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**Unified Service Rules**  
**For**  
**International Indian Schools**  
**In**  
**Saudi Arabia**

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# **1. INTRODUCTION**

These rules shall be called “INTERNATIONAL INDIAN SCHOOLS SERVICE RULES” IN THE KINGDOM OF SAUDI ARABIA and will be applicable to and binding on all International Indian Schools in the Kingdom of Saudi Arabia under the patronage of Ambassador of India.

## **1.1 Definitions**

The terms of expression used in these rules will have the following definitions and / or meanings.

### **1.10 The School**

International Indian Schools in the Kingdom of Saudi Arabia under the Patronage of AMBASSADOR OF INDIA, Riyadh.

### **1.11 School Managing Committee**

Each school shall have a Managing Committee formed according to the procedures outlined in the Charter of International Indian Schools in the Kingdom of Saudi Arabia.

### **1.12 The Charter**

It is the document which shall govern the functioning of all International Indian Schools licensed by the Ministry of Education, Kingdom of Saudi Arabia, affiliated to or in the process of obtaining affiliation to the Central Board of Secondary Education (CBSE), New Delhi, India.

### **1.13 Higher Board**

There shall be a Higher Board to monitor the functions of all the International Indian Schools in the Kingdom. The Board will be made up of the following:

1. All Chairmen of the elected Managing Committees of the International Indian Schools, as members
  2. An expert (Indian national) in the field of education, as Member
  3. An expert (Indian national) in the field of finance, as Member
  4. An expert (Indian national) in the field of administration, as Member
  5. A representative of the Ministry of Education
  6. A representative of the Embassy of India, not below the rank of Second Secretary, as observer.
- g) The above-mentioned three Indian experts will be nominated as the Members of the

Higher Board with the coordination and consultations between the Ministry of Education and the Embassy of India, Riyadh

h) The President of the Higher Board will be selected from amongst the Members of the Board

i) The Board shall meet routinely once in three (3) months or any time in case of emergency and shall submit its reports, decisions and recommendations in respect of each International Indian School in the Kingdom to the Department of Education under whose jurisdiction the School is located, Directorate General of Education (Foreign Education), Riyadh, and the Embassy of India for their consideration.

(Further details relating to the Higher Board are available in the HB Rules)

#### **1.14 Appointing Authority**

The Managing Committee is the appointing authority in accordance with the procedure prescribed within the Charter; the Centralized Recruitment Procedure and CBSE Rules. This applies for all teachers, Registrar, Vice Principals and other administrative staff.

Appointment/ renewal of contract/ termination of all School staff of the rank of the Head of the Institution, Principal, Vice-Principal, Director (Administration Officer, Finance Officer)/ Registrar shall be conducted in accordance with the provisions of the approved Recruitment Procedure and Unified Service Rules. Written consent will be sought from the Department of Education under whose jurisdiction the School is located, with a copy to the Embassy's Observer and after receiving the consent the decision of the HB on appointment will be final and binding.

#### **1.15 Probations**

An observation period of three months commencing from the date of joining regular post.

#### **1.16 Regularization of Service**

Approval of appointment by the Managing Committee based on the satisfactory completion of Probation on the recommendation of competent authority.

#### **1.17 Temporary Ad hoc Appointment**

Appointment for a very short period, not exceeding three months, on a monthly pay rate on purely temporary basis.

#### **1.18 Disciplinary Authority**

The authority competent to take disciplinary action - Higher Board in case of Principal and the Principal in case of others under intimation to the Chairman, Managing Committee.

The authority competent to evaluate the functioning of the Principal/ HOI/ Director (Admin & Finance)/ Vice Principal and the Registrar would be the Higher Board. In the case of others, the right to evaluate shall rest with the Principal after due consultations with the Managing Committee.

## **2. ORGANIZATIONAL STRUCTURE**

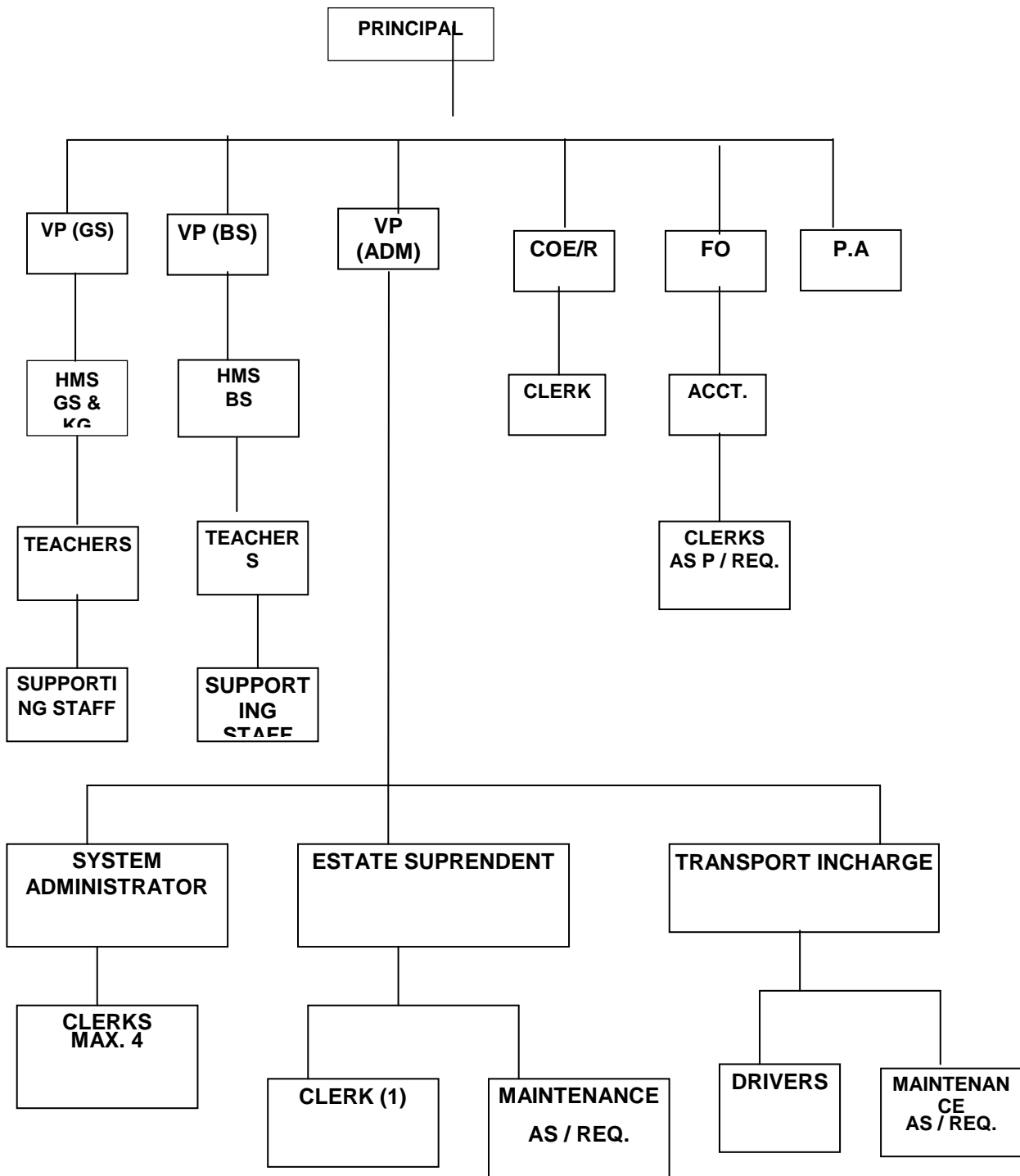
For the purpose of Administrative structure, International Indian Schools in the Kingdom will be categorized in the following categories based on the number of students.

1. Category --A-- with strength of more than 8000 students
2. Category --B-- More than 5000 up to 8000 students
3. Category --C-- More than 2000 up to 5000 students
4. Category --D-- Less than 2000 students

Type / Nomenclature of designation and number of posts as specified in the Organizational Charts is to be strictly followed by all the schools under the patronage of the Ambassador of India in the Kingdom.

In case, an extra designation / post is considered necessary, the school concerned may seek the approval of the Higher Board for the same

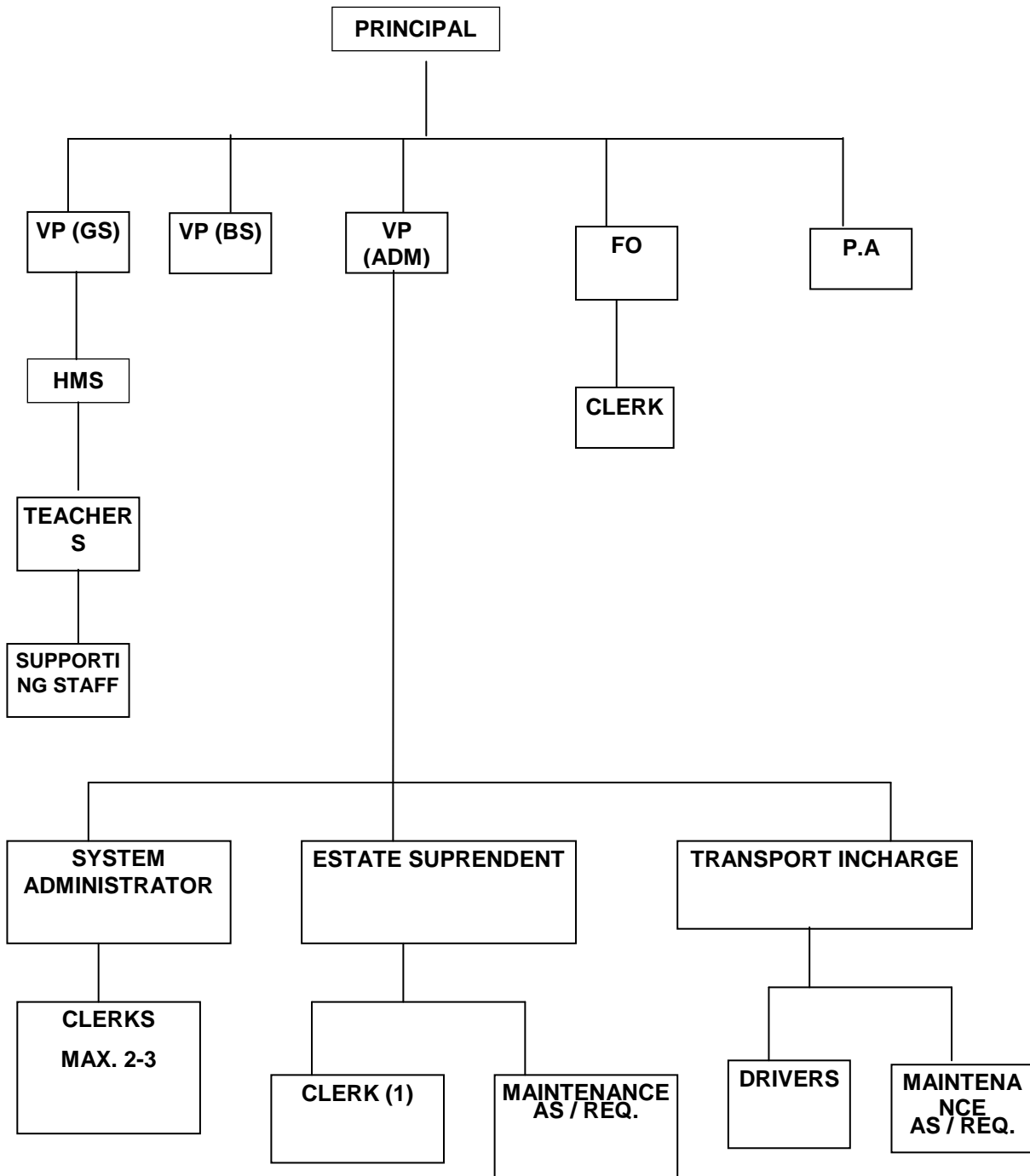
### **2.1 Category A**



N.B. The ratio of teachers to students should be 1:30 and/ or 1.5 teachers per section.

