and Security of each

child of his house at all times in accordance with the guidelines of the OMTES under supervision and guidance of the Principal.

12. Interact with the children by providing regular Orientation on the important aspects of Safety precautions, guidelines, and principles to be followed.
13. He/she must ensure and educate all the students in respect of their moral values, correct behaviour, self-discipline, turn out and punctuality.
14. The Housemaster need to be cautious of his/her own conduct, behaviour, character, habits, punctuality and sense of moral values at all times as the children looks up to teachers as her/his role models.
15. Care has to be taken to ensure that the dormitories are comfortable, safe and students need to be made aware of their conduct rules and regulations they expected to follow.
16. To brief Principal immediately in order to solve any problem of the house beyond his reach or domain.
17. To inculcate a sense of pride, belongingness and a healthy house spirit among the students of his/her house.
18. Carry out any other duty in respect of House system as assigned by the Principal.

#### **ADMINISTRATIVE DUTIES:**

1. He/she must ensure proper cleanliness, upkeep of the dormitories and proper care of hygienic conditions of the premises of the house with the help of associated staff.
2. To supervise that all basic facilities like water, electricity, fans, furniture and beddings are available in the house. In the event of any shortage or malfunctioning he/she must report to the Principal to rectify the problem area.
3. Ensure proper maintenance of bath/toilets of the house. He/she should bring it to the notice of Principal immediately in case of any discrepancy.
4. As a head of the house, he/she is responsible for maintaining discipline in the house at all times.

5. He/she ensures punctuality in the daily routine of the house from rouse to bedtime and in other organized activities.
6. Assigning responsibilities to all students on rotation so as to enable them to develop organizational ability, self-confidence, and qualities of leadership.
7. To ensure that under no circumstances house captains or senior students harass/rag juniors either in the house or in the school premises.
8. Conduct surprise checks and kit inspection periodically to ensure that the students do not keep any type of undesirable articles like cell phone , obscene books and check on their cash etc.
9. To supervise his/her house during meals in dining hall. He/she must educate table manners to all students in dining hall during meals.
10. Arrange conduct of regular roll call in order to ensure the presence of the children in the house.
11. Maintain a personal file of each child in his house and a record of good and weak points in the personal file including family background.
12. All cases of indiscipline and unhealthy behaviour of the students are dealt with appropriately in consultations/approval of Principal instead of giving harsh punishment.
13. Arrange weekly/fortnightly house inspection of the Principal to assess the working of the house and motivate his team and wards.
14. Ensure proper issue of articles to the children in time and its maintenance
15. To select House Captain/prefect for his/her house on the basis of a fair selection process as per guidelines and assign responsibilities and duties of the house to them.
16. To conduct meetings of the House as and when necessary but at least one meeting in a fortnight.
17. To keep leave and sick record of all the students of his/her house.



18. He/she will ensure that the wards look after their cupboards and keep their clothes and belongings in a neat and orderly manner.
19. To ensure that the students emphasize on personal hygiene and cleanliness, takes regular bath and hair cut, and clean uniform while in school.
20. He/she will supervise that all students get up and sleep on time.
21. Keep a close watch on all the activities and movements of the students particularly (off hours) i.e., Sundays and holidays and in night and report to the Principal about any incident.
22. Rounds are carried out even after the lights are off so as to ensure security and to keep the wards away from mischief.
23. All hostel activities will go under his/her active supervision under control of the Principal.
24. All the house masters are to take the following steps in the very beginning of the academic session before the arrival of the students and Ensure that:
  - all the cots, bed materials are in good condition
  - All the lights fan and other appliances are in working condition. All the switches are in working condition and safe to use
  - All the toilets are in working condition with door and water supply
  - All the taps are in working condition
  - All the taps are in working condition with drainage facility
  - Provision for drinking water
  - Dust bins for the disposal of waste papers

**ACADEMIC DUTIES:**

1. To keep an eye on the academic performance of the weak students of his/her house.
2. Coordinate/interact with tutorial incharge/subject teachers to look after the pupils academic performance of his/her house.
3. To ensure smooth conduct of self-study in the dormitory.

