

Haryana School Shiksha Pariyojna Parishad, Panchkula
Shiksha Sadan, Sector - 5, Panchkula -134105

Advertisement no: SSA/Admn./0764 dated 31.07.2014

Last date for submission of application : 05.00 P.M. on 14/08/2014
Date & Time of Interview : 10 AM on 20/08/2014
Venue of Interview : SCERT, Opposite Panchayat Bhawan, Sohna Road, Gurgaon

Applications for recruitment at Centre of Excellence through Arts & Design (CEAD), Gurgaon

Applications are invited for filling up of the under mentioned categories of posts at **Centre of Excellence through Arts & Design (CEAD), Gurgaon under Haryana School Shiksha Pariyojna Parishad**, on contractual basis, initially for a period of one year and further extendable on yearly basis subject to satisfactory performance. **These posts are purely contractual.** The candidates are advised to submit their application forms to **Director SCERT, Opposite Panchayat Bhawan, Sohna Road, Gurgaon-122001**, on the format enclosed alongwith all necessary documents. The details of posts and its requirements are as under:-

S. No.	Name of Posts	Number of Posts
1	Director (HR)	1
2	Manager (Training)	1
3	Manager (Cultural Affairs/Cultural Center)	1
4	Manager (Proposals & Fund Raising)	1
5	Manager(Pedagogy, Content Development and Documentation)	1
6	Coordinator (Physical Fitness/Training)	1
7	Coordinator(Visual Arts)	1
8	Coordinator (Graphic& Design)	1

1. Essential qualifications (EQ) for all posts:-

- i) Knowledge of Hindi up to matric
- ii) Knowledge of Computers and MS Office is essential.

S. No.	Name of posts	No. of Posts	Essential Qualification
1.	Director (HR)	1	i) Postgraduate degree in any discipline with 55% marks from an institution recognized by Govt. /affiliated/recognized by statutory Body /University established under the State/Central Act ii) Minimum 5 years' experience in handling administrative/ HR matters in a company /organization / central /state Govt.
2.	Manager (training)	1	i) MBA or Postgraduate Degree in Social Sciences/ Humanity/ Languages with 55% marks ii) Minimum 3 years experience in organizing training , knowledge of Planning with good writing and communication skills
3.	Manager (cultural Affairs/Cultural Center)	1	i) Graduate in any discipline with 55% marks ii) 3 years of experience in organizing events in an organization/statutory Body/ State/ Central Government, working with Children for Creative and Performing Arts.

4.	Manager (proposals & Fund Raising)	1	i) MBA/PG in Mass Communication/ social work / Rural Management/Public Policy with 55% marks ii) 3 years' experience in fund raising; drafting communication packages (annual reports, brochures, program offers and developing presentation.
5.	Manager(Pedagogy, Content Development and Documentation)	1	i) PG in psychology /sociology with 55% marks ii) 3 years' experience in content development, text book writing.
6.	Coordinator (Physical Fitness/Training)	1	i) B.P. Ed with at least 60% marks ii) NIS Certified Coach. iii) National Position Holder (Among First III in National School Game recognized by SGFI as in Coaching Certificate) iv) 5 years' experience in actual coaching/Training
7.	Coordinator(Visual Arts)	1	i) MFA/MVA with 55% marks ii) 5 years' experience in teaching visual arts to children.
8.	Coordinator (Graphic& Design)	1	i) Graduate in any discipline with extensive experience in art appreciation, designing, animation, graphics.

2. Age: The age limit for the above mentioned posts is between 18-40 years as on last date fixed for submission of application form except for the post of Director (HR). The age for the post of Director (HR) should not be more than 50 years as on last date fixed for submission of application form.

3. Relaxation in Age: In the case of candidates belonging to the Scheduled Caste and Backward Classes, Ex-Servicemen, Physically-Challenged and Widows/Divorcee etc. the upper age limit shall be such as may be fixed by the Government of Haryana from time to time.

4. Remuneration: The total contractual remuneration per month for different categories are as under:-

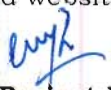
Sr. No.	Name of post	Qualification & Experience
1.	Director (HR)	Pay Scale 15600-39100+GP 6000 & other Allowances if filled by deputation. Contractual package Rs. 49,200/-P.M.
2.	Manager (Training)	Pay scale: 9300-34800+GP 5400 & other Allowances if filled by deputation. Contractual package Rs. 42,000/-P.M.
3.	Manager (Cultural Affairs/ Culture Center)	Pay scale: 9300-34800+GP 5400 & other Allowances if filled by deputation. Contractual package Rs. 42,000/-P.M.
4.	Manager (Proposals & Fund Raising)	Pay scale: 9300-34800+GP 5400 & other Allowances if filled by deputation. Contractual package Rs. 42,000/-P.M.
5.	Manager (Pedagogy, Content Development & Documentation)	Pay scale: 9300-34800+GP 5400 & other Allowances if filled by deputation. Contractual package Rs. 42,000/-P.M.

