

DEPARTMENT OF SCHOOL EDUCATION, ANDHRA PRADESH, HYDERABAD

NOTIFICATION

Notification No. 942/SSA/AP/A12/2015

Dated: 26.03.2015

Applications are invited from eligible and interested persons/employees to work as consultants in the department of School Education, A.P, Hyderabad.

Last date to apply: 10.04.2015

To whom to apply:

Address: State Project Director,
SCERT Premises, Sarva Shiksha Abhiyan,
B-Block, Opp: Lal Bahadur Stadium,
Hyderabad, A.P. 500 001

email: admapssa@gmail.com

Mode of application: Please apply to the above email and a Hard copy with necessary documents may be sent through RPAD/Speed Post Superimpose on the cover the consultancy applied for.

Process of Selection: Shortlisted candidates will be called for interview. Date will be informed in due course.

For details visit:

Website: <http://ssa.ap.nic>, <http://rmsaap.nic.in>

1.Application Both soft and hard copies

2. Resume/C.V – Not more than 3-5 pages.

3. A brief description of 2-3 pages explaining how you can contribute to achieve the objectives of School Education Department and programme /Project.

Documents to be enclosed: Hard copies of the documents in proof of their eligibility (Age, academic, Technical, Professional etc.,)

Sd/- Sandhya Rani
**Commissioner of School Education &
State Project Director, SSA, AP, Hyderabad**

SCHOOL EDUCATION
ANDHRA PRADESH, HYDERABAD

Terms of Reference

The Department of School Education, Govt. of Andhra Pradesh proposes to set up a Technical Support Group to advise and support effective implementation of the State and Centre sponsored programmes, i.e Sarva Shiksha Abhiyan (SSA), Rashtriya Madhyamik Siksha Abhiya (RMSA, Model Schools, Mid-day Meal. The TSG will provide technical and professional inputs towards management of School Education and for improvement of learning achievements in Government Schools.

School Education Department

School Education Department, Government of Andhra Pradesh manages and regulates a total of 61,128 Schools covering its 13 districts that include Primary Schools, Upper Primary Schools and High Schools. Out of these 46,137 are Government Schools, 2302 Aided Schools and 12,689 are Private Schools. The total students enrolled from Primary to High School is 71,96,809. The total Teachers' strength covering Government and Private Schools is 2,82,794.

The Department is responsible for achieving the targets set for Key education indicators like Gross Enrolment Ratio (GER), Net Enrolment Ratio (NER), Drop out, Transition and Retention ratios, Teacher-Pupil Ratio (TPR) etc. As part of managing and regulating a large number of schools in the State, the School Education Department handles multifarious activities, including, teacher recruitment, transfers, pedagogy, collection and management of District Information on School Education (DISE) scholarship granting, Residential Schools' management, legal cases, etc. It also coordinates with related agencies, including, State Council for Education, Research and Technology (SCERT), Text Book Press, SIET, etc.

The management of Schools is done through 3 Regional Joint Directors, 13 District Education Officers, 45 Deputy Education Officers, 663 Mandal Education Officers, etc. For implementation of SSA there is a District Project Officer (DPO) supported by Component specific specialists.

Primary Education

Sarva Shiksha Abhiyan (SSA) is an effort for Universalization of Elementary Education in the country. Government of India has enacted RTE Act 2009 to provide free and compulsory education to all the children in the age group of 6-14 years. In Andhra Pradesh, Sarva Shiksha Abhiyan is being implemented in partnership with Central and State Government to achieve Universal Elementary Education by bridging social, regional and gender gaps. This is being done with active participation by the community in the management of Schools.

Objectives:

- ❖ Enrolment of all children in the age group of 6-14 years in regular Schools.
- ❖ Retaining the enrolled children till the completion of 8 years of Elementary Education.
- ❖ Bridging Gender and Social Category gaps at the Elementary Education level.
- ❖ Focus on satisfactory quality in Elementary Education with emphasis on Education For Life.

Key interventions under SSA seek to ensure 100% enrolment in Primary and Upper Primary Schools, construction of New schools, Upgradation of Primary Schools to Upper Primary Schools, provision of infrastructure in schools – toilets, compound walls, additional class rooms, etc. setting up and management of 352 Kasturiba Gandhi Balika Vidyalayas (KGBVs) for promoting Girl Child education, identifying and enrolling out of school children, therapy and corrective surgeries and inclusive education interventions for children with special needs, etc.

