

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Secondary Education- Guidelines for Selection of Principals, Post Graduate Teachers and Trained Graduate Teachers into Model Schools in the state of Andhra Pradesh -Approved-Orders-Issued.

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**EDUCATION (SE-PROG.I) DEPARTMENT**

G.O.Ms.No.25

Dated: 04.04.2013

Read the following:-

- 1.G.O.Ms.No.254,Fin(SMPC.I)Deptt., dated 03.12.2011
- 2.From the Commissioner & DSE,A.P,Hyd., Lr.C.No.899/RMSA/ Model Schools/2012,dated 04.12.2012.

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ORDER:-

1. The Government of India have sanctioned 355 Model Schools in Phase-I for the State of Andhra Pradesh under the Centrally Sponsored Scheme of setting up of Model Schools at block level. Accordingly, the Model Schools have been taken up under the Andhra Pradesh Secondary Education Society, which is implementing Rashtriya Madhyamika Shiksha Abhiyan project in the State. The Government of Andhra Pradesh have accorded sanction for creation of various posts at State, District and School Level for Andhra Pradesh Model Schools, vide reference first read above.

2. The written test for recruitment to the posts of Principal, Post Graduate Teacher (PGT) and Trained Graduate Teacher (TGT) was held in May-2012 and the results thereof in respect of Post Graduate Teacher (PGT) and Trained Graduate Teacher (TGT) were published on 07-10-2012.

3. The following guidelines are issued for preparation of merit lists of the above three categories, verification of certificates, preparation of selection lists, conduct of interviews for the post of Principal and issue of appointment orders.

**4. Selection:**

Candidates shall be selected on the basis of combined marks secured in the Written Test (80%) and TET (20%) for the post of Trained Graduate Teacher (TGT). For the post of Post Graduate Teacher (PGT) candidates shall be selected on the basis of marks secured in the Written Test (100%). For the post of Principal, candidates shall be selected on the basis of combined marks secured in the Written Test (85%) and Interview (15%).

**5. Preparation of Selection Lists:**

- a) The rule of reservation to local candidates is applicable and the provisions of Andhra Pradesh Public Employment (OLC&RDR) Order (Presidential Order) 1975 and amendments there to shall be followed strictly.
  - b) The rule of special representation in the matter of appointment of candidates belonging to Scheduled Castes, Scheduled Tribes, Backward Classes, Physically Challenged, Ex-servicemen and Women is applicable as per Rule 22 of the Andhra Pradesh State and Subordinate Service Rules 1996 as amended from time to time.
  - c) The rules issued from time to time by the Department of Disabled Welfare shall be followed in respect of special representation for differently abled (physically challenged) persons.
  - d) The number of candidates selected shall not be more than the number of vacancies notified.
6. In pursuance of and for the purpose of para-5(a) above, the unit of appointment and postings for the category of Principal shall be the State of Andhra Pradesh and for the categories of Post Graduate Teacher (PGT) and Trained Graduate Teacher (TGT) it shall be the Zone under the Andhra Pradesh Public Employment (OLC&RDR) Order (Presidential Order) 1975.
7. **Selection Committee:** In pursuance of Rule-9 of the Adhoc Rules for direct recruitment for the post of Principals, Post Graduate Teachers (PGTs) and Trained Graduate Teachers (TGTs) in Model Schools, 2012, the Selection Committee comprising the following members shall approve the selection lists.
- i. Commissioner and Director of School Education
  - ii. Commissioner of Intermediate Education
  - iii. Director, RMSA
  - iv. Additional Director, Model Schools Convener
8. The Commissioner and Director of School Education shall develop a software tool with the support of the Centre for Good Governance to ensure a uniform procedure for selection of candidates by the Selection Committee.
9. The number of candidates selected shall not be more than the number of vacancies notified. There shall be no waiting list and posts if any unfilled for any reason whatsoever shall be carried forward for future recruitment.

