

## To be hosted in a website

Ministry of Human Resource Development  
Department of School Education & Literacy

### VACANCY CIRCULAR

The Department of School Education & Literacy, Ministry of HRD invites applications for filling up the post of Director, Central Tibetan Schools Administration (CTSA) on deputation including short-term contract. CTSA is an autonomous organization of the Department and the post of Director carries a pay scale of Rs.14,300-400-18,300/- + usual allowances as admissible in accordance with the Department of Personnel & Training's O.M. No.2/29/91-Estt.(Pay.II) dated the 5<sup>th</sup> January, 1994, as amended from time to time.

2. The school system has 71 schools with a student population of about 10,000 and teacher strength of about 650. Several of these schools are residential in nature. It was registered under Societies Registration Act XXI of 1860 with the objectives to run, manage and assist institutions set up for the education of Tibetan children living in India. In order to provide modern education, while preserving and promoting Tibetan culture and heritage, schools were set up at the places of concentration of Tibetan population in India.

3. The Director is the key functionary and works under the guidance of the Chairman of the Organization, i.e. Joint Secretary of Ministry of Human Resources Development in his ex-officio capacity. Besides academic experience, the post also requires administrative capability and capacity to effectively liaison with the Tibetan Administration, Ministry of External Affairs and Ministry of Home Affairs. Considering the nature of duties and responsibilities assigned to the post, the applicant should have adequate management skills to run the organization and oversee the functioning of the schools located through out the country with its Headquarters at New Delhi

4. **Method of recruitment:** The post is to be filled up by deputation (including short term contract).

5. **Eligibility :** Officers of Central Government/Central Autonomous Educational Organizations/Institutions, etc. who have not completed 56 years of age, as on 1.10.2008 are eligible to apply subject to the following:

i) They must be holding analogous posts on regular basis

**Or**

ii) They must have put a minimum of 5 years experience in the pre-revised pay scale of Rs.12,000-16,500 in educational administration.

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**Essential requirement:-**

- i. Master's Degree with at least 55% marks from a recognized University/Institution and
- ii. Possessing adequate knowledge of educational system and experience in educational planning & administration.

**Desirable:-**

- a. Working Experience of Residential Schools;
  - b. Knowledge of Tibetan Culture;
  - c. Experience in organizing Training Programmes, Seminars, Conferences etc;
  - d. Experience in Educational Research and;
  - e. B.Ed. Or equivalent degree.
6. Applications, in duplicate, as per the format given below may be submitted through proper channel duly certifying the following:
- i) Integrity Certificate and
  - ii) ACR dossiers of last 5 years, i.e. upto 2007-08
7. The vacancy circular can be downloaded from the website of the Ministry i.e. [www.education.nic.in](http://www.education.nic.in) and also that of CTSA i.e. [www.ctsa.nic.in](http://www.ctsa.nic.in)
8. Application, complete in all respects, should reach within 30 days after the advertisement to the Under Secretary (School – 3), Ministry of Human Resource Development, (Department of School Education & Literacy), Room No.503, 'B' Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001.

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## ***FORMAT***

Application for the post of Director, Central Tibetan Schools Administration (CTSA), an autonomous organization, Ministry of Human Resource Development, Department of School Education and Literacy

Affix passport size photograph

1	Name and Address (in Block letters):					
2	Date of Birth (in Christian era):					
3	Date of retirement under Central Govt. Rules:					
4	Educational Qualifications:	<b>Examination Passed</b>	<b>University/ Board</b>	<b>Year</b>	<b>Subjects/ Area</b>	<b>% of marks /grade</b>
		Graduation				
		Post Graduation				
		Research				
		Any Other				
5	Work experience	<b>Educational Planning and administration</b>	<b>Training programme</b>	<b>Seminars/ Conference</b>	<b>Residential schools</b>	<b>Educational Research</b>
6	Details of employment in chronological order. (use an extra sheet in case you desire to give more information)	<b>Office/ Institution</b>	<b>Post held</b>	<b>From</b>	<b>To</b>	<b>Scale of pay &amp; basic pay</b>

7	Nature of the post currently held	<b><u>Nature</u></b>	<b>With effect from</b>
		1. <b><u>Adhoc</u></b>	
		Permanent	
8	State whether present employment is held on deputation/contract basis along with date from the which the same is held.		
9	Additional information, if any.		
10	Please state any special attributes that made you suitable for this post and how you can contribute to the organization.		

Date:

Place:

(Signature of the Applicant)