Secondary Education

The Department of School Education, Ministry of Human Resource Development, New Delhi, GOI and Government of Andhra Pradesh are making concerted efforts to improve School Education in all aspects i.e., Access, Enrolment, Retention, Equity, Quality, School infrastructure etc. In this regard the following programmes are being implemented:

Launched in the year 2009, Rashtriya Madhyamik Siksha Abhiya (RMSA), a Centrally sponsored scheme is being implemented in the State under “Andhra Pradesh Secondary Education Society” registered under

Societies Act. The main objective of RMSA is to enhance access to Secondary Education and to improve its quality. 163 Model Schools are also set up for promotion of Secondary Education in Andhra Pradesh.

RMSA Objectives:

- To provide a secondary school within a reasonable distance of any habitation - 5 kilometers for Secondary Schools and 7-10 kilometers for Higher Secondary Schools.
- Ensure universal access to Secondary Education by 2017 (GER of 100%), and universal retention by 2020.
- Providing access to Secondary Education with special reference to economically weaker sections of the society, the educationally backward, the girls and the disabled children residing in rural areas and other marginalized categories like SC, ST, OBC and Educationally Backward Minorities (EBM).

The important physical Facilities/ Quality Interventions/Equity Interventions provided under the scheme are:

Facilities:

- a) Additional Class Rooms
- b) Laboratories
- c) Libraries
- d) Computer Rooms
- e) Arts and Crafts Rooms
- f) Toilet Blocks
- g) Drinking Water provision
- h) Residential Hostels for Teachers in remote areas.

Quality Interventions:

- i) Appointment of additional Teachers to reduce PTR to 30:1
- ii) Focus on Science, Math and English Education
- iii) In-service Training of Teachers
- iv) Science Laboratories
- v) ICT Enabled Education
- vi) Curriculum Reforms
- vii) Teaching Learning Reforms

Equity Interventions:

- Special focus on Micro Planning
- Preference to Ashram Schools for purpose of up-gradation
- Preference to areas with concentration of SC/ST/Minority for opening of Schools
- Special Enrolment Drive for the weaker sections
- More Female Teachers in Schools
- Separate Toilet Blocks for Girl students

Subsuming other centrally sponsored schemes of Secondary Education under RMSA with effect from 1-4-2013 are:

- Information and Communication Technology (ICT) at Schools
- Girls Hostel
- Inclusive Education for Disabled at Secondary Stage (IEDSS)
- Vocational Education (VE)

Mid-Day Meal Program

GoAP also implements a large Mid-Day Meal program covering about 40,00,00 school students from Class I to Class XII. Hot cooked meal is provided across the State for children studying in Government, Aided Schools, Non Residential Child Labour Schools & Madrasas.

Technical Support Group (TSG)

In order to strengthen the implementation of SSA, RMSA, Mid-Day Meal programs and to ensure technical expertise & advise for effective management of Government Schools at the State level, it is proposed to enlist support of an expert team of professionals. The TSG members are expected to understand and analyze field situation, advise in the conceptualization and designing of various programmes, guide the Districts in effective implementation of Curriculum and Evaluation Reforms, monitoring of various schemes i.e., SSA, RMSA, MDM and Teacher Education. The TSG members will be hired as Consultants on consolidated monthly Consultancy Fee.

The composition of TSG will be as indicated in the Table below. The expected qualifications and experience, Job Description/Roles & Responsibilities, Terms & Conditions of consultancy are discussed for each Consultant in the following sections:

| Position Code | Component Name | Position | Level | No. Required | Range of Remuneration |
|----------------------|--|--------------------|--------------|---------------------|------------------------------|
| I | School Education Management | Chief Consultant | State | 1 | 65,000 -95,000 |
| II | School Education Management (support a group of districts) | General Consultant | Region | 4 | 55,000-75,000 |
| III | e Governance, MIS/GIS | Consultant | State | 1 | |
| IV | Legal Advisor | Consultant | State | 1 | |
| V | Finance Management | Consultant | State | 1 | |
| VI | Inclusive Education (CWSN) | Consultant | State | 1 | |
| VII | Media Advisor | Consultant | State | 1 | |
| VIII | Engineering Design | Consultant | State | 1 | |
| IX | Pedagogy | Consultant | State | 1 | |
| X | Child Labour | Consultant | State | 1 | 55,000-75,000 |
| XI | Digital Learning | Consultant | State | 1 | |
| XII | Equity Specialist | Consultant | State | 1 | |
| XIII | Gender | Consultant | State | 1 | |
| IVX | Expert in Implementation of Right to Education Act 2009 | Consultant | State | 1 | |

Note: TORs and other information relating to categories X to IVX will be made available shortly.