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10. For the purpose of deciding the inter-se merit / rank of candidates with equal marks, the following procedure shall be followed in that order:

- a. **Date of Birth:** The elder candidate will be given higher rank over a younger candidate;
- b. If the Date of Birth is also same, but the candidates belong to different genders, a **female candidate** will be given a higher rank over a male candidate;
- c. If two or more candidates have same date of birth, and no female candidate is one among them, or more than one female candidates are available, then candidates belonging to the following communities (in that order) shall be given a higher rank:
  - a) **ST**
  - b) **SC**
  - c) **BC (A)**
  - d) **BC (B)**
  - e) **BC (C)**
  - f) **BC (D)**
  - g) **BC (E) and**
  - h) **OC**
- d. In case of further equality or tie, the date of passing of Professional / Training qualification examination (B.Ed. or equivalent examination, Pandit Training etc) and in case of further tie, the date of passing the basic academic qualification shall be taken into consideration.

**11. Verification of Certificates:**

- a) The Additional Director, Model Schools shall prepare with the approval of the Selection Committee a provisional list to the extent of vacancies notified, for each category of post notified, on the basis of the merit list and publish the same on the notice boards of the offices of the District Collector and District Educational Officer and also on the designated website, along with the date, time and venue fixed for verification of certificates. The Additional Director, Model Schools shall also issue a press note in the news papers for wide publicity in this regard.

- b) The Committees as constituted in the Annexure-I and Annexure-II to these guidelines shall conduct the verification of original certificates of the candidates for the posts of Principal and the posts of Post Graduate Teacher (PGT) and Trained Graduate Teacher (TGT), respectively, as per the schedule and at the venues specified by the Selection Committee.
- c) As the processing of applications is made online so far, the process of verification of certificates of candidates included in provisional list may, in certain cases, also result in,
  - i. Failure of the candidate to attend for verification of certificates.
  - ii. Failure of the candidate to produce the original certificate/s relevant to his/her eligibility and selection.
  - iii. Inclusion of a candidate in the provisional list of more than one category.
- d) As regards *c(i)* above, the Additional Director, Model Schools shall send a personal intimation to the address furnished by the candidate, to attend along with all relevant original certificates on the date fixed for the said purpose, as a final chance.
- e) In case the candidate fails to attend even on the date so fixed, he/she shall forfeit his/her right to be considered for selection.
- f) In the event of *c (ii)* & *c (iii)* and *(d)* above, the provisional list shall be redrawn by the Selection Committee drawing next candidate/s from the merit list to the extent necessary, however, subject to the condition that the number of candidates included shall not be more than the number of vacancies notified for that particular category. In so far as the candidate covered by *c (iii)* above, this exercise shall be done only after obtaining the option of such candidate at the time of verification of certificates itself.
- g) The further verification of certificates, if any required as under (f) above shall be done, after due intimation to the candidates concerned, on the date fixed for the said purpose.
- h) After due completion of the above exercise the Selection Committee shall prepare the final selection list of the candidates for all categories. Once the final selection list is prepared, there shall be no waiting list and posts if any unfilled for any reason whatsoever shall be carried forward for future recruitment.

**12. Preparation of selection lists--Procedure for implementing the reservations and presidential order 1975 (reservation for locals):**

- a) The rule of reservation to local candidates is applicable and the provisions of Andhra Pradesh Public Employment (OLC&RDR) Order (Presidential Order) 1975 and amendments there to shall be followed strictly. The procedure to be followed in respect of 30% (non-local and local) and 70% (local) candidates may be made explicit to the District Selection Committee.
  
- b) Achieving Reservations for SCs/STs/BCs/Women/ PHC/Ex-servicemen:**
  - i) Reservations for Scheduled Castes, Scheduled Tribes, Backward Castes, Women, Physically challenged candidates, and ex-servicemen shall be implemented as per the provisions of Rule 22 and 22A of the Andhra Pradesh State and Subordinate Service Rules, 1996, as amended in G.O.Ms. No. 65, General Administration (Services - D) Department, Dated 15<sup>th</sup> February 1997 as amended from time to time.
  
