

**“SOCIETY FOR EXCELLENCE IN EDUCATION”**  
**DIRECTORATE OF EDUCATION**  
**OLD SECRETARIAT, DELHI-110054**

**NOTICE**

**Advertisement for the Post of DIRECTOR IN CHIEF, Society for Excellence  
in Education on Contractual basis**

The Society for Excellence in Education, Delhi requires the services of ONE (01) Director in Chief to head the Management Committee of the Society. The candidate must be having experience of about Twenty (20) years (including Fifteen (15) years of teaching experience and at least Five (05) years of running/leading any educational organization/ society). The engagement will be purely on Contract basis with a consolidated remuneration @ Rs.3,00,000/- (Rupees Three Lakhs only) per month **OR** may be based on the last Three (3) year remuneration (LPC)/Income Tax Returns of the highly deserving candidate. The contract will be for a period of Three (03) years.

Application format and Terms & Conditions of engagement can be downloaded from the website of Directorate of Education i.e. [www.edudel.nic.in](http://www.edudel.nic.in) Application complete in all respects along with copies of supporting documents should reach the office of Society by 20/08/2016. Incomplete applications or those without supporting documents and applications received after the due date will be summarily rejected. Filled application should be submitted to **Room No. 216 Old Secretariat, Civil Lines, Delhi – 110054.**

Sd/-

DDE (New School Branch)  
Education Department, GNCTD.

**PROFORMA OF APPLICATION FOR THE POST OF DIRECTOR IN CHIEF,**  
**SOCIETY FOR EXCELLENCE IN EDUCATION**

1. Name (In Block Letters):
2. Sex (Male/Female):
3. Marital Status:
3. Date of Birth (DD/MM/YYYY):
4. Age as on \_\_\_\_\_ (YY-MM)
5. Residential Address (with Tel. No):
6. Mobile No.:
7. Email ID:
8. Present Employer:
9. Present Pay/Emoluments (per month):
10. Educational Qualifications:

Sl. No.	Exam Passed	University/ Instt./ Board	Year of Passing	Regular/ Part time	Subjects	%
1.						
2.						
3.						
4.						
5.						

11. Details of Employment/Professional experience in chronological order: (If required, please enclose a separate sheet, duly authenticated under your signature).

Sl. No.	Office/ Institution	From	To	Designations	Key Responsibilities/ Subject(s) taught
1.					
2.					
3.					
4.					
5.					

12. Details of Training Undertaken:-

Sl. No.	Institution/ Place	From	To	Name of the Course	Remarks
1.					
2.					
3.					
4.					
5.					

13. Please state how you consider yourself suitable for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience).

I hereby declare that the information given by me in this application is true and correct to the best of my knowledge and belief.

Place:

Date:

(Signature of the Applicant)

**Roles and Responsibilities/Deliverables of Director in Chief of management  
Committee of Society for Excellence in Education**

To ensure high-quality and excellent education in the schools of the society, Director in Chief shall strive to:

- Work with the School Leaders to develop a strategic plan to develop these schools into centres of excellence.
- Create a community of learners comprised of students, teachers and parents.
- Create a progressive and supportive environment in which each student is respected and encouraged to be the best they can be.
- Develop a **comprehensive programme of learning** that is inclusive, **age appropriate** and offers creative arts, physical education and vocational training as pathways to life skills.
  
- Establish a Teaching & Learning process that is founded on the principles of Inquiry, Innovation and Collaboration.
- Develop and support a passionate, inspired and committed faculty through on going professional development that incorporates cutting edge research on teaching and learning.
- Build Leadership that is committed and aligned to the educational mission and is able to effectively translate and reflect this commitment to learning and school culture through its policies and process.

The schools will espouse a curriculum that will go beyond literacy & numeracy. Additionally, the schools will have the following features with regard to school processes and approach to truly make the schools distinctive:

1. **Teacher quality & accountability** (stringent processes for intake of staff and regular monitoring & appraisal of staff performance)
2. Approach of teaching (Active Teaching- a student centred approach which promotes analysis & synthesis)
3. Experiential learning
4. Focus on 4 Cs- Creativity, Critical thinking, Collaboration & Communication

5. **Comprehensive professional development plan** for the schools (rigorous induction and alignment with the mission & the vision of the schools)
6. **Healthy, safe, protective & gender sensitive environments** for children.
7. Inclusive (no selection criteria; giving equal opportunities to ALL types of children)
8. Robust physical & mental health programme

The Director in Chief shall ensure:

**I. Create a replicable and scaleable centre of Excellence.**

These schools will lead with the belief that all children, regardless of background, should receive an excellent education and, indeed, the best education that can be provided. Apart from a focus on ‘active teaching’ and intense professional development, the following areas shall be incorporated in teaching-learning practices to ensure:

- Low student teacher ratio with not more than 30 students per section
- Use of digital tools to amplify the effectiveness of classroom instruction
- Use of remedial teaching for students that need additional support
- **Achieve learning outcomes which are age appropriate**

**II. Community Involvement**

The approach of these schools shall be to involve families and communities in the education process and become an active participant with the schools. There shall be a focus on the following:

- **Parenting:** to help all families to establish home environments that support children’s learning at schools.
- **Empowering & educating:** the parents about the curriculum & pedagogy used in school through parent workshops, sitting in on classrooms, PTMs (parent teacher meetings), etc.
- **Communicating:** School-to-home and home-to-school communication that enables parents to learn about school programmes and their children’s progress in school as well as teachers to learn about how children do at home.