General Conditions for all types of consultants

- Age: Shall not exceed 50 years as on 01.07.2015
- Period of consultancy will be for 11 months initially and likely to be extended based on performance and needs of the department.
- The remuneration to be offered for the post will be within the given range, commensurate with the qualification, experience and overall

performance in the interview of an individual candidate as per rule inforce.

- Vehicle will be provided
- Ability and willingness to travel extensively.
- Any other works as assigned by the SPD,SSA,A.P, Hyderabad
- The individual shall maintain the confidentiality in all official matters and shall not disclose/share any information with others without the permission of the SPD.
- The individual should be available during all working days of the Government during office hours. In addition he should be available whenever his services are required on holidays/ after office hours if required.

Position Code – I: Chief Consultant at the State Level

Experienced and professional required to give impetus to the GoAP's focus on School Education.

A – Educational Qualifications

- Post Graduate Degree in any subject preferably in Education, Social Sciences /Management Studies /Public Administration / Educational Planning & Administration from a recognized University with at least 55% marks in aggregate.
- Preferably a PhD/M.Phil or have Experience of 3/5 years in undertaking Research Studies, Surveys and Programme Evaluation.

B- Job Description / Role and Responsibilities

- Over all In-charge for the Technical Support Group. Understanding the requirements and expectations of Secretary & Commissioner School Education, engaging with the Consultants and technical support team in undertaking various programmes for the improvement of School Education with a clear roadmap for implementation along with Timelines, targets and budgetary outlays.
- Providing monitoring inputs to spearhead teams to strengthen activities and develop new implementation areas.
- Coordinate with various Heads of Departments and Schemes and support in designing, implementing and evaluation of programmes.

- Advise and guide on nature of research and studies to improve the programmes and effective implementation of curriculum so as to get feedback on the programmes being implemented in the field.
- Establish appropriate liaison & support implementation of specific interventions under SSA, RMSA, MDM at Govt. of India level and guide the State Department in formulation and appraisal of plans under Centrally sponsored schemes.
- Plan and extend guidance for the Capacity Building of Teachers, Teacher Educators and Supervisory Staff and developing appropriate training modules.
- Analyzing regular and periodic Key Performance Indicators (KPIs), MIS and reports, and identify gaps for further follow up at various levels of program implementation pertaining to Elementary and Secondary Education.
- Guide the academic monitoring of Schools by the State and District level supervisory staff and advise on the capacity building of these staff members.
- Regularly monitor and guide the quality of inputs and delivery mechanisms for effective reach.
- Support work on propagation of Digital Literacy among all stake holders in the Department. Facilitate promotion of "e-learning" of curricular subjects through online (connected learning) using available computers, LCD Projectors and Distant Mode Learning through Audio and Video programmes in the Schools.
- Plan necessary strategies and support for the continuous professional development of Teachers, Supervisory Staff, Teacher Educators in collaboration with SCERT.
- Support the Department in reviewing reach of various Government incentives and deliverables to the children ie., Mid Day Meal, Text Books, School Uniforms, School Annual Grants, etc.
- Support in tracking the performance of Schools at regular intervals and develop appropriate systems for performance appraisals for both individuals and institutions.

- Have access to latest development in Educational Technology / Technology in Social and Allied areas and experience from Educational Research Training/Planning Organizations.
- Should be an Experienced/Worked as Government Officer.

C-Experience Required in the Relevant Field

- Minimum 10 Years experience in the field of Educational Management, Leadership, Planning & Appraisal of Project/Programmes, execution or participation in various national level schemes of Govt. of India / State Govt.,
- Should have worked in a Govt. Organization / University/ Institute of Higher Learning / Autonomous bodies/reputed organization.
- A proven track-record in promoting school education and teaching skills among the teachers.