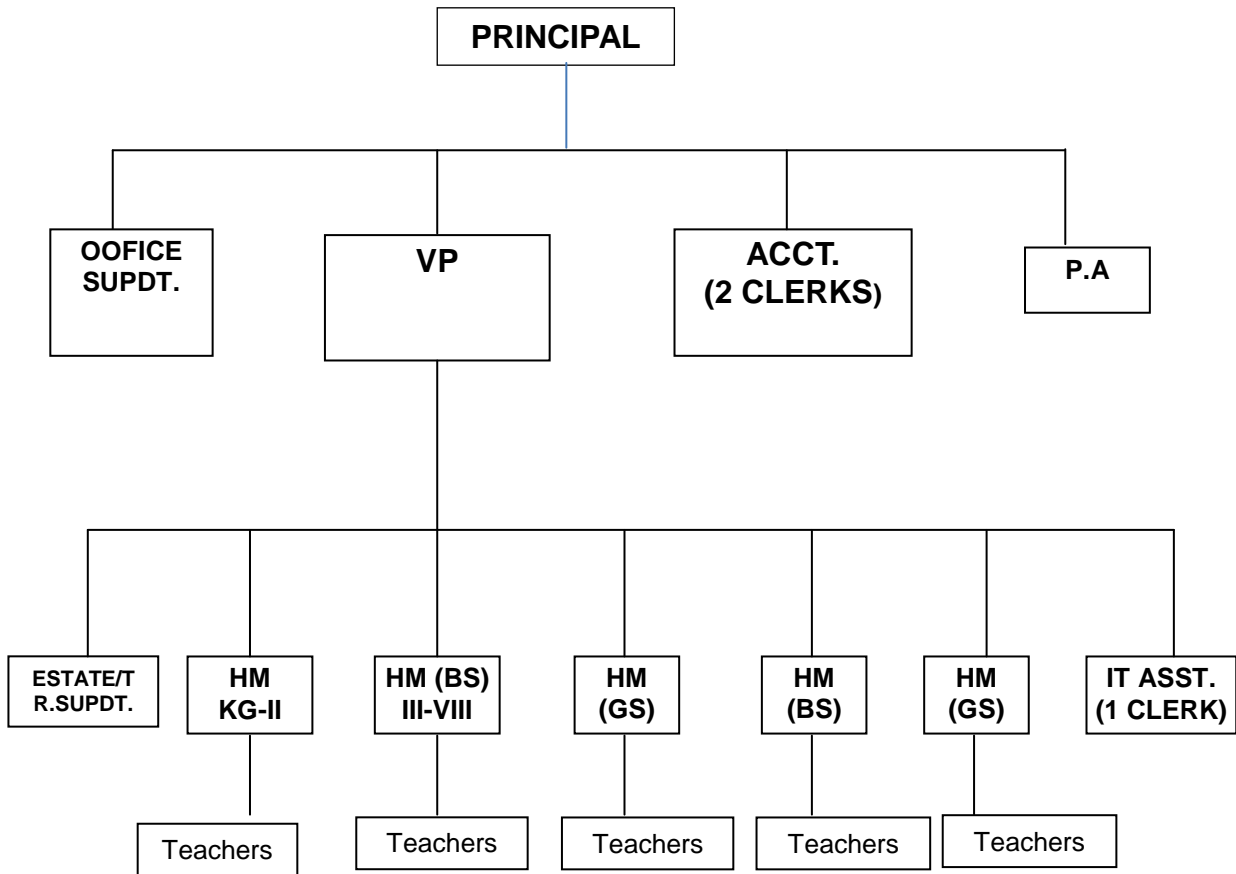


## 2.2 Category B



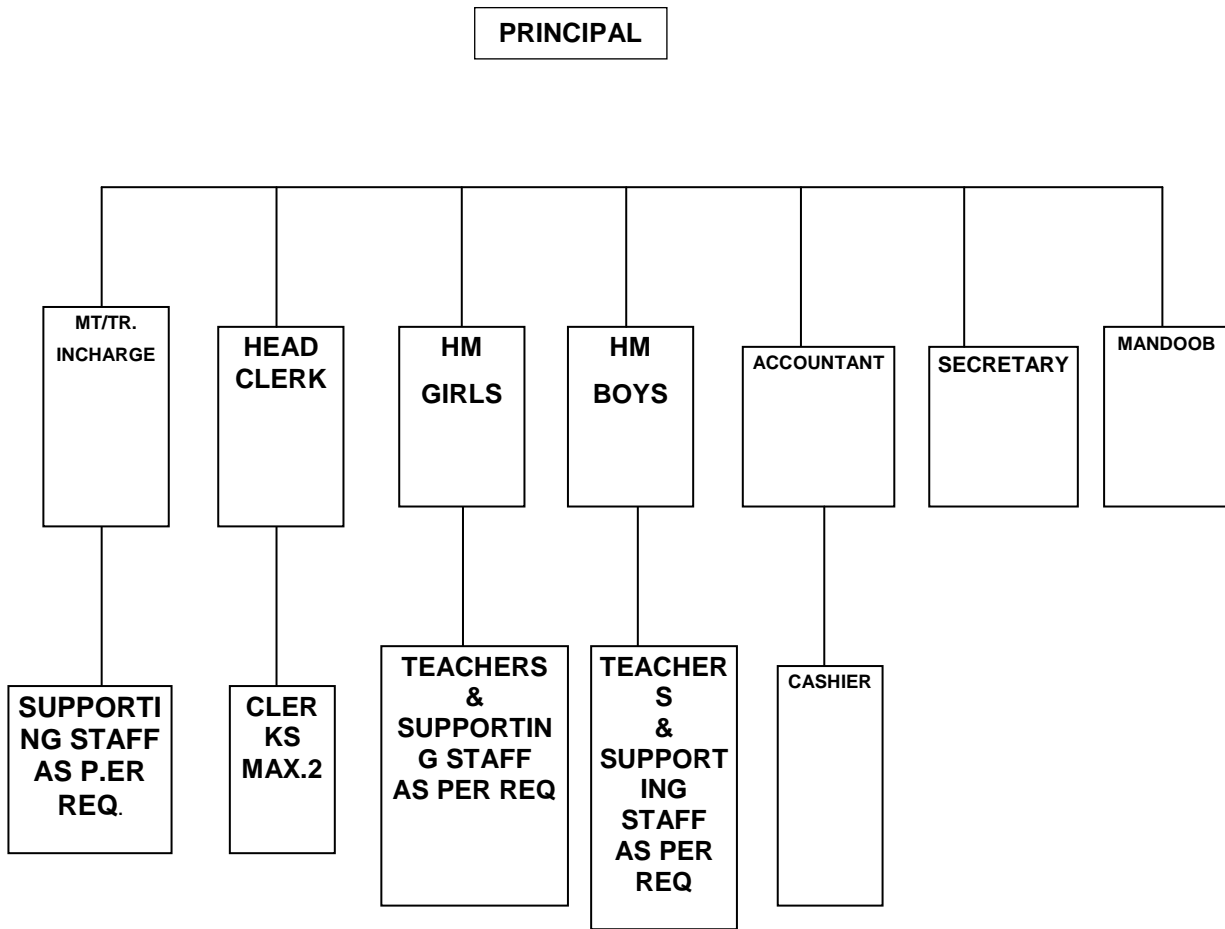
N.B. The ratio of teachers to students should be 1:30 and/ or 1.5 teachers per section.

## 2.3 Category C



N.B. The ratio of teachers to students should be 1:30 and/ or 1.5 teachers per section.

## 2.4 Category D



N.B. The ratio of teachers to students should be 1:30 and/ or 1.5 teachers per section.

### **3. ADMINISTRATIVE STRUCTURE & PROCEDURES**

#### **3.1. Job Description of Officials**

1. Principal
2. Vice Principal (Academics)
3. Vice Principal (Administration)
4. Controller of Examination / Registrar
5. Finance Officer
6. Headmaster / Headmistress
7. System Administrator

#### **3.2. Duties and responsibilities of the Principal**

Educational qualifications and experience - Ref. Appendix A

The Principal will be the Chief Executive and Academic Head of the School for the smooth functioning of the School and its administration. He will provide academic and administrative leadership of the highest order and always keep in view that the reputation of the school depends on his actions, which are watched by the school employees, students, parents and the community outside. He shall have the authority and responsibility for all matters connected with teaching and management of the School. He will handle official correspondence relating to the school and furnish within the specified dates, the return and information required by the local government and CBSE. He will keep the Chairman informed who in turn will inform the MC. He will be the ex-Officio member secretary of the MC.

#### **3.3. Academic:**

1. He will function as the head of the School under his charge and carry out all administrative duties required of a head of office.
2. Supervise, guide and control the teaching and non-teaching staff of the school for whom he will also be the disciplinary authority.
3. Plan the year's academic work in advance in consultation with Vice Principal, COE/R, H.Ms and other colleagues. Review the timetable made by the respective section heads so that responsibilities are judiciously distributed.
4. Supervise classroom teaching and also ensure regular supervision through VP/COE and HMs (written work, home assignment etc., and ensure that the assessment and corrections are carried out timely and effectively).
5. Arrange for remedial coaching classes for weak students and enrichment programmes for bright students.

6. Develop and organize the library resources and reading facilities in the School and ensure that the staff and students have access to books and journals of established value and usefulness. This he will coordinate with VPs / HMs / Library Committee.
7. Develop and organize proper teaching aids, Audio Visual aids, Computer networks, Computer literacy etc.
8. Arrange to meet parents at regular intervals particularly those parents whose children need special attention. The Principal should take steps to have at least three Parent Teacher Meetings (PTA) convened in a year (one in each term). There should be a proper arrangement for the parents to interact with the class teachers and subject teachers regarding the performance and progress of their wards on the PTA days.
9. Take about seven teaching periods a week to keep himself in touch with the students.
10. Be in charge of admission in the school in accordance with the CBSE rules and guidelines.
11. Organize and coordinate various co-curricular activities through the house system or in such other effective ways as he deems fit.
12. Ensure effective implementation of all CBSE policies.

#### **3.4. Administrative:**

1. Makes all appointments following the due process purely on merit keeping in view the larger interests of the institution and in accordance with CBSE rules and Centralized Recruitment Policy procedures.
2. Work as spokesperson for the cause of the teachers and their welfare in the Managing Committee meetings. Send regularly the progress reports of the students to their parents or guardians. Promote the initiative of the teachers for self-improvement and to improve the academic standard and value education to the students through them. Guide the teachers to promote their professional growth and actively encourage their participation in course design and for in-service education. (Secure co-ordination and co-operation amongst teachers of the same subject areas and as well, as inter subject coordination).
3. To keep the Chairman of the Managing Committee and Patron, through the Observer, informed of major events including cases of indiscipline, theft, loss of school property, mishap of any kind.
4. Draw up and issue school standing orders covering all aspects of school administration.
5. Ensure purchases of stores and other materials required for the school in accordance with the rules governing such purchases and make sure that all such stores are taken to stock

register. He shall ensure with the help of either V.P / VP (Admin) or members of the Finance Sub Committee, scrutiny of all bills before payment action.

6. Constitute Committees for conduct of physical verification of school property and stocks at least once a year and ensure the maintenance of stock registers neatly and accurately. Initiate action for materials found short, broken, missed at the time of stock verification after proper inquiry.
7. Look after teacher's welfare. Be responsible for allocation of duties and uniform teaching load; provide necessary facilities to the teachers in discharge of their duties. Ensure that staff are properly guided in the use of latest techniques and are provided in-service training and other guidance for their professional growth. Be responsible for conduct of all examinations, internal and external in accordance with the rules laid down by CBSE.
8. Ensure the upkeep and maintenance of buildings, equipment, smooth transport operations etc.
9. He will get service book of teachers and other staff, and such other registers, return and statistics as may be specified by the CBSE and the Patron.
10. To approve leave of all staff, initiate disciplinary action against erring employees, sanction TA/DA claims of all the school staff placed under him/her.
11. To initiate Annual Performance Reports of Vice Principals, Controller of Examinations, VP (ADM) HMs and be the Reviewing Officer for the other staff. To collect students' evaluation reports of Classes IX onwards about teachers, review them and take necessary steps in consultation with The following will report to the Principal and assist him in performance of his duties:
  - a. Vice Principals (Boys, Girls and Adm.)
  - b. Controller of Examinations
  - c. Finance Officer
  - d. Headmistresses / Headmasters
12. It shall be the responsibility of the Principal, as ex-officio Member Secretary of the Managing Committee (MC), to ensure that the MC Meeting is held sufficiently ahead of the HB Meeting and all issues required to be raised at the HB Meeting are discussed and clear recommendations are made/ taken in respect of the items sought to be conveyed for inclusion in the HB Meeting.
13. It shall be the responsibility of the Principal as Member-Secretary to invite agenda items for MC Meetings and ensure that copies of agenda are sent out at least 8-10 days in advance to the President, Higher Board, the Embassy of India, Riyadh; the Department of Foreign Education under whose jurisdiction the school is located and the Ministry of Education (Foreign education), Riyadh. Likewise, minutes of each MC meeting will be

sent to all the above mentioned within a week from the date of such meeting. In case a HB Meeting is scheduled within a few days of the MC Meeting, a copy of the minutes of the concerned MC Meeting should have been sent to all those mentioned above before the HB Meeting.

### **3.5. Financial:**

1. Be responsible for the proper maintenance of accounts of the School records. Monitor the proper maintenance of School accounts and all financial data by the FO / Accountant. It shall be the responsibility of the Principal to ensure that all provisions relating to bank signatories etc. as mentioned in the Charter are scrupulously adhered to and followed.
2. Ensure timely payment either by himself or by the Finance Convener and the Managing Committee, which will include payment of all bulk purchases (strictly made in accordance with the laid down purchase procedures), salaries and allowances of teachers and other non-teaching staff in time and according to the instruction governing such payment.
3. Ensure timely collection of tuition fees, transport fee and other charges that are levied and ensure that all funds are appropriately accounted for. Maintain effective financial control and sanction all expenditures in accordance with the rules and budgetary allocations made by the Managing Committee.
4. Carry out a check personally of the following once in a year:
  - a. Cash held against the cash balances shown in the cash books maintained in respect of different accounts.
  - b. Safe custody of cash, draft, cheques etc.
  - c. Progress of action taken on observations made by stock taking committees or the audit authorities.
5. Get the School accounts audited annually by reputed auditors and maintain the audit reports.

### **3.6. Vice Principal (Academic)**

#### **Position Summary:**

Educational qualifications and experience - Ref. Appendix A

1. Vice Principal will report to the Principal & HOI in all matters pertaining to his duties and responsibilities.
2. Vice Principal shall, for all practical purposes, function as the head of the boy's or the girl's school, as the case may be. He/she should ensure that high standards of excellence are achieved by the school in academic and extra-curricular activities. On academic

matters, he/she will have full freedom to take appropriate actions/decisions as per the broad policy guidelines set by the CBSE in consultation with the Principal.

3. The VP will ensure total compliance to rules, regulations, policies and procedures by all the staff under his/her charge. He/She will recommend disciplinary (corrective/punitive) measures against those who violate rules and regulations.
4. On all policy matters, he/she will be required to carry out necessary actions/ decisions in consultation with and as per the guidance of the Principal. VP is required to take up a teaching load of about twelve (12) periods a week. He/She can exercise administrative powers over Headmasters/Headmistress, teachers, and any non-teaching staff reporting to him directly or indirectly. He will have financial powers as per the limits of authority laid down by the Management of the School.