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6.	Coordinator (Physical Fitness/ Training)	Pay scale: 9300-34800+GP 4800 & other Allowances if filled by deputation. Contractual package Rs. 37,500/-P.M.
7.	Coordinator (Visual Arts)	Pay scale: 9300-34800+GP 4800 & other allowances if filled by deputation. Contractual package Rs. 37,500/-P.M.
8.	Coordinator (Graphic & Design)	Pay scale: 9300-34800+GP 4800 allowances if filled by deputation Contractual package Rs. 37,500/-P.M.

5. **Application Fee:** Application fees (non-refundable) amounting to Rs.500/- for General and other category candidates and Rs.250/- for Female/SC/PH candidates of Haryana state will be payable through Demand **Draft in favour of Director SCERT payable at Gurgaon.** Candidates belonging to other reserved categories (SC/BC/ESM/PHC candidates of Haryana state) must ensure that they have valid caste certificate issued by the competent authority. In case, at the time of verification of documents/interview, it is found that certificates are not valid, their candidature will be rejected.
6. An interview will be held for the above mentioned posts by a panel of Experts.
7. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the date of advertisement. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature/appointment will be cancelled.
8. Reservation in SC, BC, ESM, Sports Person and PHC is only for Haryana State. The SC/ BC/PHC candidates are required to submit SC/BC/PHC Certificate duly issued by the competent authority at the time of interview. Likewise the Outstanding Sports Person shall be required to submit the sport gradation certificate at the time of interview/document verification as per Government instructions duly issued by the competent authority. DESM shall be required to submit the fresh Eligibility Certificate duly issued by the respective Zila Sainik Board at the time of document verification.
9. The Parishad reserves the right to increase or decrease the number of vacancies at any point of time.
10. The prescribed essential qualification does not entitle a candidate to be called for document verification. The decision of the Parishad in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode of and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
11. Complete information is also available at Parishad website www.hsspp.in. Changes/Amendments (if any) will be notified only on the above said website.




+ State Project Director
Haryana School Shiksha Pariyojna Parishad
Shiksha Sadan, Sec-5, Panchkula

**Haryana School Shiksha Pariyojna Parishad, Haryana
Shiksha Sadan, Sector – 5, Panchkula –134105**

Advt. No

Post applied for

1. Name in full (In Block Letters) Dr/Mr/Mrs/Ms

2. Date of Birth (DD/MM/YYYY)

3. Father's/Spouse's Name

4. Mailing Address

Pin Code

Telephone No (with STD code) Mobile

E-mail ID

5. Permanent Address

Pin Code

6. Gender

7. Marital Status

8. Nationality

9. State of Domicile Place District

10. Category: SC/BC (A)/BC (B)/SBC/EBPGC/PH/General/Ex-Serviceman.....

11. Religion.....

12. Present Employer.....

Passport size
photograph
with
signature

anyk

13. EDUCATIONAL QUALIFICATIONS

(a)

S. No.	Examination/Degree	Name of Board/ College/University	Year of Passing/ Award	Subjects	% of Marks
1	10 th				
2	12 th				
3	B.A./B.Sc./B.Com				
4	M.A./M.Sc./M.Com				
5	B.Ed.				
6	M.Ed.				
7	M.Phil				

(b) Whether qualified UGC/CSIR/NET (Yes/No):

- (i) If Yes, indicate the year of award/passing:
- (ii) Subject in which passed

14. Title of Ph.D. Thesis awarded.....

aw/16

15. Details of Employment Experience:

Sl. No.	Name of Employer (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Period of Employment		Basic Salary last drawn			Nature of duties
			From	To	Scale of Pay	Basic Pay	Grade Pay	

16. Co-curricular, extension and professional development related activities

- 1) Student related co-curricula, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling).

S. No.	Description

Signature

- 2) Professional development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, etc.)

S. No.	Description

17. RESEARCH PUBLICATIONS

(a) Books- Self authored/co-authored/edited

S. No.	Title of the Book (s)	Whether Sole Author or Co-author	Name of Publisher (with city/ country)	Month & year of publication	Refereed or Non-refereed	ISBN/ ISSN No.

anyh

**(b) Research Articles/Papers published in Journals/Periodicals /Conference proceedings/
Newspapers**

Sl. No.	Title of research article / paper(s)	Name of journal (with city/ country)	Whether Sole Author/ Co-author	Month & year of publication, volume, no. & page nos.	Whether Refereed/ non-refereed	ISBN/ ISSN No.	Level (Int./ Nat./ State/ Local)	Impact Factor

18. DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation. I will submit all the original and photocopies of documents related to educational qualification, category and experience, at the time of the interview. I will provide No Objection Certificate (NOC) from present employer at the time of the interview.

Place:	Date:	Signature of the Candidate:
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