D - Other Qualities

- Proactive collaborative and relationship/partnership building at multiple levels;
- Strategic and action oriented;
- High level of integrity and honesty;
- Proactive time and resource management skills;
- High energy and positive/constructive attitude;
- Progressive thinking and strong leadership qualities, are considered prerequisites
- Strong presentation and information Management abilities
- Ability to function effectively as a team leader and team member interchangeably
- Expertise and passion for enhancing quality of education in Government Schools.
- Excellent writing and communications skills in English.
- Proficient in computer applications/ICT Tools.

E- Language skills

Proficiency in English and Telugu

Position Code-II: General Consultant at Regional Level School Education Management (Support a group of districts)

The role of the General Consultant will be similar to that of the Chief Consultant, in as much as he/she is expected to support effective monitoring of education programs in the allotted 3-4 districts in the State. Though they will be based at the State level, they will be expected to travel to their respective districts and thoroughly understand the issues, gaps, areas for action and provide technical support to the State and Regional Teams.

(Educational Qualifications, Job Description/Role and Responsibilities, Experience, other Qualifications and language skills are same as mentioned for Chief Consultant).

Position Code-III: Consultant at State Level – E Governance, MIS/GIS

A- Educational Qualifications:

- Post Graduate Degree in Computer Science/Information Technology/Master Degree in Computer Application or B. Tech (IT/CS) from a recognized university with 55% in aggregate.

Key skills: Power Builder, VB.net, ASP, Net, SQL, Server, Oracle, 10g, MS Access & knowledge on ms-office

- Degree in Education is preferable
- The Candidate should have strong analytical skills with thorough working knowledge of computers and information technology.
- Excellent skills in oral and written English, Telugu & Hindi.

B- Experience Required in Relevant Field:

- Minimum 5 years relevant (post-qualification) experience in Govt. Organization /reputed Private Organization /PSU/Institute of Higher Learning/University/ Autonomous bodies with the following experience:
- Development of web based Monitoring Tools, Management of Database and Implementation of Data Based Application.
- Data Capturing, Analysis, Management, Reporting and Performance Monitoring.
- Developing/Modifying MIS Systems and other software applications.
- Design and Develop Monitoring Tools, Data Collection, Analysis and Report generation.

Areas of Specific Expertise Desired:

- Developing Educational programmes for Students, Teachers and Teacher Educators.
- Experience in developing the curricular material for Digital Literacy/Pedagogy
- Monitoring and Evaluation of Projects particularly in ICT in Education
- Design and organize Trainings to stakeholders particularly in Information and Communication Technology applications

C-Job Description:

- To guide and support in collection/ collation and finalization of UDISE (Unified District Information System for Education) year wise, develop & manage database based on various parameters of School Education programmes.
- Support preparation of Annual School Education Statistics and reports based on UDISE data.
- To support and guide the Department in developing systems for receiving online data pertaining to the performance of Schools, Children Learning achievement and delivery of inputs and generating necessary periodic reports.
- To assist in the implementation of various schemes in terms of processing and analysis of the proposals received from/by the State Governments and application of Direct Benefits Transfer (DBT) System for transfer of scholarships.
- Maintaining of Data Pedagogy wing.
- Summative & Formative Assessment data compilation and analytics.
- State Level Achievement Survey (SLAS) Data Developing Application and generation of reports.
- Maintain Quality Monitoring Tools (QMT I – IV quarters) data process online application.
- PINDICS (II quarters) data online application.
- Uploading day to day Data updating in various formats.
- Generating various reports and tables.
- To get information/ records for review meetings, seminars, conferences, workshops and group discussions, preparation of project report, documentation work etc.,

- Guide and support in creating better awareness and development of Digital Literacy among Teachers, Students, Management and Staff Members.
- Promote Digital Literacy in Schools and transaction of curricular subjects using computers and internet.
- Support in accessing various useful web sites across the globe and download the useful materials related to curriculum, pedagogy and assessment.
- To guide in developing audio and video programmes related to school curriculum and provide audio and video CDs to the schools
- Networking with other national and international institutions and individuals for sharing professional ideas and technologies on day to day basis.
- Support and guide in effective usage of social media i.e., Face Book, WhatsApp, Blogs, etc. for exchange as well as sharing of professional ideas among Teachers and Teacher Educators.
- Networking with international agencies/institutions for exchange of Best Practices in Curriculum, Pedagogy, Assessment and Governance both at School and at various levels in the system.
- To help and support in developing modules for developing digital literacy and use of online material for professional development of Teachers and improved learning achievement among children.