### **3.7. Position Description:**

1. Vice Principal (VP) shall, for all practical purposes, function as the head of the boy's or the girl's school, as the case may be. However, he/she will be required to carry out duties in accordance with the broad guidelines in consultation with the Principal.
2. The primary role of Vice Principal is to ensure that high standards of excellence is achieved by the girl's or Boy's school as the case may be, in academic and extra curricular activities. VP should assist the Principal to establish long term and short term academic and co-curricular goals for school.
3. VP should supervise, guide, monitor and control the work of the Headmasters and Headmistress reporting to him/her. He/She should, through the HMs ensure that quality output and adequate levels of performance are delivered by the teaching and non-teaching staff.
4. VP should ensure that school timetable is prepared on time. He/She should ensure that proper teaching load is allocated to teachers. VP with the assistance of HMs should plan in advance and execute the full year's academic work. VP in consultation with the Principal and the COER should plan, and organise the school examinations. VP along with HMs should ensure that the answer sheets are evaluated properly, and marks/results tabulated and announced as per plan.
5. VP should periodically submit reports to the Principal on important matters pertaining to Academic, extra-curricular, Administrative and Financial Matters VP should periodically review the academic performance of the School and report to the Principal, along with the suggestions for academic improvement.
6. VP should ensure that extra academic input is provided to both weak and bright students.



7. VP should ensure that proper discipline is maintained in the School. He / She has the full authority to take appropriate disciplinary action on any student of the school. However, in case of major disciplinary issues involving students, VP should refer the matter to the Principal / Discipline Committee prior to taking disciplinary action.
8. VP should periodically assess the requirement for teaching aids, fixtures, furniture, office equipment etc., and recommend appropriate actions.
9. VP of Boy's and Girl's sections shall coordinate with each other to ensure that common approaches are followed in academic and extra curricular activities.
10. VP should periodically evaluate the performance of HMs and counsel them to improve their performance. VP should review the periodic assessment of teaching and support staff under him / her.
11. VP along with HMs should help and guide the teachers to promote their professional growth, and motivate them to be better teachers.
12. VP should do random checking of class teaching. He/She should do a random checking of evaluated answer sheets of exams, and also class room work of students. He/She should periodically report the findings to the Principal.
13. VP should regularly attend the school assembly. He / She should address the assembly at least once a week.
14. VP should take up teaching load of 8 to 12 periods a week.
15. VP should ensure that proper management practices are followed in the school. VP should ensure that assets under his direct or indirect control are properly used and maintained. VP should ensure that proper records are maintained in such a way that data could be retrieved easily.
16. VP should ensure that parent's complaints / suggestions are attended to without delay.
17. VP along with HMs in coordination with Transport Department should ensure that all safety measures are followed while students use the school buses.
18. VP should assist the Principal to ensure proper utilization of School Funds. VP should ensure that petty cash is utilized properly. He / she should ensure that proper accounts are maintained for petty cash expenses. VP should ensure that annual stock checking of Library and other assets is properly done.
19. VP should process all casual leave, and medical leave application not exceeding three (3) days, received from teachers and non-teaching staff, but routed through and recommended by HMs, and approve/disapprove the same as per the laid down procedures. For all other types of leave for teaching and non-teaching staff, and for all types of leave requests from HMs, VP should forward the requests along with appropriate

recommendation to the Principal for his action. VP should ensure that all leave and other records are properly maintained.

20. VP should endeavour to obtain information related to further educational avenues for students after Class XII and ensure that the same is circulated to students/parents.

### **3.8. Sub-ordination:**

HMs of the section concerned will report to VP.

### **3.9. Necessary qualities for the post of Vice Principal**

1. Ability to comprehend and visualize and set academic and extra-curricular goals for the school, and to formulate necessary policies, strategies, plans and action to ensure achievement of the same.
2. Should have clear thinking and perspective on academic matters. He / She should be a self-motivated individual.
3. Excellent leadership and motivational qualities and decision-making ability.
4. Excellent communication skills and public speaking ability.
5. Ability to maintain good 'interpersonal relations'. He / she should be a model teacher with ability to get along with students, teachers and parents.
6. Ability to organize and conduct meetings
7. Ability to extract work from subordinates
8. Good administrative capability
9. Excellent knowledge about educational avenues for students after Class XII
10. Computer related skills would be advantageous.

### **3.10. Headmaster / Headmistress**

Educational qualifications and experience - Ref. Appendix A

#### **Position Summary:**

Headmaster / Headmistress shall, under the guidance of the Vice Principal, function as the academic head of his/her block. He/She should ensure that high standards of excellence are achieved by his/her block in academic and extra curricular activities. He/She will have freedom to take appropriate actions/decisions on academic matters, which has no direct or indirect bearing on other block/sections of the School, as per the broad policy guidelines set by the Principal/Vice Principal/Management Committee of the School. On all policy matters or on important academic and extra curricular matters, he/she will be required to carry out necessary actions/decisions in consultation with and as per the guidance of the Vice Principal. HM is required to take up teaching load of not less than twelve (12) periods a week. He/She will exercise administrative powers over teachers and any non-teaching staff reporting to him/her directly or indirectly.

### **3.11 Position Description**

1. HM shall, under the guidance of the Vice Principal, function as academic and extra-curricular head of his/her block. He / She will have administrative powers over the teachers and non-teaching staff reporting him/her. However, he/she will be required to carry out duties in accordance with the broad guidelines laid by the Managing Committee/Principal/Vice Principal of the School.
2. The prime role of Headmaster/Headmistress is to ensure that a high standard of excellence is achieved by all the classes in his/her block in academic and extra curricular activities. He/She will be required to assess and report periodically, the academic performance, the classes in his block and suggest measures to improve the same.
3. HM should supervise, guide and control the work of the teachers reporting to him/her. He/She should, ensure that quality output and adequate levels of performance are delivered by the teaching and non-teaching staff.
4. HM should carry out the performance evaluation of staff under him/her, as per set procedure and submit the evaluation report to the VP. He/She may be required to evaluate the performance of the non-teaching staff under him/her.
5. HM should take extra attention on the performance of subject coordinators/ supervisors and submit periodic reports to the VP. HM should ensure that subject coordinators/superiors carry out the important role they are required to do.
6. HM should prepare the school timetable for the classes of his/her block on time. He/She should allocate proper teaching load to teachers. HM in consultation with VP should plan in advance and execute the full year's academic work for his/her block. He/She should assist the VP to plan and organise school examination for the block. He/She should conduct examinations, ensure that answer sheets are evaluated properly, marks / results tabulated and announced as planned.
7. HM should motivate, advise and counsel the teachers to improve their performance and professional growth.

8. HM should prepare duty charts for teachers and ensure that teachers carry out the duties accordingly.
9. HM should receive all leave applications from teachers and non-teaching staff, forward the same to VP with recommendation for approval/rejection as per laid down procedures. HM should ensure that all attendance and leave records of teachers and non-teaching staff report to him/her are properly maintained. HM should make effective substitute arrangements in place of teachers on leave. HM should make all necessary entries in the service book and submit them to the Principal through VP.
10. HM should periodically submit report to VP on important matters pertaining to academic, extra-curricular and administrative matters along with suggestions for improvement.
11. HM should plan and execute necessary actions to ensure that extra academic input are provided to both weak and bright students.
12. HM should ensure that proper discipline is maintained in his/her block. He/She has the authority to take appropriate disciplinary action on any student of the block. However, in case of major disciplinary issues involving students, HM should refer the matter to the VP / Discipline Committee for taking disciplinary action. In the case of any teaching or non-teaching staff, he/she should report full details of indiscipline or non-performance to the VP for information and necessary action.
13. HM should periodically assess the requirement of teaching aids, fixtures, furniture, office equipment etc., and recommend appropriate actions.
14. HMs of Boy's and Girl's sections shall coordinate with each other to ensure common approaches in academic and extra-curricular activities.
15. HM should do random checking of class teaching. He/She should do random checking of evaluated answer sheets of exams, and also class room work of students. He/She should report the findings to the Vice Principal every week.
16. HM should attend the assembly of his/her block regularly. He/She should address the assembly at least once a week.
17. HM should take up teaching load of not less than twelve (12) periods a week.
18. HM should conduct monthly meetings on subject teachers and class teachers in a staggered manner to discuss academic and other matters including performance of weak and bright students, and to identify and plan actions for the future.

19. HM should ensure that assets under his/her direct or indirect control are properly used and maintained. HM should ensure that proper records are maintained in such way that data could be retrieved easily. He/She will be the stockholder of the respective block and maintain stock inventories with period inventory control updation.
20. HM should ensure that parent's complaints/suggestions are attended to without delay. He/She should maintain a record of any oral or written complaints/suggestions received from parents/staff, and should submit a consolidated monthly report to VP. The report should give details of complaints/suggestions received and actions taken.
21. HM in coordination with Transport Department should ensure that all safety measures are followed while students use the school buses.
22. HM in coordination with the AO/VP Admin should ensure that all safety measures are taken in the block as per guidelines from Civil Defense Department.
23. In addition to the above, HM is responsible to carry out activities related, which may be assigned to him/her from time to time.

### **3.12. Reporting Relationship**

HM will report to the Vice Principal. Teachers of the block concerned will report to HM. Few non-teaching staff as per requirement may also report to the HM.

### **3.13. Appointments:**

1. Capability to set academic and extra-curricular goals for the school, and to formulate and implement necessary plans and actions to ensure achievement of the same.
2. Should have clear thinking and perspective on academic matters. He/She should be a self-motivated individual.
3. Good leadership and motivational qualities and decision-making ability.
4. Excellent communication skills and public speaking ability.
5. Ability to maintain good interpersonal relations. He/She should be a model teacher with ability to get along with students, teachers and parents.
6. Ability to organise and conduct meetings.
7. Ability to extract work from subordinates.
8. Good administrative capability.
9. Computer related skills would be advantageous.

### **3.14. Restrictions Imposed on the Position**

The person occupying the position should strictly follow the rules and procedures laid down by the Management Committee of the School. It is particularly stressed that the person will not be allowed to conduct any private tuition. Conducting any private tuition will be considered a serious violation of code of conduct.

### **3.15. Vice Principal (Administration) / AO**

Educational qualifications and experience - Ref. Appendix A

Supervise the functioning of all the non-academic areas like Administrative Office, Personnel Department, Transport Dept., Estate Dept., IT Section, Purchases, Contracts, Safety and Security, Insurance, Lease Agreement etc.

1. He will be entirely responsible for complete supervision of the day-to-day affairs of the above-mentioned areas and will ensure smooth functioning within the rules and regulations of the Saudi Government and International Indian School system.
2. He will take the assistance of Estate Supd't., Office Supd't., and Transport In charge to monitor all the activities of these departments to run in a smooth and effective manner.
3. He will ensure that appropriate administrative records are maintained.
4. He will be responsible for inviting quotations through proper enquiry letters as per laid down procedures, getting comparative statements prepared, submitting results of the comparative study made, seeking proper sanctions from the MC and arranging procurements with the help of respective heads. He will also ensure proper entries of stock taking and issues.
5. He will be keeping a strict vigil on the job performance of each individual of the Ministerial and non-ministerial staff under him and will initiate disciplinary actions against these staff members as and when it demands.
6. VP (Admin) will take up the matter of serious nature with the Principal, if so desired with the Chairman/Members of the Administrative Committee under intimation to the Principal.
7. Responsible for conducting enquiries, calling written explanations from sub ordinates for any sort of deviations or procedural lapse if noticed.
8. Organising Administrative Committee meetings and finalizing administrative matters. Preparing agenda and minutes of the Admin. Committee Meetings in consultation with the Principal.

9. Periodic reporting to the Principal on all Administrative matters relating to the functioning of the School.
10. VP (Admin) will be responsible for preparing ACRs of all the Ministerial Staff coming under him. The ACRs of the Security Guards, Drivers, Cleaners and Messengers will be prepared by the respective Superintendents and VP (Admin) will review.
11. Will approve prior request as per the need for OT of the Administrative Staff
12. VP (Admin) whenever required will be meeting government Officials, Company representatives, parents and staff for their requirements in the area of administration.
13. Deploy and manage staff working under him.
14. Ensure that all staff have job description with clearly defined duties and responsibilities. Objectives are set to all staff working under him and evaluated against said objectives.
15. Supervises the maintenance, safety and security of the School premises and equipment including buses with the assistance of staff under him.
16. Ensure high standard of cleanliness and hygiene, availability of drinking water, safety procedures such as fire drill precautions and first aid.
17. Establish a proper system and procedure to protect the assets of the School.
18. Ensure payment of rent of buildings, bills such as Electricity, Water, Telephone etc., on time.
19. Ensure that all equipments and facilities including ACs, Fans, Computers, Photocopy machines etc., are in proper working order and that there is a proper maintenance plan in place.
20. Ensure the strictly controlled use of School vehicles after School hours.
21. Ensure that school buses are maintained in good running order, kept clean and appropriate safety measures are taken when in use.
22. Ensure maintenance of bus logbook, record of mileage, repair, expenditure and monitoring of fuel usage.
23. Ensure proper security arrangements in the School premises and see that adequate fire safety measures have been taken and implemented.
24. Ensure availability of First Aid facility in all blocks.

25. Ensure the physical inventory / verification of School assets and the appropriate maintenance of records of assets and see that there are appropriate procedures to safeguard the assets of the School.
26. He will be responsible for allocation of job, Supervision and giving administrative guidelines to the Superintendents from time to time.
27. He will be responsible for conducting enquiries in the event of major incidents occurring inside or outside the School.
28. He will support Principal in day-to-day affairs of over all administration and suggest proposals in the light of the service rules.
29. He will be responsible for supervising all the arrangements in connection with the Principals Conference / workshop and other special programmes organised by the School.
30. VP (ADM) will be responsible to the Managing Committee through the Principal for all administrative, logistics including all purchases and storage matters. Estate Supdt., Office Supdt., and Transport In charge will report to the VO (Admin).
31. He will report to the Principal.
32. Any other job assigned by the Principal from time to time.

### **3.16 Finance Officer**

Educational qualifications and experience - Ref. Appendix.

Controls all financial and accounting activities on behalf of the Principal and the managing Committee ensuring that the financial accounts are kept accurate and up to date. Cash liquidity is maintained appropriately, periodic accounting, summaries, flash reports, statements and cash flows are prepared in time; banking and cash transactions, short term and long-term loan and investments are done on the basis of proper anticipation of income and expenditure.