  - ii) Appointments shall be made in the order of rotation specified in Rule 22(e) of the Andhra Pradesh State and Subordinate Service Rules, 1996 in a unit of hundred vacancies.
  
  - iii) Local Scheduled Tribe candidates shall only be considered for selection and appointment against the vacancies in Scheduled Areas. They shall also be considered for selection to the posts notified in plain area if they come up for selection.
  
- c) Achieving Reservations for Local candidates under the Presidential Order, 1975:**
  - i) The top 30% of the Roster Points under which selections are being made in the recruitment for a specific category of teachers posts (e.g., Post Graduate Teacher- Mathematics) should be kept open for Open Competition under the Presidential Order 1975 (i.e. open for Locals and Non-local candidates), subject to the condition that the candidates shall however belong to the same reservation category (SC/ST/BC/Women/PHC/Ex-Servicemen, or a combination of these) as prescribed in a specific Roster Point.

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- ii) The remaining 70% of the Roster Points shall be filled with candidates who are locals to that zone only, subject to the condition that the candidates shall however belong to the same reservation category (SC/ST/BC/Women/PHC/Ex- Servicemen, or a combination of these) as prescribed in a specific Roster Point.

**d) Filling up “Carry-Forward Roster-Point Vacancies”:**

- i. Roster points which were carried over from the previous recruitments, due to non-availability of candidates under the particular reservation category / categories, should be placed at the top of the list of Roster Points to be adopted for conducting the current recruitment. They shall first be filled up with the candidates pertaining to the respective reservation category in respect of each of the ‘carried over’ roster points, ensuring the ‘women’ and ‘local’ reservation as applicable for the ‘Carry-Forward’ vacancies.
- ii. If the carry forward vacancies are from the first 30% of the previous list they are open for both local & non-local but subject to the communal reservation. If the carry forward vacancies from the 70% list i.e. list of local candidates, the posts have to be filled up by local candidates subject to the communal reservation.

**e) Ex-servicemen:**

As per G.O.Ms.No.310 General Administration (Ser.D) Department dated 19-07- 2005, the 13th and 37th turn in each unit of hundred vacancies shall be reserved for ex-servicemen. Out of 13th and 37th roster points, preference to one of the two points for women can be given, if women candidates are not available, both the points with men shall be considered. However, wherever the special or adhoc rules provide that there shall be no reservation for ex-servicemen or if a qualified and suitable candidate is not available from ex-servicemen, the turn allotted to ex-servicemen shall be deemed to be allotted to open competition.

**f) Physically Challenged Candidates:**

- i. The rules issued from time to time by the Department of Disabled Welfare shall be followed in respect of special representation for differently abled (physically challenged) persons.

- ii. All candidates who are claiming “Physically challenged” reservation, and appeared for examination in Model Schools Recruitment Test-2012, belonging to Hearing Impaired, Orthopedically Challenged and Visually Challenged shall produce certificates from the hospitals as indicated in Annexure - III. The certificates should have been issued on or after the date of issue of Notification for Model Schools Recruitment Test-2012 i.e. 06.02.2012. Any certificate issued prior to issue of the said date or from any other hospital shall not be valid. List of notified referral hospitals for issue of certificate to the Physically Challenged Persons is at Annexure-III.

### **13. Interview for the Post of Principal:**

- a) The Selection Committee shall constitute such number of interview boards as may be necessary for the purpose of interviewing the candidates for the post of Principal, comprising of the members mentioned below:
  - i) At least one National Level Expert (NCERT, NUEPA, RIE Mysore, RIE Bangalore etc.).
  - ii) Two to four Professors from Universities located in the State, Deputy Director/ Deputy Commissioner of Kendriya Vidyalaya or Navodaya Vidyalaya.
- b) Candidates for interview to the post of principal shall be short listed in 1:2 ratio, while ensuring compliance with reservations as specified in para 12 above.
- c) The original certificates of the candidates called for the interview shall be verified well before the interview dates and the shortfall in the number of candidates, if any arising as a result of verification, shall be made good by further operating merit lists.