4. To provide help in reading, writing, homework, projects carried out by the students with the active support of tutors.
5. Counsel and guide the students regarding their performance in academic and co-curricular areas.
6. Interact and inform the parents about academic performance of the child on Parents Day.
7. To encourage bright students to help weak students of the house/class.
8. Inform Principal in case any child of his/ her house need special attention for academic improvement.
9. To ensure that the child attends the classes regularly.
10. To ensure availability of textbooks, note books and other stationery items to the children of his/her house.
11. To ensure that the children of his/her house attends library regularly so as to promote reading habits/skills and also to ensure to refer literature/reference books as per his/her requirement.
12. To keep a close eye on the progress chart of the children going to write CBSE Exam and fortnightly interaction with the subject teachers for remedial teaching, if need arises.

**CO-CURRICULAR, GAMES AND SPORTS DUTIES:**

1. Organize co-curricular activities as per the calendar of activities.
2. Train the inmates well to help them participate effectively in the activities.
3. To ensure participation of every child of his/her house in every competition co-curricular/games/sports activities organized in the school.
4. To select guide and train students for all inter House competitions with the active help of tutors and other teachers.

**RECORDS TO BE MAINTAINED BY EACH HOUSE:**

*1. Students' Profile:*

This consists of the bio-data of the students. This must

clearly specify the socio economic back ground of the child and also health and family problems if any. The ambition of the child must be known in order to guide them to achieve the same. Data base should be recorded.

## ***2. Attendance Register:***

Every HM is expected to maintain an attendance register. Leave may be granted to a child on ill health/ other emergency. A leave must be sanctioned by the Principal on the recommendation of the HM.

Any unauthorized absence must be brought to the notice of the Principal immediately. Any movement of the student from the house must be recorded in the movement register.

## **Movement Register:**

All the movements of the students such as going on a leave, going on vacations and breaks, going on duty must be registered in the house.

## ***3. House Meeting register:***

Every House will have a house meeting register. Every house master is expected to conduct house meetings along with the associates. The minutes of the house meeting will be registered. The resolutions taken, the progress, shortcomings must be discussed and strategies must be made. All the house meetings are held in a democratic manner giving importance to the ideas of the main stake holders. The meeting should be conducted properly on sundays and holidays.

## ***4. Academic Register:***

This register is to be maintained to keep a track on the academic performance of the house inmates. The same may be transmitted to the Parents on the Parents day.

## ***5. Counselling register:***

This register is to be maintained to keep a track on the change in the behavior of that particular inmate to whom some counselling is given. Any abnormal behavior on the part of the student must be handled carefully and

the same may be entered.

#### ***6.Activities / Achievements Register:***

This register records all the achievements of the house inmates in various activities like Games & Sports, Scouts and Guides , NCC and other co-curricular activities like songs, debate, quiz, GK, Writings, Paintings etc.

### **Master on Duty**

The concept of Master on Duty will be implemented in all Ekalavya Model Residential Schools.

A particular teacher will remain in charge of the whole school activities on each day including holidays on rotation basis. The post graduate teachers, trained graduate teachers and other teachers will remain in charge alternatively by specific monthly distribution of duties. After the completion of one round, again the teachers will be allocated with the duties of Master on duty (MOD) as before.

The Vice Principal will arrange such duties in consultation with the Principal of EMRS.

The Master on Duty will work as the master of the school for the whole day from morning 5 AM to 10:30 PM. He will supervise all activities of the school starting from morning rouse to light off at 10:30 PM. He will supervise morning PT, morning assembly, locking up hostels (during school hour, remedial study hour and games), remedial coaching, games, supervised study, self study and service of breakfast, lunch, afternoon tiffin and dinner. He will supervise that all the programmes of school and hostel are running as per plan and policy of the school. He will check the quality of food cooked and served, cleanliness of kitchen, dining hall, dormitories, bath rooms, toilets etc. and report any discrepancies found to the Principal for solutions. He will verify the attendance of the students and teachers in all activities of the day. He will attend to the sick students with urgencies and arrange for treatment by the help of the ANM, House Master as required .

After the day's work, he will record his observations in the prescribed formats meant for MOD and do all needful activities in consultation with the Principal of the school. Virtually he will be the father of the day to all students.