1. Ensure preparation of annual budget to cater to all types of capital and recurring expenditure.
2. Assist the Principal and the Managing Committee in laying down proper accounting policy, financial and purchase procedure, keeping of books of accounts ( all ledgers) etc.
3. Ensure judicious mobilization of resources and prepare annual budget and put up to the Principal for finalization and submission to the Finance Sub committee and Managing Committee for approval.



4. Supervise and review systematic maintenance of financial records and transactions such as cash and bank operations, pay roll, payable and receivables etc.
5. Ensure monthly trial balance, quarterly and annual accounting statements and preparation of Balance Sheet.
6. Cash check on close of transaction on the last day of the month besides surprise check of petty cash at regular intervals and preparation of bank reconciliation statement.
7. Ensure timely fee collection from the parents and keep a regular check on the collection of fees. Send regular reminders for receipt of all outstanding payments receivables by the School.
8. Ensure collection of cash from the bank and proper disbursement of pay and allowances to the staff on due dates after making all authorized deductions.
9. Monitor daily collection of fee and ensure that it is promptly deposited in the bank on the same day itself
10. Ensure proper maintenance of school fund account; sign the cashbook and petty cash book every day. He will closely supervise taking charge of all money received from the school and ensure safe custody / immediate deposit of the same. He will check cash held against the cash balance shown in the petty cash book and main cashbook.
11. He will keep FD receipts under his own personal custody in the safe and renew all investment / FD.
12. Make long term and short-term investment plans.
13. Make arrangements for internal, concurrent and external audits.
14. Finance Officer will report to the Principal.
15. Accountant, Cashier and Accounts Clerks will report to the Finance Officer.

### **3.17 Controller of Examinations / Registrar**

Educational qualifications and experience - Ref. Appendix.

The Controller of Examinations / Registrar will be over all head of all Examinations / Registrations / Admissions and recruitment tests etc.

1. He/She will coordinate and conduct planning of school based / board based examination in coordination with the VPs and HMs as per guidelines from the CBSE & Principal.
2. Will get the question papers set / moderated by selected teachers, as and when required, as per guidelines and blue prints from the Board.

3. Will ensure total confidentiality of all the question papers.
4. Will get the question papers printed in required number convey the same to the concerned HM / Examination In charge on the day of Examination.
5. Will plan and implement the process of answer sheet evaluation.
6. Ensure that the evaluation is systematic, fair and accurate. Discrepancies, if any, should be pointed and submitted to the Principal for further action.
7. COER should, along with the VPs &HMs ensures that results are prepared and declared as per schedule.
8. COER should prepare the examination schedule for the whole academic year, in coordination with the VPs &HMs.
9. He/She should maintain the answer scripts for at least two years.
10. He/She will maintain a record of the Board Examination results and submit to the Principal / Vice Principals for analysis.
11. Will receive all the certificates from the Board and get them distributed to the students concerned through VPs/HMs concerned.
12. The COE will be responsible for the registration of all regular students of classes IX-XII with CBSE.
13. As registrar, the COE will plan and implement the admission of students of Classes IX – XII as per guidelines from the Principal, the School Management and CBSE.
14. He will monitor the maintenance of admission records, TCs, report cards and all other relevant certificates of students.
15. He / She will conduct the screening tests / proficiency test for the recruitment / promotion of staff as per set procedures and guidelines from the Principal.
16. He/She will get the papers of the above tests evaluated after coding, compile the results, and submit to the Principal.
17. The COER will be responsible for the renewal of School affiliation with the CBSE.

#### **4. SERVICE RULES**

#### **4.1. Service Contract of Employees**

- 1 Service of all employees of the school shall be governed by a service contract which the Principal/Head of Institution shall enter into with the concerned employee on behalf of the Managing Committee. In case of Principal/Head of Institution, the contract shall be signed by the Chairman. Employment status (single or family status as the case may be) incorporated while entering the contract.
- 2 The service contract will be entered into with each employee after due approval by the Managing Committee/Higher board.
- 3 The Service Contract shall be specified for a maximum period of 02 years and as per the format & specification given in Appendix which will be in accordance with the Labour Laws of the Kingdom of Saudi Arabia.
- 4 The service contract may or may not be renewed after the original contract expires. The school reserves the right not to disclose the reason for non-renewal of the contract. Non-renewal of contracts should be intimated to the employee as per the service contract terms.

#### **4.2. Probation**

- 1 Except in the case of temporary vacancy or leave vacancy or for a specific post of temporary nature, every employee on initial appointment shall be on probation for a period of three months from the date of joining duty. However, the selection committee shall have the right to recommend an increased period of probation where it deems fit. In such cases, the provision of three months probation shall not be applicable.

- 2 The period of probation may be extended by the Managing Committee/appointing authority for a further period of six months, if the performance of the employee concerned is found to be unsatisfactory. Such an employee shall be confirmed only after a report from the Principal certifying improved and satisfactory work of the employee.
- 3 Service of an employee during the probation may be terminated by the Managing Committee without assigning any reason by giving one month's notice in writing or one month's salary including all allowances in lieu of thereof, if the performance of the employee is not up to the satisfactory level.
- 4 If an employee desires to be relieved during the period of probation, it will be necessary for him to give one month's notice in writing or one month's salary including all allowances in lieu thereof unless the Managing Committee permits a relaxation of this rule under special circumstances. Employee tenders resignation due to personal reasons within six month of service should pay the recruitment expenses incurred by the school.

#### **4.3. Confirmation**

If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will be eligible for confirmation on the expiry of the period of probation or the extended period of probation as the case may be, with effect from the date of expiry of the said period provided he/she fulfils other requisites conditions. On successful completion of probation the employee is entitled to all service perks as per Service Contract from the date of joining.

#### **4.4. Termination of Services**

The services of an employee shall be terminated in any one of the following ways:

Resignation  
Redundancy  
Retirement  
Dismissal/Removal

#### **4.5. Resignation**

- 1 An employee of the school may relinquish his post by submitting his letter of resignation to the Principal, who shall forward it to the Managing Committee along with his recommendation. The Managing Committee/Higher Board shall have the authority to accept or reject the resignation.
- 2 An employee who intends to resign after confirmation shall have to give one month's notice in writing or one month's salary including all allowances in lieu thereof. However, the Managing Committee on the recommendation of the principal shall have the right to grant relaxation in specific/exceptional cases under special circumstances.

#### **4.6. Re-appointment**

An employee who resigns form service due to genuine personal reasons after serving the school for a minimum period for three years may be directly re-appointed if he / she applies for the same post within a period not exceeding six months from the date of resignation based on:

- a. The requirement for the post.
- b. The service record of employee concerned.
- c. Recommendation by the concerned HM / VP.

#### **4.7. Redundancy and Abolition of Posts**

- 1 The Managing Committee shall be competent to terminate the service of a confirmed employee, if it decides to abolish a post due to the closing down of a class or shortage of students in a particular class or reduction in the number of sections of a class or discontinuance or withdrawal of a particular service or post. In such an eventually, the terminated employee shall be given one month's notice in writing or one month's salary including all usual allowances in lieu thereof.
- 2 The Managing Committee shall have the power to relax the period of notice or payment of salary in special circumstances.

#### 4.8. Retirement

- 1 Every employee shall retire from the service of the school on attaining the age of sixty years. For this purpose, the age as recorded in the High school certificate or the passport shall be admissible. In case of conflict between the ages as given in the High School certificate and the Passport, the age as specified in the High School certificate issued by a recognised board shall be considered as authentic for all purpose. The date of birth given in the passport at the time of joining the service will hold good in the absence of the above certificate for non-metric employees.
- 2 The Managing Committee may consider extension of service up to a maximum one year to an employee who makes the request duly recommended by the concerned HM, VP and Principal based on:
  - a. The Annual Performance Report of past 03 years
  - b. Physical & Mental Fitness
  - c. Availability of substitute
- 3 Under no circumstances, the grant of extension of service to an employee after attaining superannuation should exceed more than two extensions of service. (total 2 years of extension only). Approval of Higher Board is required for the staff considered for Second extension.
- 4 The extension of the service of the employee shall be absolutely at the discretion of the Managing Committee, based on the recommendation of Principal and the employee shall not claim it as a matter of right. The Managing Committee shall also be free to decline such a request without citing any reason whatsoever. During the extension period, the employee shall be considered for consolidated package of salary which will not be added for cumulative end of service benefit, if the end of service benefit is not paid to the employee on normal superannuation of service.

#### **4.9. Dismissal/Removal**

An employee of the school may be removed or dismissed from the service in any one of the following conditions:

- 1 If the conduct of the employee considered to be unbecoming of a member of the school staff, which may include moral turpitude, violation of local laws, criminal offence, fraud, forgery, embezzlement, etc.
- 2 If performance of member of the school is found to be consistently unsatisfactory or below the required standard over a stretched period of time of not less than two years in any case and the staff member fails to show any progress whatsoever.
- 3 Completion/termination of the contract.  
Provided that before taking such step, the Principal will make sure that due process of law has been completed and all requirements of natural justice have been met with.

#### **4.10. Working Days and Working Hours**

- 1 The school shall have as many working days in a year as required by the Central Board of Secondary Education, New Delhi for its continued affiliation. The school shall observe all the norms laid down by the Board in this regard.
- 2 The working hours of the school shall be specified by the Principal from time to time. The principal shall also have the authority to change the timings of various sections, departments or components of the school provided that such a change is in the best interest of the school.
- 3 The employees may be assigned duty outside the normal working hours, if required in the interest of the school.
- 4 An employee of the school may also be required to conduct and organize co-curricular and extra-curricular activities and perform other assigned duties even beyond the normal working hours.
- 5 The working hours may be different for teaching and non-teaching staff, as may be specified in the Service Rules;
  - a. Teaching Staff: 40 hours per week.
  - b. Non-teaching Staff: 48 hours per week
  - c. Nurses: School working hours

#### **4.11. Number of Teaching Periods**

- 1 Normally a teacher should be engaged as a whole-time employee except in special cases because of the nature of a subject where the workload does not justify a whole time

teacher.

- 2 Every teacher shall devote in a year not less than 1200 hours to the teaching of students out of which not more than 200 hours may be required to be devoted for the coaching of week and / or gifted children within the school premises, whether before or after the school hours.
- 3 In case a teacher is required to teach during the approved vacation or during the time when school is not normally functioning, he/she will be entitled for extra remuneration at a rate to be determined by the Managing Committee in consultation with principal.

#### **4.12. Maintenance of Records by the Teachers**

A teacher is expected to maintain the following documents and other records that may be specified by the Principal from to time:

- a. Attendance Register of the class for which/she is the Class Teacher.
- b. Program of instruction and Lesson Plans.
- c. Cumulative results of his class / CCE Records.
- d. Attendance Diary of optional subjects in the case of teachers teaching such optional subjects
- e. Stock Register of properties held by him/her.



#### **4.13. Attendance of Employees**

- 1 Every employees of the school is expected to attend the school punctually and sign the attendance register on arrival before the beginning of the school and also mark his time of departure.
- 2 An employee who has not signed the attendance register at the time of arrival and departure as prescribed above is liable to be considered absent from duty for that day. The school shall update the attendance system following technological advancement.

#### **4.14. Representation**

- 1 An employee can submit representation to the Managing Committee in his / her individual capacity only if his / her request / grievance / complaint has not been addressed by the Vice Principal / Principal.
- 2 Joint Representations are not allowed and will be considered as breach of conduct, if initiated.
- 3 Any representation to the Managing Committee by an employee of the school will be have to be made through the proper channel.
- 4 The Principal shall submit these representations to the Managing Committee through the Chairman of the Managing Committee along with facts, his comments and / or observations on the merit of the representation. Managing Committee / Higher Boards / Observer / Patron will be the appealing authority and decision conveyed by the appealing authority will be final.

#### **4.15. Permission to add Qualification**

- 1 The staff members shall have to obtain prior permission of the Principal in case they wish to pursue higher studies to improve their qualifications while they continue to remain in the service of the school. The applicant should furnish the name of the institution, course, duration, regular/correspondence, any practical training involved and how to cope without disturbing the school academic programme.
- 2 No teacher shall be permitted to apply for adding qualification before completing two years of service in the school.
- 3 Individual cases duly recommended by the concerned HM and VP may be considered by principal. Principal may also under special circumstances consider the request of the applicant even before the completion of two years if strongly recommended by the controlling HM and VP for the interest of the school.

#### **4.16. Application for another Post**

- 1 No member of the staff shall apply for employment elsewhere without notifying through the Principal in writing, who may grant such permission if in his opinion such permission

shall not adversely affect the interest of the school.

- 2 At the time of appointment each candidate will be required to declare particulars about all other applications that he/she may have put in for jobs and which may not have been decided till interview is held in the school.

#### **4.17 Private and other Tuitions**

- 1 No staff member shall undertake private or any other tuition without prior permission in writing of the Principal of the School in accordance with the guidelines approved by the Managing Committee.
- 2 Private tuitions, either individual or in groups shall not be allowed in the School premises under any circumstances.

#### **4.18 Code of Conduct for the School Employees**

- 1 All the teachers are expected to be exemplary in their public and private life. They must realize that they have to be a role model of individual and social behaviour that children would emulate in their later life. Their loyalty, sense or dedication and integrity of character at all times should be an inspiration to youth committed to their case. A teacher of the school shall attend to his duties with utmost care, devotion and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him/her by the Head of the school or the Managing Committee. He / she will abide by the rules and regulations of the school and carry out the lawful orders and also show due respect to the constituted authorities.
- 2 Every employee of the school shall be governed by the Code of Conduct prescribed herewith. The following shall constitute the breach of code of conduct:
  - a. Resorting to corporal punishment to the students.
  - b. Habitual late-coming and negligence of duty
  - c. Use of abusive language, quarrelsome and riotous behavior.
  - d. Insubordination and defiance of lawful order.
  - e. Disrespectful behavior, rumor mongering and character assassination.
  - f. Making false accusation or assault either on provocation or otherwise.
  - g. Use of liquor and narcotics.
  - h. Embezzlement of funds or misappropriation of school property through theft or fraud.
  - i. Mutilation / concealment / distortion / destruction of school records and property.
  - j. Conviction by a court of law for criminal offence.
  - k. Possession of weapons, explosive and other objectionable material such as pornographic and immoral pictures, books, magazines and cassettes including computer programs.