In general, the Candidate should have:

- strong analytical skills with thorough working knowledge of computers and information technology
- good communication skills in English, Telugu and Hindi

Position Code – IV: Consultant at State Level – Legal Advisor

A-Educational Qualifications:

Post Graduate Degree in Law (LLM) with 55% mark in aggregate from a recognized University.

B- Experience required in the Legal field

- 5 years' experience dealing with court cases
- Experience in cases dealing with Educational Service matters, Civil works cases in High court / Supreme court / APAT, Legal Consultancy, Grievance Redressal, Public Relations, RTI & Media related activities.

C - Job Description:

- To guide and suggest the Department in undertaking policy decisions on various service matters and designing the rules.
- To guide on Legal issues, Grievance Redressal mechanism, cases on RTI and RTE etc.,
- To conceptualize and help organize orientation programmes and trainings to the administrators and unit officers on legal issues and other cases on service matters.
- Develop content / material on the implementation of RTI and RTE.

Position Code – V: Consultant at State Level – Financial Management

A-Educational Qualifications:

He/she shall be a Post Graduate in Accounting or Finance Management with at least 55% marks in aggregate

or

ICWA/CA from a recognized University or Subordinate Accounts Service (SAS) Examination of organized accounting organization or Treasuries & Accounts Services (TAS) Examination.

B – Experience Required in Relevant Field:

- Experience in Financial Management with external funding agencies.
- The incumbent should be holding/has held a responsible position in a Govt. Organization preferably from Treasuries and Accounts Department/ University/ Institute of Higher Learning / PSU/ Autonomous bodies/reputed organization working on Financial Management and Accounting procedures.

Desirable:

- Minimum 5 years relevant (post qualification) experience in a Govt. Organization / University/ Institute of Higher Learning / PSU/ Autonomous bodies.
- Excellent knowledge of Computer (particularly MS Excel) with ability to use MIS system for Financial Management (FM) and Accounting with ability to use FM Databases.
- Working experience of computerized accounting / software, strong oral and written communication skills, project management skills, knowledge of providing training, evidence of experience in holding

workshops/conferences for knowledge sharing, knowledge of finance and accounts using web interface, etc.

C- Job Description:

- Financial Management at the State Level and effective management of CSS Schemes and other programmes. Assisting overall FM/Accounting as per the prescribed guidelines of Govt. of Andhra Pradesh and GoI.
- To guide and support for effective maintenance of Accounts and transactions of funds at District and Mandal level units.
- To support in developing appropriate guidelines on procurement of goods and services, releasing of funds, maintenance of records, accounts and online transaction of funds and accounts.
- To evolve procedures on expenditure at unit level including KGBV Schools and maintenance of cash books, stock and issue registers, annual verification of stocks/materials.
- To assist the statutory auditors in finalization of SSA annual accounts.
- Monitoring of advances and collection of UCs from time to time from Sub District units/ Line Departments / DPOs and SPO.
- Income Tax department related issues
- Any other work entrusted by the Secretary, School Education Department / SPD/SFC.

Position Code – VII: Inclusive Education for CwSN Expert

To encompass Inclusive Education in entirety in Andhra Pradesh, SSA is rendering services to 10 categories of disabilities. The Inclusive Education Specialist will be required to address the problems of the children with the following disabilities:

- | | |
|----------------------------|---------------------------|
| 1. Low Vision | 2. Blind |
| 3. Speech Impaired | 4. Hearing Impaired |
| 5. Orthopedically Impaired | 6. Mental Retardation |
| 7. Autism | 8. Cerebral Palsy |
| 9. Learning Disabilities | 10. Multiple Disabilities |

.A-Educational Qualifications:

- Post Graduate Degree in Psychology/Humanities/Social Work/Education with 55% mark in aggregate from a recognized University

- Degree in Special Education from an Institution/National Institutions recognized by the Rehabilitation Council of India.

Specific Educational Qualifications Desirable:

- M.Phil / P.hd in /Special Education/Psychology.
- Experience at Institutional level with Children with Special Needs/Educational Research Training/Planning/ Teaching Organizations dealing with Inclusive Education for CwSN.
- Should have Published Research papers in the area of Inclusive Education for CwSN

B - Experience Required in the Relevant Field:

- Minimum 10 years experience in Inclusive Education or Special Education field.
- S/He must have held a responsible position in any National Institution/Government or reputed NGO.
- Strong documentation and reporting skills.
- Proven record of working for the CwSN community.
- Good interpersonal and communication skills in English, Telugu & Hindi.
- Should be sensitive and receptive to the needs of CwSN.

