



Vardhman

PODAR LEARN SCHOOL

Part Of Podar Education Network (Since 1927)

RECRUITMENT & SELECTION

Recruitment Policy:

Conform to statutory regulations and agreed best practice; be fair and consistent; and be non-discriminatory on the grounds of sex, race, age, religion or disability.

Objective:

We the Vardhman Podar learn School , believe that we must take care of our people so that our people discharge their duties with sincerity and in the process look after the interests of the school. We like to call ourselves as “people – oriented”, a school that believes in relationships and in people. The aim of the Recruitment and Selection Policy is to ensure that the Selection Committee selects the most suitable person for the job on the basis of their relevant merits and abilities and that no job applicant is unfairly treated on any grounds including:

• race; • colour; • nationality; • ethnic or national origins; • religion; • sex; • sexuality; • actual or perceived AIDS/HIV status or perceived association with an HIV positive person; • marital status; • age; • social background; • disability.

Selection Process:

The Recruitment Policy of the School shall conform to the policies laid down by the Directorate of Education. The broad guidelines for recruitment shall be as follows:-

Recruitments will be based on the number of vacancies in the school with respect to the sanctioned posts. The number of vacancies shall be determined keeping in mind a student teacher ratio of 15:1.

* Sanctioning of Posts:

* Before the school reaches its full capacity: The Principal shall, in the month of November of the preceding academic session, get the required positions for the coming Academic Session sanctioned from the Recruitment Committee. Once the school is running on full capacity


PRINCIPAL
VARDHMAN PODAR LEARN
SCHOOL SEONI

☐ VARDHMAN PODAR LEARN SCHOOL (under the aegis of Vardhman Welfare Society)

Amajhiriya Chowk, At Seoni Bypass, Khasra Number 27/2, Village Palari, Dunda Seoni,
Tehsil and District – Seoni, Pin – 480661

☐ www.vplschoool.com



Vardhman PODAR LEARN SCHOOL

Part Of Podar Education Network (Since 1927)

Contract:

When a part time Staff Member is required.

When a full time Staff Member desires to do part time work or contractual work and the school does not want to lose the teacher.

Leave Vacancy:

When a permanent member of the staff is on leave and the post needs to be filled for a limited period of time.

There will be no mid-session recruitment unless approved by the Recruitment Committee.

For mid-session recruitment, the Principal must fill up the Personnel Requisition Form

(Annexure 2)

Consultation with and subsequently countersigned by the Chairman/Director, Education Society.

Short listing of candidates shall be undertaken based on the minimum qualifications as given by CBSE. At the basic level, short listing shall be undertaken based on the following parameters:

o Educational qualifications of candidate:

In case of any third divisions in Bachelors or Masters Program, the candidate shall not be shortlisted.

Work experience.

Any outstanding achievements of the candidate.

The shortlisted candidates shall face the Selection Committee who shall be responsible for the selection of candidates.

The Selection Committee will base recruitment on merit as judged by the performance in the interview, educational qualifications and past experience.

The Selection Committee should have at least three candidates, wherever possible, in order of merit to be offered the job.

The job will be offered to the best candidate and will be offered to the second best only in case the first candidate refuses the offer.

The Selection Committee can be considered for a period of one year, in order to tide over any leave vacancies that arise during the academic year.

Decision of the Selection Committee will be final and binding on all applicants.

Any grievance against the Selection Committee will be directed to the Chairman/Director, Education Society.


Educational Qualifications:

Pre-School Teachers: Graduation/ NTT/ECCE/Montessori

Pre- Primary Teachers: Graduation/ NTT/ECCE/Montessori

Primary Teachers: B.A. / B.Sc., B.Ed.; B.El.Ed. (PRT/TGT) D.El.Ed.

Secondary Teachers: M.A. / M.Sc., B.Ed. / M.Ed. (TGT/PGT)


PRINCIPAL
VARDHMAN PODAR LEARN
SCHOOL SEONI

VARDHMAN PODAR LEARN SCHOOL (under the aegis of **Wardhman Welfare Society**)

Amajhiriya Chowk, At Seoni Bypass, Khasra Number 27/2, Village Palari, Dunda Seoni,
Tehsil and District – Seoni, Pin – 480661

www.vplschoool.com