- l. Including in or encouraging any form of malpractice connected with examination or other school activities.
- m. Divulging confidential matters relating to school.
- n. Obstructing other members of the staff from performing lawful duties, causing disruption in the normal functioning of the school and indulging in any sort of agitation, violence or otherwise and causing embarrassment to school authorities.
- o. Carrying on personal monetary transaction with other employees, with the students and/or with the parents or carrying out another employment, business or vocation individually or in partnership.
- p. Taking active part in politics.
- q. Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r. Making sustained neglect in correcting class work or homework.
- s. Taking private tuitions without written permission of the school authorities.
- t. Organizing or attending any meeting during school except when he is required or permitted by the head of the institution to do so as part of the assigned duty.
- u. Absenting from work even though present in the school premises or absent without leave.
- v. Preparing or publishing any book or books commonly known as keys or assisting directly or indirectly in the publication of these books or acting as a selling or canvasser for any publishing firm or trader.
- w. Asking for or accepting, except with the previous sanction of the Principal of the school, any contribution or otherwise associate himself / herself with the raising of funds of any kind or making any collection whether in cash or in kind, any pursuance of any object whatever, except subscription from the members of any association of teachers.

**4.19. Following shall not be deemed to be a breach of the code of conduct:**

1. To appear an examination to improve his qualification with the permission of the school.
2. To become or to continue to be a member of any religious, literary, social, cultural, scientific, or professional organization or society complying with local norms & rules.
3. To participate and / or organize such meetings or any other such activities that would enhance the teaching and / or research capabilities of the teachers.
4. To make any representation to the management of the school for redressing any such bona fide grievance subject to the condition that such a representation is made in accordance with the laid down procedure and through proper channel.

**4.20. Service Book and Confidential Rolls**

1. Service Books containing record of the employee's salary scales, increments, promotions, leave record, any disciplinary actions or rewards etc. shall be maintained for each employee. The signature of the employee shall be obtained for entries in the service book and each employee should peruse the service book once in a year without fail to see the entries are made correct. Entries in the service book should be duly attested by the AO of the school in the case of Non-teaching employees and entries in Service Books of

teachers will be attested by Vice Principal, that of HMs& VPs will be attested by the Principal and the service Book of the Principal will be attested by the Chairman of Managing Committee.

- 2 Annual Confidential Roll shall be maintained by the school for every employee including the Principal. The confidential roll will contain assessment of work done by the employee during the year including the result. Confidential rolls of the employees shall be written / maintained by the Principal and that of the Principal by the Chairman, managing Committee.
- 3 Any adverse entry in the confidential roll shall be communicated to the employee concerned. The employee concerned may represent against the adverse entry. Such representation, if made, shall be considered by the next authority and if higher authority is satisfied that the adverse entry is not justified, then the same shall be expunged from the annual confidential report.

#### **4.21. Procedure for Suspension as Disciplinary Action**

- 1 The school Managing Committee may place an employee of the school under suspension under any one of the following conditions:
  - a. Disciplinary proceedings against him/her are contemplated or have been pending.
  - b. A case against him/her in respect of any criminal offence is under investigation or trial.
  - c. He/she is charged with embezzlement of school funds.
  - d. He/she is charged with cruelty towards any student or employee of the school.
  - e. He/she is charged with serious misbehavior towards any parent, guardian, student or employee of the school.
  - f. He/she is charged with damaging or destroying school property or is alleged to be involved in the activities, which are against the interest of the school.
  - g. He/she is charged with intentional defiance of the orders of the school authorities/ managing committee.
  - h. He/she is charged with intentional defiance of the orders of the school authorities / managing committee.
  - i. He/she found negligent of assigned duties in the school.
  - j. He/she is charged with a breach of any other Code of Conduct prescribed for the school employees.
- 2 No order for suspension shall remain in force for more than six months unless the Managing Committee, for reasons to be conveyed by it in writing, directs the continuation of the suspension beyond the period of six months with the approval of higher board.
- 3 Where the principal intends to suspend any of the employees, such intention shall be communicated to the Chairman of the Managing Committee and no such suspension shall be made except with the prior approval of the Chairman, provided that the Principal may

suspend an employee with immediate effect and without the prior approval of the Chairman of the committee if he/she is satisfied that immediate suspension is warranted by the reason of gross misconduct, within the meaning of the Code of Conduct and involves moral turpitude or financial embezzlement. The principal shall inform the Chairman about the same as soon as possible.

- 4 An immediate suspension or a suspension made with the approval of the Chairman shall not remain in force for more than the fifteen days from the date of suspension unless it has been communicated to the Managing Committee and approved by it before the expiry of the period. Where an intention to suspend or an immediate suspension is communicated to the Managing Committee, it may, if it is satisfied that there are adequate and reasonable grounds for suspension, accord its approval to such suspension.
- 5 An order of suspension made or deemed to have been made in these rules shall continue to remain in force until it is revoked or modified by the Managing Committee with the concurrence of Higher Board.
- 6 Where an employee is suspended or is deemed to have been suspended and any other disciplinary action is initiated against him/her during the period of original suspension, the committee may, for reason to be recorded by it, in writing direct that the concerned employee shall continue to be under suspension until the termination of all such disciplinary proceedings.

- 7 An employee under suspension, in relation to the period of suspension, entitled to subsistence allowance amounting to one half of the pay last drawn by him/her plus the housing allowance if he/she is entitled to it under the rules.
- 8 No payment of subsistence allowance shall be made unless the suspended employee furnishes a certificate to the effect that her/she is not engaged in any other employment, business, profession or vocation during the period of suspension.
- 9 Where a suspended employee is exonerated after disciplinary proceedings and the charges are withdrawn or where any criminal prosecution against a suspended employee ends with an honourable acquittal, the salary and allowances of such an employee minus the subsistence allowance received by him/her shall be paid to him/her from the date of suspension.

#### **4.22. Penalties**

The following penalties may, for good and sufficient reasons, including the breach of one or more of the provisions of the Code of Conduct be imposed on an employee:

1. Minor Penalties:
  - a. Censure
  - b. Recovery from pay, the whole or any part of any pecuniary loss caused to the school by negligence or breach of orders.
  - c. Salary cut which may range from a minimum of one day's salary to a maximum of 15 day's salary, subject to the rules and regulations approved by the Managing Committee.
2. Procedure for imposing Minor Penalty:

No order imposing minor penalty shall be issued against a school employee unless he/she is informed that action may be taken against him/her giving the grounds on which penalty action is stipulated. Further, the employee shall also be given the opportunity to mend his / her ways or to make representation against the proposed action or to make his/her viewpoints known. Imposition of minor penalties will be with the approval of Managing Committee.
3. Major Penalties:
  - a. Reduction of Rank /Grade/Post
  - b. Compulsory Retirement
  - c. Removal from Service
4. Procedure of imposing Major Penalty:
  - a. No order with regard to the imposition of a major penalty shall be made by the disciplinary authority except after the receipt of the approval of the Managing Committee to that effect.

- b. Prior to framing of charges, the employee is to be served with a Show Cause Notice stating why disciplinary Action should not be taken against him/her for the allegations leveled against him/her.
- c. No order imposing on any employee a major penalty shall be made except after an inquiry is held as far as may be , in the manner specified below:
  - i. The disciplinary authority shall frame definite charges on the basis of the allegation on which the inquiry is proposed to be held and a copy of the charges together with the statement of allegation on which they are based, shall be furnished to the employee concerned and he/she shall be required to submit within such time as may be specified by the disciplinary authority but not later than three days, a written statement of his/her defense and also to state whether he/she desired to be heard in person.
  - ii. On receipt of written explanation and when no such statement is received within the specified time, the disciplinary authority may itself make inquiry into such of the charges as are not admitted or if it considers necessary to do so, appoint another inquiry officer for the purpose.
  - iii. At the conclusion of the inquiry, the inquiry officer shall prepare a report of his findings on each of the charges together with the reason and evidences, if any. The inquiry officer may also recommend any suitable disciplinary action depending upon the findings of the inquiry as well as reason thereof.
  - iv. The disciplinary authority shall consider the report of the inquiry and record its findings on each charge and if the disciplinary authority is of the opinion that any of the major penalties should be imposed, it shall:
    - furnish to the employee a copy of the report of the inquiry officer where an inquiry has been made by such an officer.
    - give him/her notice in writing stating the action proposed to be taken with regard to him/her and calling upon him/her to submit within the specified time, not exceeding three days weeks, such representation as he/she may wish to make against the proposed action.
    - On receipt of the representation, if any made by the employee, the disciplinary authorities determine what penalty, if any, should be imposed on the employee and communicate its tentative decision to the Managing Committee for its prior approval.
    - After considering the representation made by the employee against the penalty, the disciplinary authority shall record its findings as to the penalty which it proposed to impose on the employee and submit its findings and recommendations to the Managing Committee for its approval. The disciplinary authority shall also furnish to the committee all relevant records of the case including the statement of allegations, charges against the employee, representation made by the employee, a copy of the inquiry report and the proceedings of the disciplinary authority.
    - Any appeal against the decision should be made within one month of the final order. Any representation thereafter shall not be considered at all. Further he/she will not be considered for any future employment with the school.
  - v. The following shall not amount to be a penalty within the meaning of this rule:

- Retirement of the employee in accordance with the provisions relating to retirement.
- Replacement of a teacher, who was not, qualified on the date of his/her appointment by a qualified one.
- Termination of the service of an employee appointed on a short term basis to fill a temporary vacancy caused by the grant of leave or suspension or the like.

#### **4.23. Disciplinary Committee for Imposing Major Penalties**

- 1 In order to deal with the cases of insubordination, to enforce proper discipline amongst the students, teachers, and other employees, to consider the representations of the employees, there shall be a disciplinary committee of the school, which shall consist of the following:
  - a. The chairman of the school Managing Committee or, in his absence, any member of the committee nominated by him.
  - b. Principal of the school.
  - c. A Chairman / Principal from one of the other schools.
  - d. One Vice-Principal nominated by the Chairman, Managing Committee
  - e. Concerned Headmaster / Headmistress
- 2 The disciplinary committee shall make recommendations of appropriate disciplinary actions that shall be presented to the Managing Committee for approval.

#### **4.24. Payment of Pay and Allowances and Reinstatement**

- 1 When an employee who has been dismissed, removed or compulsorily retired from service, is reinstated as a result of appeal or would have been so reinstated but for his retirement on superannuation while under suspension proceedings the dismissal, removal or compulsory retirement, as the case may be, the Managing Committee shall consider and make a specific order with regard to the salary and allowances to be paid to the employee for the period of his/her absence from duty, including the period of suspension proceedings his/her dismissal, removal or compulsory retirement, as the case may be.
- 2 Where the Managing Committee is of the opinion that the employee who has been dismissed, removed from service, or compulsory retired has been fully exonerated, the employee shall be paid the full salary and allowances to which he/she would have been entitled had he/she not been dismissed, removed, or compulsorily retired from service.
- 3 Where the Managing Committee is of the opinion that the termination of the proceedings instituted against the employee had been delayed due to reason directly attributable to the employee, after giving a reasonable opportunity to the employee to make representation, it may decide that the employee shall be paid for the period of such delay on such proportion of the salary and allowances as may determine.
- 4 The payment of allowances shall be subject to all other conditions under which such



allowances are admissible.

## **5. PRIVILEGES OF THE SCHOOL STAFF**

### **5.1. Pay**

- 1 The staff member of all the International Indian Schools under the patronage of Embassy of India shall be paid their salaries in accordance with the grades approved by the Higher Board and Patron for various categories of the employees subject to the recommendations of the concerned Principals, Selection Committee, as well as other rules and regulations. No School shall make any revision of pay scales, allowances etc. without the same being discussed and recommended by the Higher Board and whenever this is done, the revisions shall be applicable to all IISs. The prevalent pay scale of various categories of the school employees are given at Appendix "B"
- 2 Salary fixation of a staff member shall be done at the time of employment, renewal and re-employment of contract. However, the salary offered to a staff member shall not exceed the maximum of approved grade in that category.  
Salary for Ex-employees re-joining the school as per procedures & rules within 6 months period will be the last salary drawn before leaving the service. In other cases of re-appointment the salary will be fixed as per the recommendation of HM/VP/Principal
- 3 All regular employees of the school shall be entitled to their pay during the winter and summer vacations of the school.
- 4 No ad hoc teacher will be entitled to vacation salary.

### **5.2. Allowances**

The eligibility of the house rent allowance for the employees of the school shall be as follows:

- a. The principal shall also be provided with a telephone at his residence in addition to mobile phone. However, the charges for private international calls shall be borne by him.
- b. He shall also be provided with a car and chauffeur for his official travel with fuel and maintenance cost borne by the school.
- c. The Vice-Principal, Administrative Officer, Finance Officer shall be entitled for three month basic salary as House Rent Allowance.
- d. House Rent Allowances for single status female employees staying in school sponsored accommodation will be as per the contract agreement.
- e. In case, husband and wife/son/daughter/mother/father are working in the school, only one of them shall be paid the house rent allowance.

### 5.3 Overtime Allowance

- 1 Over time allowance shall be admissible only to subordinate administrative, accounts & maintenance staff.
- 2 Over time work shall be performed with the specific approval of the principal. The permission of the overtime work must be obtained, through the Administrative Officer of the school but routed through their immediate superiors.
- 3 The rate of overtime shall be as per the Local Labour Laws.
- 4 Fixed overtime allowances may be considered by the Managing Committee on the recommendation of the Department Head and Principal for the employees required to work more than the prescribed working hours regularly on working days.

### 5.4 Medical Assistance

The school sponsored employees and the entitled dependents shall be covered by a medical insurance scheme for which the premium shall be paid by the school. Regular non sponsored Employees shall reimburse the medical insurance charges not exceeding the school premium subject to approval of Managing Committee duly recommended by the principal. Female teachers/employees on dependent visas are not entitled for medical reimbursement.