C- Job Description:

The Specialists are required to:

- Promote basic objectives of SSA among all categories of disability.
- Analyse information pertaining to CwSN, various activities from the districts and MHRD.
- Prepare training modules on Inclusive Education methods and practices meant for Teachers, Resource Teachers, etc.
- Perform as a Resource Person in training programmes/workshops related to IE for CwSN.
- Make frequent field visits to the districts to monitor the IE activities and report the same to the State Project Director.
- Design different formats and analysis of the data received from the field.
- Coordinate with line departments viz., Health & Family Welfare, Woman Development, Child Welfare & Disabled Welfare, related National Institutes, etc to promote IE activities.

- Create awareness among people on RTE Act-2009 and IE interventions.
- Awareness building among various stake holders.
- Support to develop Informative & Communication Technology (ICT) for incorporating appropriate education related to CwSN.
- Passion to work for CwSN and provide necessary pre-vocational skills to the eligible CwSN.
- Coordinate with the professionals working for CwSN viz., assessment, providing therapeutic services, special educational services, etc.
- Assist to the IE Wing at SPO in all aspects of planning, execution and implementation of the activities.

Position Code – VII: Consultant at State Level – Media Advisor

Media plays a significant role in disseminating information pertaining to SSA to the target population through different modes of publicity like Print/Electronic/Audio/Visual/Audio Visual and Social Media etc.

A - Educational Qualifications:

Bachelor Degree in any discipline with 55% marks and PG Diploma in mass communication from a recognized institute/university.

or

Post Graduation Degree in Journalism and Mass Communication.

B – Experience Required in the Relevant Field:

- Experience in Print/Electronic Media activities.
- Excellent written and communication skills.
- Excellent Documentation and Management Skills.

Language skills

Proficiency in English, Telugu and fluency in Hindi

C -Job Description:

- Extracting press clipping and maintaining a record of the coverage from various News Papers and monitor follow up action.
- Issue Press Notes, Rejoinders etc. to the Print & Electronic Media.
- Arrange Press Conferences/ Meetings and ensure good coverage of Press Conferences/Meetings.

- Issue of advertisements to the News Papers and Electronic Media when ever required.
- Designing and Printing of Posters, Pamphlets, brochures and Banners etc.
- Facilitate production of Short Films on the activities of School Education/ SSA.
- Arranging of Hoardings, Sign Boards, Flexi boards etc.
- Printing of Annual Calendar and arrange distribution of various stake holders etc.
- Coordinate design, fabrication, production of Tableau for Independence Day, Republic Day and such other occasions.
- Awareness building among various stake holders.
- Promote basic objectives of School Education/ SSA among various sections of society by developing Informative, Communication and Education Material (IEC).
- Create awareness among all sections of people on RTE Act-2009.
- Ensure liaison with Print and Electronic Media representatives.

Position Code – VIII: Consultant at State Level – Engineering

Designing

Experienced and professional required to give impetus to the GoAP's focus on School Education.

A – Educational Qualifications

- Post Graduate Degree in Structural Engineering with 65% marks in aggregate from recognized University.
- Should not be more than 50 years old with good health
- Well versed AutoCAD and STAAD software skills on school building designs

B- Experience required in relevant Field:

- Should have minimum 15 years experience in design and civil engineering.
- He/she should be well versed with Technical aspect of construction procedures, departmental codes and government orders in vogue.

C- Job Description

- Design and advise on various of infrastructural components of school i.e., school buildings, class rooms, kitchen sheds, compound walls, toilets and drinking water smart class rooms etc.,
- Instrument in creating indicators and to monitor performance of engineers in the department from Site Engineer, Deputy executive Engineers, executive engineer based on the day to day activities in performing the job chart.
- Instrument in creating in designing the program to enter progress monthly basis on line from the district and which can automatically consolidate at state level.
- Conducting technical trainings during introduction in the department, for reorientation after certain in duration of work experience, initiating action on lapses, misappropriation of funds etc.,
- Implementing innovative methods /technology in both in construction technology, safe guarding environment.
- Improving psychological system of teacher & student in hazardless situations.
- Brief knowledge on Green building concept, water harvesting and portable water management in schools.
- Coordinate with MHRD and State Teams on improving school infrastructure.

