

PROCEEDINGS OF THE STATE PROJECT DIRECTOR, RAJIV VIDYA  
MISSION (SSA) ANDHRA PRADESH - HYDERABAD.

Present; V.Usha Rani, I.A.S

Rc.No.26/RVM(SSA)/B10/11.

Dated:28-08-2012

Sub:- APRVM (SSA), Hyderabad - Engaging Part time instructors in Art Education, Health & Physical Education and Work Education in the upper primary schools / upper primary sections of high schools – Guidelines issued – Reg.

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All the District Educational Officers and Project Officers of RVM (SSA) in the state are informed that 12271 posts of part time instructors i.e., 4293 in Art Education, 3226 in Health & Physical Education and 4752 in Work Education were approved in AWP&B 2012-13 to position them in upper primary schools / upper primary sections of high schools where the strength of upper primary classes is more than 100 and no regular posts are sanctioned by state Government. The district-wise posts approved category-wise is enclosed at Annexure.

Therefore, they are requested to complete the process of engaging the part time instructors duly following the guidelines (enclosed) within the time schedule prescribed i.e., 25.09.2012.

This has got the approval of the State Project Director, RVM (SSA), Hyderabad.

Encl: Guidelines  
Annexure

Sd/- Rajaram Punna  
for STATE PROJECT DIRECTOR

To  
All the District Educational Officers and Project Officers of RVM (SSA) in the state  
Copy to all the Collectors and Chairmen, RVM (SSA) in the state

//t.c.attested//

Planning Coordinator

## Guidelines for filling up the posts of Part Time Instructors in upper primary schools and upper primary sections of high schools

Government of India have identified Sarva Shiksha Abhiyan Programme as main vehicle to implement the provisions of RTE Act 2009 which has been introduced to provide free and compulsory education to all the children in the age group of 6-14 years. As per the schedule of the Act, Part time instructors for (a) Art Education (b) Health and Physical Education (c) Work Education shall be appointed in the Upper Primary Schools/ Upper Primary sections of High Schools where the enrollment in Upper Primary classes is more than 100. For this purpose 6<sup>th</sup> and 7<sup>th</sup> classes in Upper Primary schools and 6<sup>th</sup> to 8<sup>th</sup> classes in High schools shall be considered. Accordingly 12271 posts have been sanctioned in Annual plan of 2012-13 with required budget. Category wise no.of posts are as shown below.

Sl. No.	Name of the post	No. of posts sanctioned
	<b>Part time instructors in UP School / UP sections of high schools</b>	
a)	Art education	4293
b)	Health and Physical Education	3226
c)	Work Education	4752

The district-wise details are at annexure.

Further, all these posts have to be filled up immediately to implement the approved activities along with the provisions of RTE Act as per the time line specified in the Act. The following guidelines are issued to fill up these posts at district level.

### Allotment of part time instructors to UP Schools/ High Schools

The DEO shall prepare a list of all UP Schools and High Schools having enrolment more than 100 in UP Classes i.e., VI and VII in respect of Upper Primary Schools and VI-VIII classes in high schools in the descending order of enrolment along with the sanctioned posts of regular teachers in Physical Education/ Art Education/Work Education categories. Then part time instructors shall be allotted to the schools where there are no sanctioned posts in the above categories.

### Constitution of District level Committee:

A District Level Committee shall be constituted under the Chairmanship of the District Collector. The composition of the committee is as follows:

- i) District Collector - Chairman
- ii) District Educational Officer - Member
- iii) Principal DIET - Member
- iv) Project Officer RVM (SSA) - Member Convener

The above Committee will ensure that the entire process of recruitment of part time instructors shall be conducted as per the guidelines. A press note shall be issued by the Project Officer RVM(SSA) inviting applications from the eligible candidates. The filled in applications shall be submitted to the Mandal Education Officer concerned.

### Constitution of Mandal level Committee

A mandal level committee shall be constituted with Mandal Parishath Development Officer as Chairman, senior Head Master of a High School as member and Mandal Education Officer as convener. The committee will receive filled in applications from the eligible candidates, scrutinize the applications, prepare community wise, post wise merit lists, conduct interview and allot the selected candidates to identified schools for positioning by the concerned Head Masters.

### Rule of Reservation:

Community wise reservation shall be followed for each category of posts i.e., Art Education, Health and Physical Education and Work Education as per the weightage. As per the norms, 15% posts shall be allotted to SCs, 6% to STs, 29% to BCs (including minorities) and 3% to PHCs. Mandal shall be taken as unit for implementation of reservation. For example, if there are 5 vacancies in a particular category, 1 post shall be reserved to SCs, 2 posts to BCs, remaining for General categories. However to ensure overall weightage to different communities, the district level committee shall workout a blue print indicating mandal-wise, post-wise, community-wise vacancies to be allotted to various communities and communicate the same to the mandal committee for implementation.

Further, it shall also be ensured that 1/3<sup>rd</sup> of every category to the extent possible will be filled up by Women candidates.

Age: No person shall be eligible for any post unless he/ she is above 18 years and below 39 years of age as on 01.07.2012. However, in case of SC/ST/BC candidates the maximum age limit shall be 44 years and in case of physically challenged candidates the maximum age limit shall be 49 years.

**Qualifications:**

**a) Part-time instructor for Art Education**

- i) 10<sup>th</sup> class or its equivalent examination.
- ii) Diploma or a certificate in drawing commercial art, fine arts and architecture, painting, sculpture, music, dance or a certificate in higher grade drawing certificate
- iii) Posses technical teacher certificate of Government of Andhra Pradesh

**b) Part-time instructor for Health & Physical Education**

Intermediate and an under Graduate Diploma in Physical Education

OR

Bachelor Degree and a B.P.Ed.