### 5.5. Reimbursement of Local Charges

Obtaining of Residence Permit (Iqama) and its further renewal, and also affixing exit-re-entry visas after approval of annual vacation for all the school employees shall be the responsibility of the school.

### 5.6. Conveyance Charges, TA & DA

- 1 Actual expenditure incurred on conveyance while on official duty shall be admissible to staff members subject to production of relevant receipts.

Category of Employee	Daily Allowance	Hotel Rent
Drivers & General category Employees	SR 80/-	Stay in furnished Appt. Cost not exceeding SR 100 per day
TGT, PRT & Non-teaching staff	SR 125/-	Stay in standard 3 Star Hotel

HMs and PGTs	SR 150/-	Stay in standard 4 Star Hotel
Principal in-charge, VP, COER, Administrative Officer & Finance Officer	SR 200/-	Stay in standard 4 star Hotel
Principal	SR 250/-	Stay in standard 4 Star Hotel

Daily Allowances and daily charges for accommodation admissible for staff detailed on out-station duties shall be as per rates below:

N.B.: The DA at the above rate shall be admissible for stay at outstation during night. For stay during the day only, D.A. shall be admissible at the following rates:

Stay away from the Head Quarters	Amount of D.A. Admissible
Less than six hours	Nil
More than six hours but less than 12 hours	Half of the admissible rate
Twelve hours or more	Full rate

N.B. Provided that the duration of stay for outstation duty is of more than 24 hours, DA shall be calculated from the time of commencement of the journey.

- 3 No conveyance charges shall be admissible to those drawing over time allowance for work after office hours or on holidays. No conveyance charges shall be admissible during out-station (out of duty station) journeys, when D.A. is claimed.
- 4 Conveyance charges shall be paid only in case no School Transport is available. Non-availability of Transport should be certified by the Administrative Officer while claiming the conveyance charges.

### 5.7 Air Tickets for Home Travel

- 1 Economy Excursion class return air ticket from place of work to Mumbai/Delhi/Calcutta/Hyderabad/Chennai/Thiruvananthapuram/Ernakulam/Calicut/Co

chin, or the nearest international airport, as the case may be, shall be admissible for the Principal, Principal in charge, VP, HM, Administrative Officer & Finance Officer including spouse and two dependent children under 18 years who are under their sponsorship. The above rule will be applicable for other staff members who have been granted family status.

- 2 Employees whose husband/wife/father/mother/son/daughter both are working in the school, shall be eligible for the economy class air ticket as passage allowance for destinations described above or the nearest international airport. The passage allowance shall be payable as per contract.
- 3 The school shall enter into a contract with a Travel Agency/Air line who will quote the lowest rate of tickets to various destinations in India.
- 4 For grant of passage for actual use for travel to India, the employee should have completed at least six months period of the financial year for those who are eligible for the facility once in a year and one year of the two consecutive financial years for those who are eligible for this facility once in two years. The School Financial year is from April to March.
- 5 Those granted this facility before the maturity period of one year or two years as the case may be as specified in Para 7.4 above, shall be required to return counter foil of the ticket to the office for record on completion of the journey.
- 6 For encashment facility, the employee should complete the specific one/two years as the case may be depending on the category of staff before which no such claim shall be entertained. Claims for encashment of unutilized passage of the previous one year or two years periods, shall be entertained only from the month of April of the following year(s) for the year ended 31st March. The cash payment shall be at the rate applicable as per the agreement with the Travel Agency or Airline in force or in the absence of any such agreement the lowest fare of Saudi Air Lines or Air India will be considered.
- 7 In case of termination/resignation/retirement of service, employee shall be entitled for a one way ticket to India on submission of exit visa.

## **5.8. Leave**

- 1 Every employee of the school shall be entitled leave as prescribed by the leave rules of the school.
- 2 Accumulation of leave shall also be allowed as per prescribed rules.
- 3 Encashment of leave will not allowed, except casual leave in a calendar year and accumulated earned leave at the time of retirement/resignation.

## 5.9. Grant of Leave

- 1 Leave shall not be claimed as a matter of right.
- 2 Grant of leave shall depend on the exigencies of service of the institution and shall be at the discretion of the Principal.
- 3 Except in unavoidable circumstances, application for leave in writing shall be made in advance. A letter or a message either by fax or phone should reach the Principal on the day of absence in case leave is required on account of emergency conditions. Messages delivered by phone or fax should be followed by written application on the subsequent day.
- 4 Application of leave shall not amount to sanction of leave. Leave shall be deemed to be approved only after it is sanctioned by the sanctioning authority.
- 5 No employee shall proceed on leave until and unless the leave is sanctioned and approved by the appropriate authority.
- 6 An application for leave or an extension of already sanctioned leave should be made in good time before the date from which the leave or extension of leave is sought for. If an employee does not apply within seven days of the expiry of already sanctioned leave for its extension or has been absent from the school without leave for ten days, the employee shall be deemed to have his / her post and the whole period of leave will be treated as leave without pay.

## 5.10. School Employees are eligible for the following types of leave:

1. **Casual Leave:** Casual Leave of five days in a calendar year shall be admissible to all school employees during the school year. Except in emergencies, casual leave should be availed of only with the prior approval of the Principal. Casual Leave can be taken for not more than one day at a time. Casual Leave shall not be combined with any other type of leave or vacation. In case of prefixing and suffixing the Casual Leave with weekend prior approval is required otherwise the whole period of leave will be treated as absence from duty. Encashment of unutilized Casual Leave is permissible after completion of the financial year.
2. **Earned Leave:** Earned leave up to 45 days shall be admissible for the administrative employees of the school. Accumulation of annual leave up to 60 days allowed for administrative staff. Principal, VP, COE, HMs, AO, FO are administrative staff of the school. Earned leave accumulated beyond 60 days cannot be carried over to the next year. In case the accumulated leave is not availed due to exigencies of service the accumulated portion of leave (maximum 60 days) is encashable at the time of retirement, resignation/termination/superannuation.

3. **Vacation:** Teaching staff and non-teaching staff (not included in paragraph 5.10(2) above) are vacation staff, shall be entitled 45 days of vacation as per service contract during the Summer Break of the school excluding Ramadan and Hajj Holidays. Vacation staff at the time of resignation/retirement/termination are eligible for encashment of proportionate vacation. In exceptional circumstances teachers may be required during a part of the vacation, particularly when they have not been able to complete the syllabi in time or for making special preparation for the Board examination for senior classes for which they may be suitably compensated.
4. **Vacation Salary** - 50% of the vacation salary shall be paid at the commencement of vacation and the rest after the employees rejoin after the vacation. The vacation staff should be present on the last day before the vacation and first day of the school after vacation, failing which salary will not be paid for the half period of vacation.
5. **Medical Leave:** The teaching and non-teaching staff of the school shall be entitled to maximum of 15 days medical leave with full pay, out of that 10 days as in patient and 05 days as outpatient, during a school year. This leave may be availed of only when the employee concerned is physically present in the Kingdom of Saudi Arabia and on production of proper medical certificate. A fitness certificate will have to be produced in order to join duty every time such leave is availed of by the employee. Medical Leave can be prefixed or suffixed. Intervening week end and holidays will be treated as part of hospitalization. 10-days medical leave with pay will be granted to a staff in case the staff is afflicted by a communicable disease after he/she submits an application with medical certificate duly authenticated by school nurse and recommended by HM/VP and counter signed by principal. This leave because of communicable disease will be included in the entitled medical leave only. If the Medical/maternity leave without pay approved in advance and prefixed or suffixed with summer vacation, Ramadan and Hajj holidays, the employee is eligible to get the salary of the vacation/Ramadan/Hajj holidays.
6. **Special Leave without Pay:** Extra ordinary leave without pay for a maximum period of 30 days shall be admissible for an employee. Such leave, if required on grounds other than medical, may be approved by the competent authority only in exceptional cases and only once during the whole working life of the employee in the school. It cannot be claimed as a right.
7. **Maternity Leave:** Female employees of the school with less than two children shall be entitled to 45 days maternity leave with pay. 15 days additional leave may be granted without pay. Maternity leave applied after two children will be without pay excluding vacation salary if prefixed or suffixed with prior approval of the leave sanctioning authorities.

The maternity leave should be fixed in such a manner that it starts at least a week before the EDD. The school shall be notified by the concerned staff member who intends to avail such leave at least three months before the beginning of the leave. It may be permissible to combine already sanctioned maternity leave with summer/winter vacation on medical grounds. The staff member who has completed more than two years' service

in the school shall be granted maternity leave with full pay and those who have completed only a year's service in the school shall be given maternity leave on half pay. Those female employees who have not yet completed a year's service in the school shall be entitled for maternity leave up to a maximum of 60 days without pay.

8. **Emergency Leave:** In case of death of father/mother/husband/wife/own children, father-in-law/mother-in-law, brother and sister, if employee of any status goes on actual leave out of KSA, he/she may be granted 7 days leave with pay and three days of leave with pay if the employee concerned remains within the KSA. Death Certificate should be submitted to avail the full paid leave.

## 5.11. Gratuity

### 1 **ESB on Superannuation / Termination**

It will be as per Saudi Labour Law. Half months' salary for every year for the first five years and one month salary for each of the following years. The end of service will be calculated on the basis of the last salary drawn and the employee shall be entitled to an end of service award for the portions of the year in proportion to the time spent on the job.

- 2 **ESB on Employee's Resignation.** In this case, one third of salary for each year of service not less than two consecutive years and not more than five years. Two third if his / her services are more than five years and less than ten years. If the employee resigns after 10 years of his / her services in the school, the ESB will be calculated as in **Para 10.1.**

- 3 **ESB on Death of Employee.** In case of death of an employee, amount equal to 5-months last-drawn salaries including House Rent Allowance will be added to his ESB. And ESB to be paid to the nominee only, as nominated by the deceased in the Nomination Form in his lifetime

N.B. Dues receivable from the employee will be deducted from the ESB.

Notwithstanding anything stated above, the Managing Committee with the approval from the Patron/ Observer/ Higher Board may relax the application of the above general rules in specially deserving cases keeping in view, the overall interest of the school.

### 5.12. Concession in Fee to School Staff Children

Children of school staff who have completed the probationary period satisfactorily shall be eligible for concession in fees as given below.

Category	Tuition Fee Charged	Registration Fee Charged	ISDF	Admission
Single Income Group on School Iqama	¼ Tuition Fee for all Children	Nil	Nil	Nil
Double Income Group on School Iqama	a) ½ Tuition Fee for I & II Child b) 1/4th Tuition Fee for III and additional	Nil	Nil	Nil
Double Income Group on private Iqama (housewives/Husbands working outside)	a) ½ Tuition Fee for I& II Child b) 1/4th Tuition Fee for III and additional	Nil	Nil	Nil
Single Income Group on Private Iqama	a) ½ Tuition Fee for I & II Child b) ¼ Tuition Fee for III & additional	Nil	Nil	Nil

N.B. All other fees will be charged except ISDF and registration and admission fee.



## **6. CENTRALISED RECRUITMENT PROCEDURE**

This Chapter shall be as per provisions of the Centralized Recruitment Procedure and the time lines mentioned therein.

Appointment of all employees to the International Indian Schools in the Kingdom will be based solely on merit irrespective of cast, creed, gender or any other criteria.

### **6.1 The 3 – Tier Recruitment Procedure**

For promotion positions arising in respective schools the following will be followed:-

1. The school can first advertise internally and collect the applications from among the eligible candidates. Written test, interview etc are to be conducted as per the laid down policy.
2. In case the candidates are not eligible inside the school, advertisement is to be made inside the Kingdom in order to enable suitable candidates from other schools and outside to apply for the position. Recruitment procedure will be the same.
3. In case candidates are not available in the Kingdom then recruitment in India can be done as per the laid down policies.
4. For teaching and non teaching staff combined recruitment procedure for all schools can be conducted in India. Regarding the advertisement the policy and method can be decided by the HB Members. Requirements for all schools may be collected centrally. The expenditure is to be shared by all the schools on a pro-rata basis based on the number of staff they are recruiting. Advertisement may be given in Times of India or other similar newspapers and websites like Naukari.com etc. after consideration of the costs.

### **6.2. Appointment Procedure**

- 1 The number of vacancies of teaching / non-teaching posts will be presented to the Academic / Administration by the Principal for initial approval. The same will be discussed by the MC for concurrence.
- 2 After the approval of vacancies, recruitment can be done either locally or from India.

### **6.3. Local Recruitment:**

1. The posts are to be advertised through the local newspaper, school website, Naukri.com or circulars.

2. Applications received in prescribed format will be short-listed based on required qualifications, age etc.
3. A written screening test will be conducted for the short listed candidates.
4. The Screening Test should consist of the following papers:
  - a. Subject knowledge and pedagogy (40)
  - b. General English (20)
  - c. General Knowledge / Aptitude (10)
5. Candidates who score a minimum of 60% in subject knowledge and pedagogy and 55% in overall total are to be interviewed.
6. The interview panel may consist of:
  - a. Member Higher Board / Chairman
  - b. Principal
  - c. Subject expert (external)
  - d. Subject expert (internal)

Based on the interview, a panel of selected candidates has to be prepared. Appointment of teachers / non-teaching staff is to be done from the panel as per requirement. The validity of the panel will be for one year.