Position Code – IX : Consultant at State Level – Pedagogy

A- Educational Qualifications:

- Post Graduate professional Degree in M.Ed / M.A Education with 55% marks in Aggregate from a recognized university.
- PG Diploma or Diploma in Computer Education / Applications or ICT

B- Specific Educational Qualifications Desirable:

- M.Phil / Ph.D in Education.
- Experience at the grassroots level with Schools and Educational Research Training / Planning / Teaching Organizations dealing with Inclusive Education.
- Publications in the area of Education
- Language Skills in oral and written English, Telugu & Hindi.

C- Experience Required in Relevant Field:

- Minimum 5 to 10 years relevant (post-qualification) experience in Govt. Organization / reputed Private Organization / PSU / Institute of Higher Learning / University / Autonomous bodies with the following experience in Teacher Education / school education programmes
- Ability to conceptualize and manage the program at the macro level and ensure micro level implementation.
- Knowledge of School Education
- Should be sensitive and receptive to the needs of Focus Groups
Technical experience is preferable with Data Capturing, Analysis, Management, Reporting and Performance Monitoring.

Areas of Specific Expertise Desired:

- Developing Educational programmes for Students, Teachers and Teacher Educators.
- Experience in developing the curricular material for Pedagogy
- Monitoring and Evaluation of Projects particularly in ICT in Education
- Design and organize Trainings to stakeholders particularly in Information and Communication Technology applications
- Any Research Experience related to Educational Programme
- Conducting field survey on learning outcome.
- Publications and Journals and Papers presentation in National and International Seminars
- Experience in Training/ Teacher Education.

D-Job Description:

- To Design the Educational Programmes for field functionaries
- Support preparation of Annual School Education Statistics and reports based on UDISE data.
- To Plan and organize the Research and Evaluation Studies related to education.
- Report writing and Preparation of minutes for different programmes.
- To analysis the Summative & Formative Assessment data compilation and analytics.
- To get information/ records for review meetings, seminars, conferences, workshops and group discussions, preparation of project report, documentation work etc.,

- Networking with other national and international institutions and individuals for sharing professional ideas and technologies on day to day basis.
- Networking with international agencies/institutions for exchange of Best Practices in Curriculum, Pedagogy, Assessment and Governance both at School and at various levels in the system.
- To help and support in developing modules for developing digital literacy and use of online material for professional development of Teachers and improved learning achievement among children.

DEPARTMENT OF SCHOOL EDUCATION, A.P, HYDERABAD.
APPLICATION FOR THE POST OF CONSULTANT IN
TECHNICAL SUPPORT GROUP IN SCHOOL EDUCATION DEPARTMENT

Name of the Consultant post applied for :

Affix Passport
size Photo

1. Name and designation of the applicant :

2. Father's Name :

3. Date of Birth :

4. Place of Birth :

5. **Qualifications :**

a) **Academic** :

(Specify the main subjects studied at Bachelor's Degree and Post Graduation levels)

b) **Professional :**

c) **Technical / Others :**

6. Employment status of applicant :

7. Name & address of the office / institution where the candidate is presently working with district name :

8. Particulars of Examinations Passed -10th onwards (separate sheet may be attached. If required) :

9. If selected, what notice period you required before joining. :

10. Have you ever been found guilty for any offence under law in the past, if yes, please provide full information :

11. Length of total service :

12. Whether participated in any Educational :
Activities?

If Yes, furnish details :

13. Any contribution for the Education of :
focus groups i.e., SC, ST, BC,
Minorities and Children with Special
Needs.

If Yes, furnish details :

14. Any research papers submitted on :
Education

If Yes, furnish details :

15. Permanent Address :
Contact No:
Email Id:

16. Address for correspondence with :
Contact No.

17. Whether received any awards? Mention :
details

18. Experience with NGOs :
(certificate(s) shall be enclosed

19. Any other information relevant :

Declaration

I hereby declare that the above information furnished by me is true to the best of my knowledge. I further declare that I shall render my services in School Education Department, and I shall abide by the terms and conditions in case I am selected and posted. Otherwise, disciplinary action may be initiated against me as per rules.

Signature of the Applicant

Note: Enclose one additional passport size photo to the application form identical to the photo affixed above.

Ecnl: C.V, Copies of document academic, professional work experience, Technical, SSC, and other relevant documents.