### **14. Issue of Appointment Orders:**

- a) The Additional Director, Model Schools shall issue appointment orders as per the Ad-hoc Service Rules and posting orders as per the choice exercised by the selected candidates in the counseling.
- b) Actual appointments shall be restricted to the number required in relation to the opening of Model Schools/Classes/Sections.

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15. The Commissioner and Director of School Education A.P., Hyderabad shall take necessary action accordingly.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**RAJESHWAR TIWARI  
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Commissioner and Director of School Education, A.P., Hyderabad.

The Commissioner and Director of School Education & EOSPD(RMSA),  
A.P., Hyderabad.

The Commissioner of Intermediate Education, A.P., Hyderabad.

The Commissioner, Social Welfare Department, A.P., Hyderabad.

The Secretary, APREI Society, A.P., Hyderabad.

All the District Collectors.

All the Regional Joint Directors of School Education.

All the District Educational Officers.

Copy to OSD to Minister (S.E)

P.S. to Principal Secretary (SE).

SF/SCs.

//FORWARDED::BY ORDER//

SECTION OFFICER



(Annexure to G.O.Ms.No.25,Dt.04.04.2013.)

**Annexure-I**

**Model Schools – Recruitment of Principal**

**Certificates Verification Committee for the post of Principal at Hyderabad**

1	Additional Director	Chairman
2	Joint Director (Admn), Model Schools	Member Convener
3	Deputy Secretary, APREIS	Member
4	Academic Monitoring Officer, Model Schools	Member
5	Consultant , Model Schools	Member
6	Assistant Director, Model Schools	Member
7	Deputy Director (Admn), Model Schools	Member

**Note:** The above committees shall co-opt any additional members from RMSA/Model School office as may be required and draft sufficient supporting staff.

**RAJESHWAR TIWARI  
PRINCIPAL SECRETARY TO GOVERNMENT**

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SECTION OFFICER

(Annexure to G.O.Ms.No.25,Dt.04.04.2013.)

**Annexure – II**

**Model Schools – Recruitment of PGTs / TGTs**

**Certificate Verification Committees at Zonal level:**

**1. Zonal Level Committee for Zones 1 and 2:**

Districts covered: 1. Srikakulam, 2. Vizianagaram,  
3. Visakhapatnam, 4. East Godavari, 5. West Godavari,  
6. Krishna.

1	Additional Joint Collector/DRO, East Godavari District	Chairman
2	RJDSE, East Godavari	Member Convener
3	RJD, Intermediate Education, East Godavari	Member
4	JD/DSWO, East Godavari	Member
5	DEO, East Godavari	Member

**2. Zonal Level Committee for Zone3:**

Districts covered: 1. Guntur, 2. Prakasam, 3. Nellore.

1	Additional Joint Collector/DRO, Guntur District	Chairman
2	RJDSE, Guntur	Member Convener
3	RJD, Intermediate Education, Guntur	Member
4	JD/DSWO, Guntur	Member
5	DEO, Guntur	Member

**3. Zonal Level Committee for Zone 4:**

Districts covered: 1. Kadapa, 2. Chittoor, 3. Anantapur,  
4. Kurnool

1	Additional Joint Collector/DRO, YSR Kadapa District	Chairman
2	RJDSE, , YSR Kadapa	Member Convener
3	RJD, Intermediate Education, YSR Kadapa	Member
4	JD/DSWO, YSR Kadapa	Member
5	DEO, YSR Kadapa	Member

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**4. Zonal Level Committee for Zone 5:**

Districts covered: 1. Warangal, 2. Adilabad, 3. Karimnagar, 4. Khammam

1	Additional Joint Collector/DRO, Warangal District	Chairman
2	RJDSE, Warangal	Member Convener
3	RJD, Intermediate Education, Warangal	Member
4	JD/DSWO, Warangal	Member
5	DEO, Warangal	Member