#### **6.4. Recruitment from India:**

A centralized policy for recruitment of staff from India is preferred considering the logistics and the financial impact:

- 1 The Secretary Higher Board will coordinate the process in coordination with the HB Members and senior Principals. All posts are to be advertised in two English newspapers having circulation all over India and websites like Naukari.com.
- 2 On line, applications on prescribed formats are to be obtained.
- 3 These applications will be short listed based on criteria like educational qualifications, age etc by Principals, vice Principals / HMs of selected International Indian Schools.
- 4 Short listed candidates will have to take a written screening test. The test will comprise of the following papers:
  - a. Subject & its pedagogy (40)
  - b. General English (20)
  - c. Aptitude / General Knowledge (10)

5. The test can be conducted in selected cities depending on the response of the candidates. Reputed schools in these cities should be contacted for the conduct of the screening test. Officials from International Indian Schools who are on vacation during July / August can act as Centre Superintendents.
6. Soon after the test, the answer scripts are to be couriered back to the Kingdom for evaluation. The answer scripts will be coded and issued to senior staff for evaluation. After evaluation and decoding, list of candidates scoring a minimum of 60% in subject and 55% in overall total will be prepared and the short listed candidates will be called for an interview.

**6.5. The interview panel will comprise of:**

1. One or two subject experts from CBSE / NCERT or reputed educational Institution.
2. Member Higher Board / Chairman
3. Principal
4. Academic and other certificates of selected candidates will be verified.
5. Academic certificates should be authenticated by the HRD failing which the candidates concerned will not be considered for appointment.
6. Legal permission for recruitment from India, attestation of certificates and endorsement of visas is to be done through a reliable recruiting agency.

**6.6. Appointment on ad hoc basis:**

Appointment on ad hoc basis will be done for:

1. Leave Vacancies (In place of a teacher who is on approved leave for a period of more than two weeks)
2. Regular vacancies: (If the requirement is urgent).
3. Such appointments will be done only if the panel of candidates selected as per regular procedure is exhausted:

**6.7. Procedure:**

Advertisement for ad hoc/ locum appointments can be given on the school website and through notice/circular. A data bank of prospective candidates is to be prepared. Candidates with suitable qualifications are to be short-listed from the data bank. The

candidates will have to give demonstration lessons in at least three different classes. The demos will be observed by the Principal/Vice Principal/HM and the subject coordinator.

Based on the demo report, evaluating the professional efficiency, the best candidate will be selected for ad hoc appointment.

List of candidates appointed on ad hoc basis should be presented to the MC in the regular meetings following the appointment, for ratification.

#### **6.8. Period of ad hoc service:**

1. If a teacher is appointed on ad hoc basis on a leave vacancy, his/her services will be terminated as soon as the regular teacher reports back for duty.
2. Teachers, who are appointed on ad hoc basis for regular vacancies will have to appear for a screening test as specified in Column 'c' & 'd' (Page 01) of Local Recruitment within 03 months, qualify the same and appear for an interview. Their services will be regularized after qualifying the interview. The breakup of evaluation for the interview will be as follows.

a. Screening Test	50%
b. Performance Report by HM	20%
c. Interview	30%

The services of the candidates scoring 60% and above will be regularized.

3. Under no circumstances the services of an employee in the School on ad hoc basis should continue for a period exceeding six months. It is mandatory for an ad hoc teacher to qualify the screening test within 06 months. Failing to do so will result in termination without notice period.
4. Based on performance and / or requirement, the services of ad hoc employees can be terminated without notice period.

#### **6.9. Promotion of Teachers:**

A teacher working in a lower block can be promoted to higher block as per the following procedure:

##### **1. Proficiency Test:**

As and when there is a vacancy in a higher block, an internal advertisement can be given through a circular inviting application from suitable and interested candidates.

The candidates will take the test for the desired level. The question paper will consist of the following:

- |    |                              |          |
|----|------------------------------|----------|
| a. | Subject & Pedagogy           | 40 Marks |
| b. | General English              | 20 Marks |
| c. | Aptitude & General awareness | 10 Marks |

Candidates who score a minimum of 70% in the subject and 60% overall will be called for interview. The breakup of evaluation will be as follows:

- |    |                              |     |
|----|------------------------------|-----|
| a. | Proficiency Test             | 40% |
| b. | Interview                    | 40% |
| c. | Performance Report by the HM | 20% |

A panel of the candidates who qualify in the interview (60% and above) will be prepared and used for promotions as and when required. The validity of the panel will be one year.

## 2. **Non-Teaching Staff:**

Maintenance staff are mostly drawn from the Contractor, selected through prescribed procedure, in accordance with the terms and conditions of the contract. Clerical and Administrative Staff may be appointed based on written test followed by interview. The Section Committee will comprise of the following:

- a. External Expert
- b. Chairman - MC
- c. Concerned member of the Sub-committee
- d. Principal

## 3. **Selection Committees**

Selection of the teaching staff as well as other non-teaching employees of the school shall be done through the Selection Committees constituted by the Managing Committee in consultation with principal as per laid down procedure:

### **a Selection Committee for the Post of Principal/Head of the Institution**

In the case of recruitment for the post of Principal/Head of Institution the Selection Committee shall be composed of:

- i. The Chairman of the Managing Committee
- ii. An eminent educationist/Administrator/Financial Expert nominated by the Managing Committee.
- iii. A person having considerable experience of school administration such as present or former Director of a reputed school.
- iv. A member of the Managing Committee nominated by the Managing Committee.

### **a. Selection Committee for Principal in charge/VP/AO/COE/Finance Officer/Supervisor/Internal Auditor**

In case of recruitment of above staff, the Selection Committee shall be composed of:

- i. The Chairman of the Managing Committee
- ii. An eminent educationalist/Administrator/Financial Expert nominated by the Managing Committee.
- iii. A person having considerable experience of school administration such as present or former of a reputed school.
- iv. A member of the Managing Committee nominated by the Managing Committee.
- v. Qualification as per the schools policy at appendix – ‘A’

**c. Selection Committee for the post of Teachers and Librarians**

In the case if recruitment for the post of teachers and librarians the Selection Committee shall be composed of:

- i. The chairman of the Managing Committee.
- ii. Principal of the school.
- iii. A member of the Managing Committee nominated by the Chairman.
- iv. An expert of the concerned subject.

**d. Selection Committee for the post of Estate /Office Supdt./ Transport Supdt./Accountant/PA/Administrative/Accounts Staff & Technical Staff**

In case of recruitment of above staff, the Selection Committee shall be consists of

- i. Chairman of the Managing Committee or a member of the Managing Committee nominated by the Chairman of the Managing Committee.
  - ii. Principal
  - iii. Administrative Officer/Finance Officer.
  - iv. A person having experience of office administration/ a person having technical expertise in the relevant in field to be nominated by the Chairman.
- e. Selection Committee for the post of Drivers/Transport & Maintenance Staff**

In the case of recruitment for the post of drivers, transport and maintenance staff, , the Selection Committee shall be consisted of

- i. Principal of the school
- ii. A member of the Managing Committee nominated by the Chairman
- iii. Administrative officer
- iv. A person having technical experience in the relevant in field

**f. Selection Committee for Ad-hoc Appointment of Teachers**

In case of recruitment of ad hoc teachers the selection committees should be as follows:

- i. Principal of the school
- ii. A member of the Managing Committee nominated by the Chairman
- iii. An Educationalist or a subject expert, if available on short notice failing which

the Chairman may nominate a member of the Managing Committee may also act as subject expert.

iv. Ad-hoc Teachers will not be appointed for more than 90 days. If their services are essentially required, approval should be obtained from the Managing Committee for an extension in their term of appointment.

**g. Procedures of the Selection Committees**

- i. All proceedings of the selection committee shall be kept strictly confidential.
- ii. The selection committee shall regulate their own procedures provided that any serious difference of opinion among the members of the selection committee shall be reported to the Managing Committee and resolved by it.
- iii. The selection committee shall make recommendation for the appointment. The recommendations of the selection committee shall be presented to the Managing Committee. The selection and appointment of candidates shall be made by the Managing Committee.
- iv. The selection committee shall strive to select the best candidate out of the available candidates and shall not be motivated by any consideration other than merit, competence, ability, and pursuit of excellence.
- v. Any member of a selection committee who has a relative or close associate (son, daughter, sister, or any other close relative related either by blood or by marriage ) shall bring the relevant facts to the notice of the Chairman of the selection committee who shall decide whether such a member has to be excluded from a specific interview or from the selection process of that particular selection committee.
- vi. Where any recommendation made by a selection committee is not acceptable to the Managing Committee of the school, the Managing committee shall record its reason such non-acceptance.
- vii. The selection committee shall be free to recommend a panel, ranked in order of merit, for appointment instead of making a specific recommendation for each post. After due approval of the panel by the Managing committee, it shall remain valid for a period of one year and the candidate from the panel may be offered appointment as per the requirements of the school.
- viii. Ad hoc appointments as well as appointments in the leave vacancies, may also be made out of such approved panel. There shall be no need of calling a selection committee as provided in the section 3.6 if appointment are made out of the approved panels and merit ranking is not violated.
- ix. The maximum age for recruitment in the selection committee will be fifty years, relaxed by five years in case of candidate holding special qualification. Relaxation in age will be done only on the recommendations of the selection committee.

**h. Medical and Character Certificates etc.**

Every employee of the school shall be required to produce the following certificates on

appointment in the school.

- i. Medical certificates of fitness from a hospital established or maintained by the government or a local authority or as prescribed by the Managing Committee as a substitute.
- ii. A certificate from the head of the institution where last served with duration of service and another certificate from a gazette officer certifying the character and conduct of the candidate to be satisfactory.
- iii. Produce original degrees (duly attested by home, External Ministry and Saudi Consulate/embassy of residence country) / diplomas/certificates/mark sheets/certificates and evidences of relevant experience etc., with attested photocopies thereof for verification. (Original certificates shall be returned after verification).

N.B. If there is anything contained in the above Unified Service Rules which runs contrary to the CBSE Rules or the Organizing Rules of Management Councils of Foreign Communities' Schools then the CBSE Rules/ Organizing Rules shall prevail.



## **7. FINANCIAL PROCEDURES**

### **7.1. General**

The rules may be called “the delegation of financial authority and financial procedure rules”.

These rules will be implemented with immediate effect.

These rules supersede all earlier resolution pertaining to the financial authority of subcommittees and financial procedures.

### **7.2. Financial functions and responsibility of managing committees**

The Managing Committee (MC) of the school will have full authority to decide on all financial matters of the school. However, for matter of convenience and smooth functioning of the school, concerned sub-committees are delegated financial authority to the extent mentioned in succeeding paragraphs.

The Finance Sub-Committee will be responsible for continuous monitoring and advising to the Managing Committee/ Higher Board (HB) on the general financial state of the school. For this purpose the sub-committees will prepare Annual Budgets for the financial year, 1 April to 31 March, which will be approved by the HB and the MC. The committee will also prepare Bimonthly review of expenditure, evolve suitable Accounting procedures, Investment Policy for Reserve Funds etc. and submit the same for the approval of the HB and MC.

The Principal will have the authority to sanction non-recurring expenditure up to SR. 2,000.00 (Saudi Riyals Two Thousand) at a time, subject to principles of general property and procedures.

1. The concerned subcommittees are empowered to approve, non recurring expenditure up to SR. 5,000.00 (Saudi Riyals Five Thousand) at a time to the maximum of SR. 10,000.00 a year. However, all expenditures sanctioned should be well within the annual budget approved by the Managing Committee. Any new proposal entailing expenditure not stipulated in budget will need approval from the Finance Sub-Committee and Managing Committee. .
2. **SPORTS:** Expenses for sports including purchase of materials and medals should be budgeted and sanctioned. The sports teachers should submit the requirements including medals, certificates by 10 April so that this can be studied by the Sports Committee (nominated by the Chairman on ad-hoc basis) and forwarded to the Finance Committee and then to the Managing Committee for approval.
3. **LOAN:** Loan approved by the Managing Committee to Staff should be restricted to the maximum of 50% of EOSB. This should be repaid over a maximum period of ten months in ten equal instalments.

N.B. All expenditures above the respective ceiling will be referred to the Managing Committee for final sanction. In case of an emergency, when it is not possible to convene the Managing Committee in time, provisional approval to exceed the authority, but only up to double the limit, may be obtained from the Chairman of the Managing Committee and Convener. Finance Sub-Committee by the convener of any other sub-committee and the Principal in writing and resubmit the same at the following Managing Committee meeting for ex-post-facto approval.

All cases being submitted to the Managing Committee, that exceed SR. 5,000.00 (Saudi Riyals Five Thousand) for non-recurring expenditure should be accompanied by the prior advice of the Finance Sub-Committee. All expenses of recurring nature will be decided by the Managing Committee.

### **7.3. Annual Budget**

The Sub-Committees will submit their recommendations/ demand for funds for the New Academic Year at least 4 months before the advent of the fiscal year, i.e. by the end of December. The Finance Sub-committee will prepare the preliminary budget by 01 February and circulate the same to all the members by that date. The Managing Committee will thereafter consider it at a subsequent meeting and approved the same. , with or without amendments, latest by 01 March, to enable the new budget to be put into operation on 01 April. The Higher Board must hold a meeting in March every year to review and approve the budgets for all International Indian Schools. The Managing Committees should ensure that the budget is a surplus budget of at least 5% of the total revenue, excluding the transfer of establishment levy to revenue, and Transport must be fully self financed activity.

The budget once approved under major heads cannot be re-appropriated by the sub-committees for which power solely rests with the Managing Committee.

The Finance Sub-committee will undertake a mid-year review of the budget in August/September, based on actual expenditure and revised estimates of receipts and submit their findings/recommendations to the Managing Committee, which may then adopt a revised forecast for the year, which must be shared with the HB

To enable the Managing Committee to monitor the expenditure/revenue, a monthly trial balance and progressive statement of account will be prepared by the Finance Officer / Accountant, giving details of the budget provision, proportional provision for the period elapsed, the exact expenditure and the envisaged major items of the expenditure in the rest of the year. The statement will be prepared by the 10th of each alternate month (starting June) and submitted to the Finance Sub-Committee, which will transmit the same to the Managing Committee, with their comments, if any.

### **7.4. Transfer of part of establishment levy of revenue account**

Instead of treating the whole receipt as capital items and transferring to Reserve Fund, a part of it could be treated as revenue and transferred to Income & Expenditure account to meet the

additional rental of the new building and impact of long overdue pay revision. It was recommended a maximum of 50% of the levy could be transferred to revenue account. This item will be reviewed by the Higher Board before implementation.

