

**Guidelines for filling up the posts of Part Time Instructors (a) Art Education
(b) Health and Physical Education (c) Work Education in upper primary
schools and upper primary sections of high schools for the academic year
2014-15**

Part time instructors for (a) Art Education (b) Health and Physical Education (c) Work Education shall be appointed in the Upper Primary Schools/ Upper Primary sections of High Schools where the enrollment in Upper Primary classes is more than 100. For this purpose 6th and 7th classes in Upper Primary schools and 6th to 8th classes in High schools shall be considered. Accordingly 12271 posts have been sanctioned in Annual plan of 2014-15 with required budget. Category wise no.of posts are as shown below.

Sl. No.	Name of the post	No. of posts sanctioned
	Part time instructors in UP School / UP sections of high schools	
a)	Art education	4293
b)	Health and Physical Education	3226
c)	Work Education	4752

The district-wise details are at annexure.

The following guidelines are issued to fill up these posts at district level.

Eligibility criteria

Age: No person shall be eligible for any post unless he/ she is above 18 years and below 39 years of age as on 01.07.2014. However, in case of SC/ST/BC candidates the maximum age limit shall be 44 years and in case of physically challenged candidates the maximum age limit shall be 49 years.

Qualifications:

a) Part-time instructor for Art Education

- i) 10th class or its equivalent examination.
- ii) Diploma or a certificate in drawing commercial art, fine arts and architecture, painting, sculpture, music, dance or a certificate in higher grade drawing certificate from a recognized institution

and

iii) Posses technical teacher certificate of Government of Andhra Pradesh

b) Part-time instructor for Health & Physical Education

i) Intermediate Education/ Graduation

and

ii) Under Graduate Diploma in Physical Education / B.P.Ed. from a recognized institution.

c) Part-time instructor for Work Education

i) 10th class or its equivalent examination

iii) Certificate in a trade viz., carpentry, weaving, sewing, tailoring, textile printing etc., issued by any ITI / DLTC from a recognized institution and

ii) Technical teacher certificate of Government of Andhra Pradesh

iii) 3 year Diploma in craft education by Home Science College

Selection procedure

- The SPO shall communicate the list of schools to the concerned Mandal Educational Officers for engaging Part-time Instructors. The MEOs in turn shall display the details in notice boards of MRC/ High Schools.
- A school level committee shall be constituted with School Complex Headmaster and SMC Chairman, Head Masters of concerned school for selection of Part-time Instructors.
- The candidates having prescribed qualification are eligible to work as Part-time Instructors in upper primary schools and upper primary sections of high schools where there are more than 100 children available in UP sections.
- The services of Part-time Instructors shall be engaged from the day of reopening of schools during the academic year – 2014-15.
- The candidates who reside in the same village or nearby the village alone should be considered to the extent possible as they can't operate from far off places.
- For any school three posts are sanctioned i.e., one PET, one Art Education and one Craft Education if any one of the above already exists, rest of posts can be filled for eg. PET already exists balance two posts can be filled and so on.

- Similarly atleast one lady Part-time Instructor is to be considered out of the three so that girl children will get due importance / prominence.
- After receipt of applications from the eligible candidates the school level committee will scrutinize the applications and select the candidates to work as Part-time Instructors. School shall be taken as unit for engaging Part-time Instructors.
- If more no. of eligible candidates are available merit list shall be prepared taking the marks in academic and professional qualifications in the ratio of 50:50 and the candidates shall be selected based on the merit.
- The headmaster shall communicate the list of selected candidates to the concerned DPO for engaging of Part-time Instructors.
- The process of engaging of Part-time Instructors shall be completed by 12.06.2014 as per the guidelines so as to place the Part-time Instructors on the re-opening day of school.
- The Part-time Instructors who worked during 2013-14 shall be continued if their performance is satisfactory and if the school is having more than 100 children in UP sections. The school management committee / school level committee shall assess the performance and genuiness of the qualification certificates recognized by Government of Andhra Pradesh for taking a decision. Those candidates shall be given age relaxation if required and can be reengaged.
However whether the Part-time Instructors actually worked in 2013-14 has to be verified properly as it is noticed that very few persons worked during 2013-14. The data available with the office is also enclosed for ready reference.
- The data base of all Part-time Instructors engaged in the district shall be maintained at District Project Office. List of Selected Candidates for various posts shall be furnished to District Committee for approval. However, Category-wise, Qualification wise no. of Part-time Instructors engaged in the district shall be furnished to SPO by 25.06.2014.
- The district committee will examine school-wise list of selected candidates keeping in view the Merit and approve to give postings in the identified schools.

- After receipt of the approval from district level committee. The concerned school head master shall in turn position the candidates in their respective schools.
- In certain habitations, if the suitable candidates are not available, eligible candidates from other habitations can be appointed with the approval of School level committee.
- The services of the part time instructors shall be engaged till the last working day of academic year.

Constitution of District level Committee:

A District Level Committee shall be constituted under the Chairmanship of the District Collector. The composition of the committee is as follows:

- | | | | |
|------|------------------------------|---|-----------------|
| i) | District Collector | - | Chairman |
| ii) | District Educational Officer | - | Member |
| iii) | Project Officer RVM (SSA) | - | Member Convener |

The above Committee will ensure that the entire process of engaging of part time instructors shall be conducted as per the guidelines. The guidelines communicated by the SPO RVM (SSA) shall follow the process of engaging the Part Time Instructors.

Honorarium:

A honorarium of ₹6000/- per month shall be paid for all three posts through SMCs concerned. Project Officer, RVM shall release the salary to the concerned SMC on regular basis.

//t.c.attested//

Sd/- V.Usha Rani
STATE PROJECT DIRECTOR


Planning Coordinator

Annexure

**Schools having more than 100 children in UP Sections of schools to engage
Part-time Instructors**

Sl.No	Name of the district	Art Edn		Health & Physical Edn		Work Education	
		AWP&B approved	No. Of schools having more than 100 children	AWP&B approved	No. Of schools having more than 100 children	AWP&B approved	No. Of schools having more than 100 children
1	Adilabad	292	204	116	111	273	203
2	Anantapur	183	183	183	88	191	191
3	Chittor	206	206	206	78	205	205
4	East Godavari	338	338	74	74	361	361
5	Guntur	70	70	82	63	123	123
6	Hyderabad	45	45	21	21	77	77
7	Kadapa	66	66	96	61	112	112
8	Karimnagar	307	271	283	120	293	226
9	Khammam	194	194	163	79	220	186
10	Krishna	99	99	107	43	112	112
11	Kurnool	130	130	128	85	134	134
12	Mahabubnagar	289	289	242	148	314	314
13	Medak	373	271	79	79	373	269
14	Nalgonda	287	267	70	70	355	238
15	Nellore	91	91	86	61	54	54
16	Nizamabad	204	204	216	101	228	226
17	Prakasam	88	88	74	74	115	115
18	Ranga Reddy	223	223	242	176	251	245
19	Srikakulam	144	144	144	71	148	148
20	Visakhapatnam	196	196	180	75	221	213
21	Vizianagaram	127	127	127	80	126	126
22	Warangal	151	151	108	77	257	155
23	West Godavari	190	190	199	63	209	209
Total		4293	4047	3226	1898	4752	4242