**5. Zonal Level Committee for Zones 6 and 7:**

Districts covered: 1. Hyderabad, 2. Mahaboobnagar, 3. Rangareddy, 4. Medak, 5. Nizamabad, 6. Nalgonda

1	Additional Joint Collector/DRO, Hyderabad District	Chairman
2	RJDSE, Hyderabad	Member Convener
3	RJD/DVEO, Intermediate Education, Hyderabad	Member
4	JD/DSWO, Hyderabad	Member
5	DEO, Hyderabad	Member

**Note:**

1. The zonal committee shall co opt any additional members from the districts in the Zone as may be required and draft sufficient supporting staff.
2. One Additional Director Nominated by the C&DSE shall act as Observer at the zonal level.
3. One member from the CGG Computer team of O/ o C&DSE shall attend and provide support to the Zonal Level Committee.

**RAJESHWAR TIWARI  
PRINCIPAL SECRETARY TO GOVERNMENT**

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SECTION OFFICER

(Annexure to G.O.Ms.No.25,Dt.04.04.2013.)

**ANNEXURE-III**

**List of notified referral hospitals for issue of certificate to the Physically Challenged Persons**

**1. VISUALLY CHALLENGED**

<b>Sl. No</b>		<b>DISTRICT</b>	<b>HOSIPTAL RECOGNIZED FOR ISSUE OF CERTIFICATE</b>
1.	District Educational Officer	SRIKAKULAM	Regional Eye Hospital, Visakhapatnam
		VIZIANAGARAM	
		VISAKHAPATNAM	
		EAST GODAVARI	
2.	District Educational Officer	WEST GODAVARI	Regional Eye Hospital, Guntur
		KRISHNA	
		GUNTUR	
		PRAKASAM	
		NELLORE	
		KADAPA	
		ANANTAPUR	
KURNOOL			
3.	District Educational Officer	NIZAMABAD	Regional Eye Hospital, Warangal
		ADILABAD	
		KARIMNAGAR	
		WARANGAL	
		KHAMMAM	
4.	District Educational Officer	RANGA REDDY	Sarojini Devi Eye Hospital, Hyderabad
		HYDERABAD	
		MEDAK	
		NALGONDA	
		MAHABOONNAGAR	

**2. HEARING IMPAIRED**

<b>DISTRICT</b>	<b>HOSIPTAL RECOGNIZED FOR ISSUE OF CERTIFICATE</b>
All Districts	Government ENT Hospital, Koti, Hyderabad.

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**3. ORTHOPADICALLY CHALLENGED**

<b>Sl. No</b>		<b>DISTRICT</b>	<b>HOSIPTAL RECOGNIZED FOR ISSUE OF CERTIFICATE</b>
1.	District Educational Officer	SRIKAKULAM	King George Hospital, Visakhapatnam
		VIZIANAGARAM	
		VISAKHAPATNAM	
		EAST GODAVARI	
2.	District Educational Officer	WEST GODAVARI	Government General Hospital, Vijayawada
		KRISHNA	
3.	District Educational Officer	GUNTUR	Government General Hospital, Guntur
		PRAKASAM	
4.	District Educational Officer	NELLORE	Ruia Hospital, Tirupathi
		CHITTOOR	
5.	District Educational Officer	KADAPA	RIMS Hospital in Kadapa
		ANANTHAPUR	
6.	District Educational Officer	KURNOOL	Government General Hospital, Kurnool
		MAHABOONNAGAR	
7.	District Educational Officer	MEDAK	Osmania General Hospital / Gandhi General Hospital Hyderabad
		RANGA REDDY	
		HYDERABAD	
		NALGONDA	
		ADILABAD	
8.	District Educational Officer	NIZAMABAD	MGM Hospital, Warangal
		KARIMNAGAR	
		WARANGAL	
		KHAMMAM	

**RAJESHWAR TIWARI  
PRINCIPAL SECRETARY TO GOVERNMENT**

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