## **7.5. Audit**

- a. The Finance Sub-Committee will function as the Internal Auditors of the school accounts. They will carry out periodic audit of the accounts and submit half-yearly audited statement with their observations to the Managing Committee by the 1st of November and 1st of May each year, covering 6 or 12 month period ending on 30th September and 31st March respectively. The statement will include an income-expenditure statement balance sheet, comparison of expenditure on major heads with budgeted figures as well as state of securities, deposits, etc.
- b. External statutory audit firm, as recommended by the Finance Sub-Committee should be appointed by the Chairman. For this the Finance sub-committee should prepare a panel of reputed chartered accountancy firms and evaluate them. Chairman should appoint the auditing firm, under intimation to the Higher Board, to conduct external auditing of school's financial transactions. The Finance sub-committee will assist the auditors from the school side. An audit firm, once engaged will continue the school audit for four years before the MC may decide to change the audit firm. Any exception to this must be approved by the Higher Board.
- c. The annual statutory audit must be completed by 30 June, 3 months after the end of the financial year. The audited financial statements must be shared with the HB and filed with the government body as appropriate.

## **7.6. Operation of Bank Accounts**

The Chairman of the Managing Committee along with the Head of the Institution will compulsorily be the bank signatories. In the absence of the Chairman, the other authorized signatory from the Managing Committee will operate the bank accounts along with the Head of the Institution or in his absence, Director (Administration & Finance)/ Registrar.

## **7.7. Payment Procedures**

1. All payments of over SR. 500.00 (Saudi Riyals Five Hundred) will be made by crossed cheques only, the only exemption being the salary of non-school Iqama staff. Cash payment will be made from a petty cash imprest chest to be separately maintained by the Cashier and controlled by the Principal.
2. All payment should be supported by a proper payment voucher duly authorized by the competent authority under these rules. All payments should be supported by an original

invoice/pre receipted bill on the official stationery of the payee. Salary payments should be on proper acquaintance rolls or registers. Vouchers should invariably mention the authority for payment.

#### **7.8. Custody of Cash and Cheque book and Petty Cash imprest chest**

- i. A Petty Cash imprest /account will be established, the maximum limit of which will be SR. 10,000.00 (Saudi Riyals Ten Thousand). The replenishment request should be accompanied by all relevant vouchers of previous payments. The replenishment will be made by a cash check after due scrutiny by the Principal and a member of the Finance Sub-Committee countersigning the cheque.
- ii. A Petty Cash replenishment request should be made when the balance in the imprest falls below SR. 5,000/- (Saudi Riyals Five Thousand). The replenishment request should be accompanied by all relevant vouchers of previous payments. The replenishment will be made by a cash cheque after due scrutiny by the Principal and the Convener or a member of the Finance Sub- Committee countersigning the cheque.
- iii. All cash receipts (as also cheques) should be deposited in the Bank on the same day. The Cashier will submit necessary documentary evidence of deposit (e.g. Bank Deposit Slip) along with the back-up documents of collection of cash/cheque to the accountant immediately. Thereafter, in case of genuine difficulty, it should be positively deposited the next working day.
- iv. Cash required for bulk disbursement, like salary, etc. should be brought on each occasion and disbursed the same day.
- v. The Cashier will be insured by a Fidelity Guarantee Cover and the School will take out a Money Insurance to cover the risks in physical handling of the cash, for which the school will pay the premium,

#### **7.9. Receipt of Procedures**

All cash receipts will be issued with a numbered official receipt of the School and should carry a rubber stamp of the name of the person actually collecting the money and his/her signature. On no account temporary receipts, etc., should be used. For this purpose sufficient stock of numbered printed books and a logbook of numbered form control will be maintained, duly checked at the time of issue to cash clerks and after use to reconcile the receipts,

#### **7.10. Supervision of Accounts/Accounts Personnel**

1. The Finance Sub-Committee will assist the Principal in maintaining a periodic check on the accounts, accounting procedures etc. The Principal regularly and the Finance Sub-Committee periodically, will carry out surprise audit checks on the imprest/Cash Balance.
2. For purpose of recruitment, re-allocation of duties of accounts staff, periodic evaluation of efficiency, disciplinary procedures against these staff etc. the Principal / Finance Sub-Committee will be the decision making authority subject to the approval of its decisions by the Managing Committee.

#### **7.11. Amendment/Relaxation of Rules**

1. The Managing Committee of the School, subject to the final approval of the HB, may amend these rules.
2. Notwithstanding stipulations contained in these rules, the Managing Committee with the approval of the Patron, may relax the application of the above rules keeping in view the overall interest of the school.

#### **7.12. Insurance**

1. The Managing Committee should work towards ensuring adequate insurance for the following:  
Property and fixed assets including intangible assets (software, database, etc)  
Accidents within school premises (for students, employees, outsiders)  
Accidents within transport facilities
2. In case of any discrepancy between the above-mentioned Financial Procedures/Rules and the articles of the Charter of the International Indian Schools in the Kingdom of Saudi Arabia, the relevant articles of the Charter will prevail.

- 7.13.** If there is anything contained in the above Unified Service Rules which runs contrary to the CBSE Rules or the Organizing Rules of Management Councils of Foreign Communities' Schools then the CBSE Rules/ Organizing Rules shall prevail.

## APPENDIX-A

### MINIMUM QUALIFICATIONS FOR HEADS AND TEACHERS

The Board has prescribed the following minimum qualifications for Heads of Sr. Sec./Sec Schools and for teachers to teach various subjects in Classes IX to XII

#### Senior Secondary Schools:

S. No	Designation	Qualification	Experience
	Heads	<p>Masters 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.</p> <p>2. A teaching Degree or a Diploma in Education or its equivalent.</p>	<p>a) At least 3 years experience of administrative charge of a recognized College having Intermediate or higher classes.</p> <p>b) At least 5 years experience of administrative charge of a recognised High School.</p> <p>c) 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.</p> <p>d) At least 8 years teaching experience in a recognized High School.</p> <p>e) At least 5 years experience including 3years educational administrative experience and 2 years teaching experience in a recognised High or Higher Secondary School or a Teachers Training Institute.</p>
	<b>ii) Secondary Schools:</b>		
	Heads	<p>Master's Degree (or its equivalent) with a teaching degree or its equivalent with 5 years experience of teaching of High or Higher Secondary/Intermediate classes.</p>	<p>) 8 years experience of teaching Secondary School classes (up to class X) or 12 years of teaching experience of Middle and Secondary classes of which minimum 5 years being experience of teaching the Secondary classes; or 5 years experience as Head-master of Middle School or other equivalent</p>

			administrative experience.
	Teachers		
	1. PGT (To teach classes XI-XII) i) English	Persons having post graduate qualifications with specialisation in a branch of the subject with graduation in the subject concerned be treated on par with the M.A /M.Sc. in the subject concerned provided it is proceed by Graduation in the subject of teaching. <sup>44</sup> b) Degree or recognised Diploma in education	ii) Modern Indian Languages and Classical Languages: a) Master's Degree in the subject or equivalent degree from a recognised Institution; b) Degree or recognised Diploma in Education. O R Three years experience of teaching Intermediate or Higher Classes.
	ii) Modern Indian Languages and Classical Languages:	a) Master's Degree in the subject or equivalent degree from a recognised Institution; b) Degree or recognised Diploma in Education.	Three years experience of teaching Intermediate or Higher Classes. 2 M.Sc. Ed. in the subject from the Regional college of Education, NCERT
	iii) Mathematics : (Either 1 or 2)	1 a) Master's Degree in the subject; b) Degree or recognised Diploma in Education.	Three years experience of teaching Intermediate or Higher Classes. 2 M.Sc. Ed. in the subject from the Regional college of Education, NCERT
	iv) Physics and Chemistry: (Either 1 or 2)	1 a) Master's Degree in the subject	Post-graduate Diploma in the subject concerned awarded by the University of Delhi; Note: i) Post Graduation in Statistics or Operational research be treated on par with M.A/M.Sc. Mathematics provided it is preceded by graduation in mathematics.
	v) Biology (Either 1 or 2)	1 Graduate in Medicine 2 a) A Master's degree in Botany or Zoology with Zoology or Botany respectively as one of the subject in the B.Sc. examination.	M.Sc. Degree in Bio-Chemistry from a recognised University after doing a minimum of 6 years study after matriculation (For Chemistry teachers only) b) Degree or recognised Diploma in Education

	vi) Economics, History, Geography,	Sociology and Elements of Philosophy a) Master's Degree in the subject concerned; b) Degree or a recognised Diploma in Education.	Three years experience of teaching Intermediate or higher classes.
	vii) Political Science	a) Master's Degree in Political Science/ Public Administration /International Relations; b) A Degree or recognised Diploma in Education.	Three years experience of teaching Intermediate or higher classes.
	viii) Accountancy and Business Studies	a) Master's Degree in Commerce M.Com/M.A.(Com) b) A Degree or a recognised Diploma in Education	Three years experience of teaching Intermediate or higher classes.
	ix) Psychology (Either 1 or 2)	1. a) Master's Degree in the subject; b) A Degree or a recognised Diploma in Education 2 Master's degree in Education with Psychology as a subject.	Three years experience of teaching Intermediate or higher classes.
	x) Home Science	a) M.Sc. (Home Science) from a recognised University. b) A Degree or a recognised Diploma in Education.	Three years experience of teaching Intermediate or higher classes. <sup>47</sup>
	xiii) Fine Art Painting: (Either of two)	1 Master's degree in Fine Art (with Painting Specialisation). 2 Higher Secondary/intermediate/ Sr. Sec. School Certificate Examination with minimum 5 years (full time)/7years Part time diploma in Fine Art/ Painting / Drawing and Painting from a recognised Institute /University. 3 Graduate with Fine Art/Art/Drawing and Painting as one of the subjects with minimum 4 years Diploma from a recognised Institute /University .	
	xvi) Physical Education	Masters Degree in Physical Education from a recognised University.	
	xvii) Teachers for Introductory Computer Science	1 a) Master's Degree from a recognised University. b) Three months full time or six months part time course from an Institute of National importance such as: i) I.I.Ts O R	) Certified by any of the Institutes: i) That he is capable of handling the hardware required to teach Introductory Computer Science Course. ii) That the institution/



	ii) Regional Engineering Colleges O R iii) Universities O R iv) Regional Computer Centres run by the State Governments O R v) Any other nationally approved professional Organisation that caters to the Computer Science Discipline with particular emphasis on the course/ syllabus laid down by C.B.S.E.	agency is willing to assist the teacher to further training /competencies.
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<b>2. T.G.Ts (To teach classes VI-X)</b>		
i) English : (Either of the two)	a) Graduate in/with the subject; b) A recognised Degree /Diploma in education ii) B.A. B.Ed. with English of the Regional College of Education .	
ii) Modern Indian Languages and Classical Languages (Either of the two)	i) a) Graduate in/with the subject concerned or its equivalent. b) A recognised Degree /Diploma in education. ii) B.Ed. with language concerned of the Regional College of Education.	
iii) Mathematics (Either of the two)	i) a) Graduate in/with the subject b) A recognised Degree/Diploma in Education ii) B.A. Ed. with Mathematics of the Regional College of Education.	
iv) Physics and Chemistry (Any of the following)	i) a) Graduate with Physics and Chemistry as a subject (either honours or subsidiary level) b) A recognised Degree/Diploma in Education ii) B.Sc. Ed of Regional Colleges of Education iii) B.Tech. (Education) of Regional Colleges of Education, N.C.E.R.T (eligible to teach Physics only) v) Life Sciences (either of the	

		<p>following)</p> <p>i) a) Graduate with Botany and Zoology (either honours or subsidiary level)</p> <p>b) A recognised Degree/Diploma in Education</p> <p>ii) B.Sc. Home Science from any University with B.Ed54</p>	
	vi) Social Science (either of the two)	<p>i) a) Graduate with two subjects out of History, Pol. Science, Economics, Sociology and Geography.</p> <p>O R</p> <p>Honours Graduate with History or Political Science or Geography as a main subject.</p> <p>b) A recognised Degree / Diploma in Education.</p> <p>ii) B.A. Ed. with Social Sciences of the Regional Colleges of Education.</p>	
	vii) Economics (Either of the two)	<p>i) a) Graduate in/ with Economics subject.</p> <p>b) A recognised Degree /Diploma in Education</p> <p>ii) B.A. Ed . with Economics of the Regional Colleges of Education.</p>	
	x) Teachers of Physical and Health Education (any of the following)	<p>i) Graduate in Physical Education or B.P.Ed.</p> <p>ii) D.P. Ed. awarded by a recognised University /Institution after training of minimum one academic session provided that the admission qualification for the Diploma is at least a university degree.</p> <p>iii) Bachelor of Sports, Humanities and Physical Education of Haryana Agricultural University, Hissar</p>	
	xiii) Teachers of Work Experience:	<p>Any of the following as per requirements of the subject:</p> <p>i) B.Sc.(Tech) Ed. from Regional College of Education, NCERT.</p> <p>ii) Degree in Electrical or Electronics Engg. or concerned trade from a recognised University.</p> <p>iii) Three years Diploma after Higher Sec./Sr. Secondary in</p>	

		Electrical/ Electronics/ Engg./ concerned trade from an institution recognised by the Government	
	xvii) Librarian :	Graduate with diploma in Library Science from a recognised institute.	
	xviii) Junior Librarian :	Matriculation or equivalent with Certificate in Library Science from recognised Institute.	Persons having 15 years teaching experience of Middle/ Secondary classes in recognised institutions shall be exempted from obtaining teaching degree/diploma and they shall be treated equivalent to those having obtained a teaching degree/ diploma for appointment in the schools affiliated with the Board.
	<b>Primary Teachers</b>		
	Teachers (To Teach Classes I-V)	Higher Secondary with JBT (Two years) O R Intermediate/Senior Secondary with JBT (One year)	Preference should, however, be given to trained graduates.
	<b>K.G Teachers</b>	+2 along with Montessori training Bachelor Degree in Any Discipline with Montessori training	