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**CIRCULAR NO - 03 / SCHOOLS/2015**  
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B/45706/SOP/AWES

24 Jul 2015

List A

**STANDING OPERATING PROCEDURE (SOP) FOR SELECTION OF PRINCIPALS FOR ARMY PUBLIC SCHOOLS**

- References :**
1. Article 119 (a) of Rules and Regulations for Army Public Schools Volume 1 2011Edition.
  2. Appendices **F & G** of Rules and Regulations for Army Public Schools Volume 1 2011Edition.

- Appendices :**
- A - Intimation of anticipated vacancies.
  - B - Sample of Advertisement.
  - C - Sample of Interview Call Letter.
  - D - Format for Assessment Sheet.
  - E - Format for Preparing Merit List.

Chairman.....	
Sr Member.....	
SO to Chairman.....	
Principal.....	
Head Clerk.....	
Date.....	27/7/2015

**GENERAL**

1. Principal is the most important functionary on whom the well being and performance of the school depends. A principal, not only has to be academically sound but should also have the acumen and art of effective administration, being the overall head of an institution and leader. There is therefore a need for the management to follow a system that is transparent and uniform in order to select the best and most deserving candidate.

**AIM**

2. To lay down broad guidelines for selection of Principals in Army Public School (APS).

**OUT LINE PROCEDURE**

3. **Intimation of Anticipated Vacancies.** SAMCs will intimate existence/ likely existence of vacancies in schools to Board of Administration at HQ Commands on occurrence as per **Appendix A.**
4. **Advertisement.** An advertisement will be made by Board of Administration (BOA) at HQ Command as per sample at **Appendix B.**

5. **Submission of Applications** Application will be submitted on plain paper giving out Bio Data, photograph & Experience and vacancy applied for or for All India Basis. **Last date of receipt of applications will be as per requirement of Comd/date published.**

6. **Eligibility Criteria** In exercise of powers given vide Clause 54 of CBSE Affiliation Byelaws the following criteria are laid down for selection of principals of APSs:-

(a) **Senior Secondary Schools**

(i) Master Degree or Honours Degree of a Foreign University recognized as equivalent to the Master's Degree of an Indian University by the U.P.S.C. or Honours Degree of such Indian Universities as may be recognized equivalent to the Master's Degree by the U.P.S.C.

(ii) A teaching Degree (B Ed).

(iii) Experience as required under anyone of the following clauses :-

(aa) At least 3 years experience of administrative charge of a recognized College having Intermediate or higher classes.

(ab) At least 5 years experience of administrative charge of a recognized High School.

(ac) At least 5 years experience of teaching in a recognized college or Higher Secondary School or an equivalent teaching experience in a Teachers Training Institute.

(ad) At least 8 years teaching experience in a recognized High School.

(ae) At least 5 years experience including 3 years educational administrative experience and 2 years teaching experience in a recognized High or Higher Secondary School or a Teachers Training Institute.

(b) **Secondary/Middle Schools** Master's Degree (or its equivalent) with a teaching degree (B Ed) with 5 years experience of teaching of High or Higher Secondary/ Intermediate classes.

(c) Age criteria for both the above will be 'Below 50 years' except for Ex Servicemen who may be upto 58 years of age.

**Note** Any relaxation, in age criteria, or academic qualifications to the level laid down in Chapters IX & X of CBSE Affiliation Bye-Laws, will only be granted by Chairman Executive Committee of AWES.

7. **Scrutiny of Applications** The applications will be scrutinized at HQ Commands by a Board of Officers to check eligibility, prior to issue of call letter.

Original copy of the proceedings of this Board will be put up along with the Final Proceedings. Min of Five candidates for Senior Secondary and Three for Secondary school is mandatory for holding interview.

8. **Issue of Call Letters** Eligible candidates will be issued call letters (As per sample at **Appendix C**) inviting them for interview at Station, as applicable. Venue will be indicated clearly. No TA/DA will be admissible to candidates. HQ Commands will forward consolidated nominal rolls along with the Bio Data to Presiding Officers well in time.