The sincerity and regularity of the Master on Duty will work in the positive direction to minimise the possibility of failure of any particular programme designed for the school. He will keep constant vigil over the student throughout the day and help in all aspects to bring discipline in the school.

### **GENERAL EXPECTATIONS FROM ALL THE STAFF**

#### **IRRESPECTIVE OF THE CADRE.**

1. Physically fit.
2. Mentally fit.
3. Morally sound.
4. Integrity beyond doubt.
5. Cordial relations with superiors, colleagues and all other stake holder.
6. Respect for opposite sex, weaker section and handicapped.
7. Being absolutely honest in all financial dealings involving public fund.
8. Being courteous to the public.
9. Faith in the Indian Constitution.
10. Being aware of fundamental rights and duties.
11. Possess a clear knowledge of the conduct rules and strictly following the do's and don'ts for the employees of Govt. of India.
12. Being aware of the composite culture of India.
13. Possessing minimum knowledge of the environmental awareness and striving towards the conservation of the natural resources.
14. Eagerness of professional growth and self development.
15. Keeping good interpersonal relationships.
16. Sense of belongingness.
17. Diligent and responsible.
18. Willingness to take up higher responsibility.
19. Promptness in discharging duties.
20. Being courteous with others.

All the members of the staff are requested to do their jobs/ duties sincerely and all efforts should be made to achieve the goal of excellence.

### **JOB CHART FOR PG/TG TEACHERS:**

## **I. ACADEMIC:**

### **A. Preparation:**

1. He/she has to prepare Annual Plan. If the Society is supplying the Annual Plans, he/she has to make additions that he/she deems fit. The Annual Plan supplied is based on minimum academic programme.
2. He/she should write lesson plans daily in a specific format and get it checked by principal the next day morning.
3. The subject teachers have to develop their respective laboratories. Language teachers also have to develop language laboratories.
4. The teachers should go through the list of books available in the school library and list out books for extra reading by students of different classes in their subjects. They should periodically submit a list of books in their subjects to the Principals, for enriching the school library to be used as reference books.
5. The respective subject teachers have to prepare students for Mathematics Olympiad, National Talent Search Test, Quiz, General Knowledge tests, Science Fairs etc.,
6. He/she shall prepare Question Banks Unit wise or sub-unit wise, as per his/her teaching notes and submit the same for perusal by the Principal on the first working day of every week.
7. He/she shall, in consultation with the Principal, arrange extension lecturers in his/her subject for the benefit of the students.

### **B. INSTRUCTIONAL HOURS:**

1. It should be his/her endeavour to inculcate in his/her students a love for his/her subject.
2. He/she shall utilize the entire period allotted to the subject for teaching and for meaningful "teaching learning activity" only.
3. He/she is prohibited from taking up correction of home work and assignments or answer scripts valuation and writing of lesson plans or reading books/journals/news papers in the instructional hours, remedial teaching hours and Supervised study.
4. He/she should complete the syllabus both month-wise and annually in time and certify at the end of every month and at the end of the year that he/she taught

the entire syllabus prescribed for the classes entrusted to him/her.

### **C. EVALUATION:**

1. He/she shall prepare the question papers along with Blue print and Principles of valuation and submit to the Principal for approval before 3 days of the commencement of each monthly and terminal tests. In the case of Common examinations, Principles of valuation is to be prepared only on the day of examination.
2. In addition to the routine monthly and terminal tests, he/she shall conduct 10 flash tests, assignments in his/her subject spread over the year uniformly. The students should not be thrust with many tests during the third term.
3. Answer scripts of monthly tests are to be corrected @ 30 scripts per day and depending upon the number of students. Proportional time shall be taken by him/her from the date following the date of examination in his/her subject. Mark sheets along with answer scripts are to be submitted to the Principal for his/her perusal within a week's time from the date of the exam. Class teachers should prepare and issue progress cards immediately thereafter.
4. He/she has to prepare graded assignments for the gifted, the average and the low achievers.
5. Every PGT/TGT shall maintain case sheets for the low achievers and take necessary remedial action.
6. He/she shall correct the written work of the students and submit to the Principal for his perusal as and when the latter demands or as per the calendar of events. The written work includes - assignments, flash tests, slip tests, composition work and any other notes that is given by him for a specific purpose. He/she shall prepare lists of common errors and correct students from committing them.

