

Qualifications, Recruitment and Service Rules in respect of the Principal, Vice Principal, Teachers and other staff are given in the ensuing clauses.

- 5.1 The minimum **qualifications** for the teaching staff (including the Principal/Vice-Principal/Head of school) should be in accordance with the following:
- 5.1.1 **National Council for Teacher Education** (Determination of Minimum Qualifications for Persons to be recruited as Education Teachers and Physical Education Teachers in Pre-Primary, Primary, Upper Primary, Secondary, Senior Secondary or Intermediate Schools or Colleges) Regulations as amended and notified from time to time.
- 5.1.2 Minimum qualifications laid down in the Recruitment Rules for the teachers by the **Appropriate Government** where the school is situated or the Recruitment Rules for the teachers of **Kendriya Vidyalaya Sangathan** or **Navodaya Vidyalaya Samiti**.
- 5.1.3 The minimum qualifications of the teachers of subjects introduced by CBSE are given in **Appendix-VII**.
- 5.1.4 Where ever need arises, the provisions contained in clause 5.1.2 will prevail over the provisions contained in clause 5.1.3 and the provision contained in clause 5.1.1 will prevail over both 5.1.2 and 5.1.3.
- 5.2 The schools should devise and follow a well organized system for the recruitment of staff of various categories. The following are the guiding principles in respect of all activities related to the recruitment of staff:
- 5.2.1 The school shall have well defined recruitment rules for the staff on the lines of the recruitment rules of the Appropriate Government.
- 5.2.2 Teaching & non-teaching staff should be appointed on pay scales and allowances prescribed by the Appropriate Government.
- 5.2.3 All selections should be approved by the School Management Committee.
- 5.2.4 Appointment letters shall be issued to the selected candidates. The appointment letter shall incorporate the Terms & Conditions of the service of employee including the designation, probation, scale of pay and other allowances to which he/she shall be entitled.
- 5.2.5 Every school should sign a contract of service with every staff member in terms of clause 5.2.4. A copy of this contract should be kept in the service book of the concerned.
- 5.2.6 The Service records of teaching and non-teaching staffs must be duly maintained and updated. Self attested photocopies of original degree/diploma certificates of teachers may be obtained from the employees and kept in their personal files.
- 5.2.7 The essential staff/teachers required as per the provisions of these byelaws shall be appointed on full time basis only.
- 5.3 The school shall define the service rules of teaching & non-teaching staff on the lines of the service rules of the employees of Appropriate Government. The service rules shall be approved by the School Management Committee and the Trust/Society/Company running the school and invariably have specific and well documented provisions in respect of the following:

- 5.3.1 Appointments
 - 5.3.2 Medical Certificate, Character Certificate, etc.
 - 5.3.3 Probation (Including Extension of Probation)
 - 5.3.4 Confirmation
 - 5.3.5 Termination of Service due to Abolition of Posts, etc.
 - 5.3.6 Age of Retirement
 - 5.3.7 Working Days and Working Hours
 - 5.3.8 Number of Teaching Periods
 - 5.3.9 Maintenance of Record by the Teachers
 - 5.3.10 Attendance of Employees
 - 5.3.11 Contributory Provident Fund - Pension Scheme
 - 5.3.12 Representations to the School Management
 - 5.3.13 Permission to add Qualifications
 - 5.3.14 Application for Another Post
 - 5.3.15 Private and other Tuitions
 - 5.3.16 Leave, Grant of Leave
 - 5.3.17 Duties and Code of Conduct for Employees
 - 5.3.18 Service Books
 - 5.3.19 Performance Appraisal Reports
 - 5.3.20 Disciplinary Procedure: Suspension and Reinstatement etc.
 - 5.3.21 Constitution of Disciplinary Committee
 - 5.3.22 Penalties (Minor and Major), Powers of Imposing Penalties and Procedure of Imposing Penalties etc.
 - 5.3.23 Payment of Pay and Allowances on Reinstatement
- 5.4 The pupil teachers' ratio should not exceed 30:1 in the school. In addition to this there must be 1.5 teachers per section, excluding principal, physical education teacher and counselor, to teach various subjects.

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