NOTICE

Applications, on the prescribed Proforma, are invited directly from the Principals/PGTs/ working on regular basis in Govt. schools in Haryana and who are willing to be posted in Academic Cell in the O/o Director Secondary Education Haryana, Panchkula. The officials working in the cell will be assigned one or more tasks mentioned in the Annexure.

The applicant should be fluent in English and should have Computer Knowledge with the following skills:- Power Point, MS Word, Excel and Net browsing etc.

The last date of receiving the application is 26.09.2016. The candidates have to send their applications on the following email address of the Department **e-mail ID academiccellhry@gmail.com.** Kindly mention your email ID along with contact number so that information regarding the interview/test may be sent. You are requested to bring self attested copies of testimonials at the time of interview.

No applicant will be entertained after the last date of receiving the application. The department has right to reject any candidature without assigning any reason if not found suitable by the authorities.

Details of the staff required for Academic Cell for which applications have been invited, is given below:-

Sr. No.	Name of the Post	Cadre	No. of Post	Experience
1.	Assistant Director Academic	Principal School Cadre	01	
2.	Programme Officer	Lecturer/PGT School Cadre	07	

(Virender Singh Sehrawat)
Additional Director
Director Secondary Education
Haryana, Panchkula

ANNEXURE

Sr. No.	Wing/Component
1.	Academic Monitoring and strengthening of school inspections, follow-up on issues identified of reports submitted by the inspecting officers.
2.	C.S.R. initiative, Implementation & Bharti Foundation Project.
3.	Continuous and Comprehensive Evaluation (CCE) - Assessment Test (Monthly Test, Half Yearly Test, Aptitude Test and Board of school education, Bhiwani related to academic work.
4.	Excellence in Science and Mathematics, establishment of science museum/science labs, Math labs and preparation for all competitive tests i.e. Science Olympiad NTSC, National Level Tests AIEEE, CLAT, NEET etc.
5.	Quality Education Programmes/Initiatives.
6.	New Education Policy, NCF, Curriculum and Syllabus, Text Book Developments.
7.	Capacity Building, Teacher Training, Leadership Training and Coordination with SCERT & DIETs Training need and development of training modules.
8.	Excellence in Social Studies, Environmental Studies, Cleanliness (Swachh Bharat Abhiyan), Eco Club, Financial Literacy Clubs and Legal Literacy Clubs.
9.	Excellence in Languages acquisition, establishment of language labs, Organization of seminars of Eminent/Renowned Linguistic Personalities, promotion of foreign languages and British Council Project, celebration of Hindi Diwas etc.
10.	Awareness of Child Psychology (in Education), guidance and counseling Adolescent Education & Red Ribbon Club (Aid Control Society), Carrier Counseling, Aptitude Test.
11.	Gender Sensitization, Beti Bachao Beti Padao Abhiyan.
12.	Communication Media and Publicity, Compilation of Vital Information of the Department, Annual Report etc.
13.	Promotion of reading habits, setting up and functioning of Libraries. Promotion of writing skills, compilation related etc.
14.	Survey and Research, Convergence with various Universities, Institutions and Organizations, Convergence with Statistical Department and Census Department.
15.	ICT and CAL (Computer Aided Learning), Collection & Selection, Development, Compilation and Dissemination of e-content.
16.	Child Health, Development and Child Welfare Council, convergence with WCD.
17.	School Safety and Disaster Management.
18.	Art & Craft, Co-Curricular Activities performing Art, Preparation of Co-curricular Calendar CCRT Culture Club and National Balrang Festival.
19.	NCC, NSS, Scout & Guide and Junior Red Cross.
20.	Promotion of Adventure Sports & Adventure Clubs.
21.	Swarn Jyanti Scheme.
22.	Miscellaneous work.

PROFORMA OF APPLICATION

Posting in Academic Cell O/o Director Secondary Education

Application for the Post/Subject:-.....

(Photo)

1. Full Name:.....
2. Designation:.....
3. Date of Birth:.....
4. School where posted now:.....
5. Experience in days:.....
6. Employee I.D:.....
7. Email i.d .....
8. Contact No. .....
9. Educational Qualifications:

Sr. No.	Qualifications Matric/10+2/B.Sc/M.Sc etc.	Name Board/University	Year of Passing	% of Marks

10. Results of Board's classes i.e. 10th and 12th classes of the last three years i.e. 2013-14, 2014-15 and 2015-16 if applicable.

Sr. No.	**Classes**	**2013-14**	**2014-15**	**2015-16**
1	10th result			
2	12th result			

11. Others qualifications (HTET/STET/NET) .....

12. Knowledge of Computer (Excel, M.S. Word, Power Point and Net browsing etc.).....

13. Project Experience (If any).....

14. Signature of Applicant:.....

Dated:-.....