**c) Part-time instructor for Work Education**

- i) 10<sup>th</sup> class or its equivalent examination
- ii) Certificate in a trade viz., carpentry, weaving, sewing, tailoring, textile printing etc., issued by any ITI / DLTC
- iii) Technical teacher certificate of Government of Andhra Pradesh

**Honorarium:**

A honorarium of ₹4500/- per month shall be paid for all three posts.

## Selection procedure

- After receipt of the applications from eligible candidates, mandal committee shall prepare merit lists post-wise and community-wise based on the marks obtained in the qualifying examinations (academic and technical) to the extent of 85%. An example is given below for this.

$$\text{Weightage} = \frac{\text{Marks secured in academic/ technical courses}}{\text{Total Marks in academic/ technical courses}} \times 85$$

Example: If a candidate secured 650 Marks in academic course and 700 marks in technical course, out of 1000 marks in each course, the weightage of 85 marks will be

$$\begin{aligned} &= \frac{650+700}{1000+1000} \times 85 \\ &= \frac{1350}{2000} \times 85 = 57.375 \end{aligned}$$

- The committee should conduct interview for 15 marks to the eligible candidates from the merit list prepared based on the marks secured in qualifying examination. For this purpose the candidates falling in the range of 15 marks from the highest mark of merit list shall be called. For instance, if the 1<sup>st</sup> mark in merit list is 72, then the candidates upto 57 marks shall be called for interview.
- After completion of interviews final list of eligible candidates shall be prepared post-wise and community-wise for selection of candidates to the posts as per the reservation.
- Based on the final list, candidates should be selected for various posts and the list of selected candidates shall be furnished to district committee for approval.
- The district committee will examine mandal-wise list of selected candidates keeping in view the reservation and approve to give postings in the identified schools.

- After receipt of the approval from district level committee the mandal committee shall allot the candidates to the concerned schools. The concerned school head master shall inturn position the candidates in their respective schools.
- The applicants, who are residents in a mandal area, are alone eligible for appointment in that mandal.
- In certain Mandals, if the suitable candidates are not available in a particular category, eligible candidates from other category can be appointed with the approval of district level committee.

#### Duration of engaging the services of staff:

The services of the part time instructors shall be engaged till the end of April during the academic year. After re-opening of the schools after summer vocation the services of the staff may be engaged again in the succeeding year if their services are satisfactory. If any vacancies arise during the year, they may be filled up with the available candidates in the merit list.

#### Job Charts

- 1 Part-time instructor for Health & Physical Education in Upper Primary Schools / Sections
  - Handling Physical & Health education period as per time table.
  - Attending the school as per regular timings of school.
  - Conducting sports, games, mass drill etc.,
  - Encouraging the children to participate in competition at all levels.
- 2 Part-time instructor for Art Education in Upper Primary Schools / Sections
  - Handling Art education subject as per time table.
  - The subject is drawing / painting / music / dance depending on the specialization of the teacher.
  - Attending the school as per regular timings of school.
  - Conducting school level competition in Art Education.

- Identifying special talents among children in concerned art.
- Encouraging children to participate in competitions at all levels.

3 Part-time instructor for Work Education in Upper Primary Schools / Sections

- Handling work education period for 6,7 and 8<sup>th</sup> classes as per time table.
- Attending the school as per regular timings.
- Conduct of school level competitions in work education.
- Identifying special talent among children in work education.
- Encouraging the children to participation in competitions at all levels.

a) Tentative Schedule:

i.	Issue of press note	-	01-09-2012
ii.	Last date for receipt of applications	-	10-09-2012
iii.	Preparation of merit list	-	11 <sup>th</sup> to 13 <sup>th</sup> Sep'12
iv.	Conduct of interview	-	17 <sup>th</sup> to 18 <sup>th</sup> Sep'12
v.	Finalization of selection of candidates	-	By 20-09-2012
vi.	Issue of posting orders	-	25-09-2012
vii.	Reporting to duty	-	28-09-2012
viii.	Submission of report to SPO	-	05-10-2012

Sd/- V.Usha Rani  
State Project Director

//t.c.attested//

Planning Coordinator

## Annexure

### District-wise No. of part-time instructors

Sl. No.	Name of the District	Art Education	Health and Physical Education	Work Education	Total
1	Adilabad	292	116	273	681
2	Ananthapur	183	183	191	557
3	Chittoor	206	206	205	617
4	East Godavari	338	74	361	773
5	Guntur	70	82	123	275
6	Hyderabad	45	21	77	143
7	Kadapa	66	96	112	274
8	Karimnagar	307	283	293	883
9	Khammam	194	163	220	577
10	Krishna	99	107	112	318
11	Kurnool	130	128	134	392
12	Mahabubnagar	289	242	314	845
13	Medak	373	79	373	825
14	Nalgonda	287	70	355	712
15	Nellore	91	86	54	231
16	Nizamabad	204	216	228	648
17	Prakasham	88	74	115	277
18	Rangareddy	223	242	251	716
19	Srikakulam	144	144	148	436
20	Vishakhapatna	196	180	221	597
21	Vizianagaram	127	127	126	380
22	Warangal	151	108	257	516
23	West Godavari	190	199	209	598
	<b>Total</b>	<b>4293</b>	<b>3226</b>	<b>4752</b>	<b>12271</b>