### **D. SUPERVISION:**

1. He/she shall attend remedial teaching classes from 3 PM to 5 PM and supervised study during evening hours and self-study during night time, as per the time-table supplied to him/her in the institution.
2. He/she shall utilize the remedial, supervised and self study periods for helping the gifted as well as the low-achievers, without causing disturbance to the other students in the class.

### **E. GENERAL:**

1. He/she should guide junior teachers in his/her subject and build up team work in his department.
2. He/she along with the other teachers of his/her subject should prepare charts, models and other aids to take the teaching more effective, besides putting the available aids to full use.
3. It should be his/her endeavour to diagnose the individual deficiencies of his/her students and help them to overcome the same. .
4. He/she should undertake action research and innovative practices.
5. He/she should know that the twin aims of the institutions are “academic excellence” and “all round development of the personality” of the students and hence give his/her very best to realize these aims.

### **F- ADMINISTRATIVE**

1. He/she shall attend the assembly without fail. Absence at the assembly is a serious offence.
2. He/she shall be in the class assigned to him/her within 3 minutes from the stroke of the bell and shall not leave the class till the bell for that period is given. He/she shall not stay in that class after the bell is given as that deprives the other teachers from utilizing his/her full time of the period.
3. He/she must attend to all classes including remedial teaching supervised and self-study, tutorials and club-activities in time. Absence from the classes assigned shall be viewed seriously. He/she shall not leave the school premises during working hours except with the written permission of the Principal.
4. There shall not be any adjustment in the supervised study among the colleagues. The absence from remedial coaching and supervised study shall be treated as absent for the entire day and the leave eligible shall be granted and informed accordingly.
5. He/she must attend to extra-work periods assigned.
6. He/she shall maintain the following records/registers.  
A) Teaching Notes (Lesson Plans) B) Record of low-achievers. C) Personal



- marks registers. D) Year-plans. E) Question banks. F) Club activity Records. G) Record of test papers of all tests. H) Record of Questions given for assignments, flash tests etc.
7. He/she shall take up one innovative project every year and guide the students to actively participate in District Science Fair, Quiz programme, Essay writing, Debating and such competitions as applicable to him/her.
  8. When he/she dines in the mess, he/she shall sit with the students and dine on the day when he/she is on the duty of 'Master on duty'. This helps to inculcate good table manners, ensures discipline and avoid wastage.
  9. In secondary duties, such as issue of text-books, note-books, cosmetics, etc. shall be done as per the circular given by the Principal without causing any disturbance to the supervised study periods.
  10. He/she shall have to discharge the following secondary duties in addition to being in charge for certain stocks and stores and be convener for different committees appointed on various occasions for conducting the school activities.
    - a) V.P.
    - b) House Master/Loco parent
    - c) Dy. Warden
    - d) Student Coordinator
  11. He/she shall attend to all school functions without fail, even if the functions are on a holiday or outside the instructional hours.
  12. During terminal holidays and summer vacation, he/she has to act as in charge of the institution, according to the orders of the Principal for periods not exceeding 10 days.
  13. He/she has to discharge any other duty assigned by the Principal for the smooth running of the institution at all times.

**OTHERS:**

1. Language teachers appointed as conveners have to bring out the monthly issue of manuscript magazines.



(iv ) Name of the students who were present in the vidyalaya but did not take lunch  
1....., 2....., 3....., 4.....,  
5....., 6.....

(V) Food supplied to sick student.....

[E] Remedial classes 3 PM to 5 PM.

(i) Remedial/ Supervised classes were conducted in Academic Block from .....PM to  
.....Pm.

(ii) The attendance of students was recorded in concerned register which was verified by  
me. Yes/ No

(iii) Name of the teachers present on duty remedial class VI....., VII.....,  
VIII....., IX.....,  
X.....,XI.....XII

[F] Evening Games & Sports started at .....PM

(i) Teachers playing with students were 1.....,2.....,3.....  
4.....,5.....