- **Volunteering:** to recruit and organize parent help and support.
- **Decision making:** to include families in school decisions, to have parent leaders and representatives in school meetings and management committees.
- **Collaborating with community:** to identify and integrate resources as well as services from the community in order to strengthen school programmes, family practices and student learning.

### III. Innovation

Taking learning beyond the classroom using technology tools.

### IV. Measuring Success

An annual 3rd party assessment of the schools shall conduct a baseline and end line of student learning levels/ achievements to track year on year growth of every child to benchmark schools of excellence against other types of schools.

The indicators and success metrics shall go beyond literacy & numeracy to measure success in terms of:

1. Physical & mental health
2. Social & emotional development
3. Creativity & innovation
4. School climate & supports
5. Overall academic achievement

### V. Process for evaluation:

#### *School self-assessment*

An annual 360-degree survey involving the various stakeholders in the school (leadership, teachers & staff, students) of the following aspects of the school:

- Management & leadership of the school

- Curriculum
- Quality of teaching-learning
- Community & Partnerships
- Infrastructure & Resources

This self-assessment shall be reported by way of a Principal's report that will provide a way to measure the progress of the school against the criterion and objectives laid out. In addition, this will serve as a 'self-certification' and allow the school to assess both strengths and areas for improvement.

## VI. External assessment

- SRI (School readiness instrument for early years)
- Independent third-party agency assessment using rigorous evaluation techniques and questionnaires

### Additional Considerations:

#### **Safety and security of the school**

All efforts shall be undertaken to make the school a safe environment. CCTV cameras shall be installed, fire safety measures and protocols shall be put in place (Fire drills + purchase of fire extinguishers, a school health dispensary will be set up (with First Aid kits + first aid treatment + school nurse). There shall be adequate training of school staff & students as well as periodic inspection of the school building to ensure that safety and security processes are effectively followed.

## VII. Timings

Timings shall differ for children of different age groups; ranging from four- five hours for the early years to six -seven hours for the remaining children. Remedial activity shall take place after school for selected groups. Two separate timings could be followed within a calendar year, due to the variation in the seasons.

Timings for teachers: Teachers shall need to put in more hours of preparation and planning time. Thus, they shall have longer working hours than typical government schools.

## **VIII. Integration of government schemes**

All government-provided schemes such as scholarships for girl children, textbooks, meal, school bag, etc. will be delivered to children studying in these schools without exception. The benefits of these existing schemes can be routed to the schools in the existing manner as done by government schools and shall be provided directly to the child's bank account (in the case of monetary scholarships) or to the child (in the case of in-kind benefits such as meals and textbooks).

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**Recruitment Rules for the post of Director in Chief, Society for Excellence in Education**

1.	Name of Post :	Director in Chief.
2.	Name of Posts :	1 (One)
3.	Emoluments :	Rs. 300000/- per month (Consolidated- all inclusive)
4.	Whether Selection Post :	On contractual basis for a period not exceeding 3 years.
5.	Age limit for recruitment :	Preferably below 50 years but not exceeding 55 years, as on 1 <sup>st</sup> January of the year of recruitment.
6.	Educational Qualification Knowledge and Experience required for recruitment :	An advanced university degree (Masters or equivalent). Having Experience of about 20 years (including Fifteen (15) years of teaching experience and at least Five (05) years of running/leading any educational organisation/ society).
7.	Method of recruitment whether direct or by deputation or on contract basis :	On contractual basis.
8.	Job responsibilities/ requirements :	As per attached annexure.
9.	Period of appointment :	For 3 Years. However, services can be terminated by serving one months notice in case of unsatisfactory performance.
10.	Annual increase in salary:	5% subject to satisfactory performance.

Terms and Conditions for the Post of Director in Chief in the Society for Excellence in Education

1. The engagement is on full time contract basis and will not vest any right or claim for regular appointment against the said post.
2. The term of engagement is initially for a period of THREE (3) years, which may extend for further term with approval of the Governing Body.
3. The appointee shall be designated as Director in Chief in the Society for Excellence in Education.
4. The appointee shall be entitled to an overall consolidated per month remuneration @ Rs.3,00,000/- (Rupees Three Lakhs only) or higher as recommended by the Appointment Committee of the Society based on the last Three (3) year remuneration (LPC/ ITRs) of the highly deserving candidate.
5. The Society reserves the right to terminate the said contract at any time giving One Month Notice before the expiry of the term without any reason whatsoever and the appointee may resign from the post giving One Month Notice.
6. The other terms and conditions of engagement of the appointee shall be regulated through the decisions/ orders/ circulars issued by the Society for Excellence in Education from time to time.
7. Dully filled application should be submitted to Secretary (Education), Room No. 216, Old Secretariat, Civil Lines, Delhi – 110054. The envelope containing application must be super scribed in bold letter “Application for the post of Director in Chief in Society for Excellence in Education”.