9. **Composition of Selection Committee.** Boards will be convened as decided by respective HQ Commands. The composition would be as under :-

(a) Presiding Officer	- Maj Gen/ Brig	(Preferably the Patron/Chairman of the School having a Principal's vacancy.)
(b) Members	- One Fmn Cdr (Brig)	- do -
	- Rep AWES (Comd/ Corps/ Area)	
	- One Educationist of Eminence	
	- One Senior Principal of APS	
	- One Psychologist	For small schools ie below 500/remote loc Psychologist not mandatory.

10. **Evaluation of Qualities.** Marks for evaluation of qualities by individual members are given in Member Assessment Sheet, attached as **Appendix D**.

11. **Final Merit List by HQ Commands.** Points awarded by each member will be recorded and included in the Board Proceedings to arrive at a consolidated merit list giving out % and merit. The Proforma for preparing merit list is attached as per **Appendix E**.

12. **Principals of Middle and Secondary Schools.** Principals selected for Middle Schools (upto to VIII) and secondary Schools (upto Class X) **will not automatically become Principals on up gradation of above schools to higher classes.** On up gradation of the schools, the Principal will be selected in accordance with the existing procedure and it would be ensured that the eligibility criteria laid down at para 6 above are fully met. This will be suitably incorporated in the appointment letters and agreements of the Principals of middle and secondary schools. The present Principals of such schools would have to apply afresh for selection for the post Principal through open system on upgrading and their candidature will be considered on merit.

13. **Fixation of Pay.** Pay Scales of Principals are given in Article 124 (a) (Notes to Article 124) of AWES Rules. There may be occasions where a good selected candidate may find our pay structure inadequate. A Chairman may

even fix higher salary than minimum approved by the AWES. Such a measure may be necessary in highly competitive places or where a very highly competent person is available. Such a variation should however not be done in basic pay but by giving additional increments/ allowances with approval of Chairman Board of Administration at HQ Command. While fixing pay, financial health of the school will be taken into account.

14. **Preparation of Board Proceedings** The Board Proceedings will be put up for approval by Chairman, Board of Administration at HQ Command **within 7 days of holding the interviews.** The following documents will be attached to the proceedings :-

- (a) A copy of Convening Order for scrutiny of applications.
- (b) Board proceedings of scrutiny of applications. The board will certify that all candidates recommended for interview meet all qualifications laid down by AWES.
- (c) Convening Order of selection committee.
- (d) Certificate stating that none of the board members are related to or have any previous acquaintance with any of the candidates.
- (e) Consolidated Mark Sheet as per Appendix E.
- (f) Salary negotiation details.
- (g) Biodata of selected candidate(s) including reserves.

15. **Confidentiality of Board Proceedings.** The board proceedings will be kept in the personal custody of Officer nominated by HQ Comd till declassified.

16. **Intimation to HQ AWES** A copy of Appointment Letter along with Biodata will be endorsed to HQ AWES.

17. **Validity of Board Proceedings** The proceedings of the board will be valid for a period of **six months** from the date of approval of proceedings.

18. **Issue of Appointment Letters.** On approval of Board Proceedings by Chairman Board of Administration, Appointment Letter will be issued by the secretary BOA( Dir AWES Cell at HQ Command).

19. **Probation. Principals will always be appointed as Regulars.** On appointment he /she will be on probation for a period of one year extendable by another year with the approval of appointing authority. In case no intimation of extension/confirmation is received by the appointee on due date Confirmation from due date will automatically be assumed.

20. **Termination.** Services of Principals can only be terminated on approval by the appointing authority.

#### **CONCLUSION**

21. There is also a need to ensure anticipatory actions are taken so that Principals are selected well in time.

22. Selection of the right candidate for the post of Principal of a school is a sacred function. All efforts need to be made to ensure that right candidate with competence, stability of character and administrative acumen is selected.

23. This supersedes Circular No 01/SCHOOLS/2013 issued vide our letter No B/45706/SOP/AWES dated 09 Jul 2013.

Sd/ x x x x  
(A Datta)  
Col (Retd)  
Director Schools  
for Adjutant General