(ii) Total ..... students were present on the ground . Games over by .....PM

(iii) Distribution on of snacks was made at .....pm under the guidance of Mr.  
.....and Mrs..... 1.....,  
2....., & every student received the snacks.

(iv) The attendance of student was recorded in concerned register which was verified by  
me. Yes/ No

[G] Evening Supervised Classes (After Games)

(i) Supervised classes were conducted from .....PM to .....PM  
at.....(place).

(ii) The teacher present on duty Mr./ Ms.1.....,2.....,  
3....., 4....., 5.....

(iii) The attendance of student was recorded in concerned register which was verified by me  
. Yes/ No

[H] Dinner started at .....pm

(i) Items served as per menu for the day Yes/ No

(ii) Teachers present on the day 1....., 2....., 3.....,  
4....., 5.....

(iii) Name of students who were present in the Vidyalaya but did not take dinner 1.....,  
2....., 3....., 4....., 5....., 6.....

[I] (i) Self Study (After Dinner) Started at .....pm in ..... ( Name of Place.)

[J] My Visit to Houses

House	Mahanadi		Nagabali		Subarnarekha		Indrabati		Brahmani		Bansadhara		Baitarani	
	Jr	Sr	Jr	Sr	Jr	Sr	Jr	Sr	Jr	Sr	Jr	Sr	Jr	Sr
Time														

**PART-II**

**ATTENDANCE**

(All attendance must be taken within 10 minutes after the scheduled time of activity)

( A) Morning PT:

	Strength	Present	Leave	Sick	OD	NR	Absent
Boys							
Girls							

(B) Morning Assembly:

	Strength	Present	Leave	Sick	OD	NR	Absent
Boys							
Girls							

(C) Remedial Class (Afternoon):

	Strength	Present	Leave	Sick	OD	NR	Absent
Boys							
Girls							

(D) Evening Games & sports:

	Strength	Present	Leave	Sick	OD	NR	Absent
Boys							
Girls							

(E) Evening Supervised Classes ( After Games)

	Strength	Present	Leave	Sick	OD	NR	Absent
Boys							
Girls							

(F) Night Roll Call:

	Strength	Present	Leave	Sick	OD	NR	Absent
Boys							
Girls							

Note:- OD on Duty; NR: Not reported in the school after leave/ Vacation/ return from a visit etc.

(G) Name of Absentees:-

S.L No	Name of the student	House / Class	Place where Absent ( Tick if absent in any particular activity)							Sign of HM
			P T	Morning Assembly	Remedial	Evening Games	Evening Supervised class	Night Roll Call		



# Annual Self Appraisal & Performance Analysis

For the Academic Year \_\_\_\_\_

Date: \_\_\_\_\_

<b>A</b>	<b>Teacher's Personal Data</b>		
A.1	Name (in block letters)		
A.2	Educational qualifications		
A.3	Designation		
A.4	Specific qualification in co-curricular/extra curricular/computer knowledge if any		
<b>B</b>	<b>Self Assessment by the Teacher</b>		
	Please write about:-		
<b>B.1</b>	<b>The Responsibilities assigned to you at the beginning of academic session:</b>		
a	Class assigned to teach		
b	Subject's to be taught in each class		
c	Task assigned in house duty / activities		
d	Specific any other task/ in charge ship assigned to you in the areas of examination / extra curricular / any other activity in the school.		
e	Class Teacher ship		
f	Any others		
<b>B.2</b>	<b>Targets which were set by you at the beginning of the academic session and your achievements:</b>		
	Targets	Achievements	Appraisal



<b>B.4</b>	<b>Class and teaching of subjects you were most comfortable with-</b>				
	The subjects / class / topic where you need guidance / help of experts				
<b>B.5</b>	<b>Factors that helped you to work efficiently and whole heartedly</b>				
<b>B.6</b>	<b>Changes in the school that you feel could improve your output</b>				
<b>B.7</b>	<b>Students you feel difficult to handle and why?</b>				
	Name	Class / Section	Steps taken by you to handle them		



<b>B.8</b>	<b>Details of individualized teaching / remedials taken by you for the school students</b>			
	Name of the Student	Class	Subjects	Time devoted
				Hours per day    Total duration
<b>B.9</b>	<b>How do you evaluate your interaction with</b>			
	a. Parents			
	b. Head of the Institution			
	c. Colleagues			
	d. Students			
<b>B.10</b>	<b>Your suggestion for improvement and development of the School</b>			
<b>B.11</b>	<b>Give details of any significant contribution made by you to the community / school / students</b>			

<b>B.1 2</b>	<b>Class Achievement performance (for all classes)</b>											
		Class/ Section	C G P A	Class/ Section	C G P A	Class/ Section	C G P A	Class/S ection	CG PA	Class/S ection	C G P A	Total %
	Total no. of students											
	Distinction											
	1 <sup>st</sup> Division (60 and above)											
	2 <sup>nd</sup> Division (50 - 59)											
	3 <sup>rd</sup> Division (33 - 49)											
	Fail below 33											
	Absent											
	Assess											
	<p>Assess yourself with the following criteria</p> <p>Criteria used for assessing the performance of the teachers, based on the academic performance of the students in the subject taught by him / her.</p>											
<b>B.1 3</b>	<b>Detailed Achievement Performance Report</b>											
	Name of the teacher											
		Class / Section		Class / Section		Class / Section		Class / Section		Class / Section		Class / Section
	Grading											

	90% and above					
	80-89					
	70-79					
	60-69					
	50-59					
	40-49					
	33-39					
	Below 33					
	More than 33					
	Total no. of Students					
<b>B.1</b>	<b>Give an account of your detailed achievements of students under your guidance</b>					
<b>4</b>						
<b>B.1</b>	<b>Mention any competition / activity organized by you during the year</b>					
<b>5</b>						
	<p>I certify that all the above mentioned information is correct and true.</p> <p><b>Name:</b></p> <p><b>Date:</b></p> <p><b>Signature:</b></p>					

**Observations / Comments of the Principal**

- (i) Period for which assessment is done\_\_\_\_\_
- (ii) Whether agree with the self assessment as above\_\_\_\_\_
- (iii) Any deficiencies if noticed and the  
improvement if any seen thereof\_\_\_\_\_
- (iv) Quality of teaching;
- (a) Class Teaching Methodology
- (b) Checking of class and home work
- (c) Clarity of Concept
- (v) Health\_\_\_\_\_
- (vi) Integrity\_\_\_\_\_
- (vii) Overall assessment\_\_\_\_\_
- (viii) Specific recommendation\_\_\_\_\_

**PRINCIPAL**

**OBSERVATION AND COMMENTS OF PA, ITDA / PD, DRDA AS THE CASE MAY BE**

- (i) Whether agree with the remarks given  
by the Principal**
- (ii) Overall assessment**

**PA, ITDA / PD, DRDA**

**COMMENTS OF THE ACCEPTING AUTHORITY**

**COLLECTOR –CUM-CHAIRMAN,  
EMRS**

**TEACHER EMPANELMENT**

**Odisha Model Tribal Education Society (OMTES)**

**Adivasi Exhibition Ground, Unit-1, Bhubaneswar**

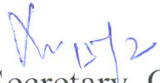
**Phone No.-0674-2598220, website-<http://www.omtes.org>**

Application are invited from the eligible candidates for filling up the posts of **Post Graduate Teachers** (English, Chemistry, Mathematics, Physics) , **Trained Graduate Teachers** (Social Science, English, Computer Science) , **PET**, Catering Asst. and Accountant on contractual basis in Ekalavya Model Residential Schools of the State managed by OMTES under ST & SC Dev. Deptt. , Govt. of Odisha.

The TOR and details of qualification, age and other eligibility criteria can be downloaded from OMTES website <http://www.omtes.org>

Candidates are required to reach OMTES Adivasi Exhibition Ground, Unit-1, Bhubaneswar on the dates given below:

Name of the Post	Date of walk-in-interview
PGT Physics and Chemistry	24.02.14 at 10 AM
PGT English and Math	25.02.14 at 10 AM
Accountant and Catering Asst.	26.02.14 at 10 AM
TGT English	28.02.14 at 10 AM
TGT Social Science	01.03.14 at 10 AM
PET/Computer Teacher	03.03.14 at 10 AM

  
Deputy Secretary, OMTES