

D.D. No.....
Dated
Drawn on.....
Amount.....

D.A. V. College Managing Committee
Chitra Gupta Road, Paharganj, New Delhi-55, Phone : 011-35661400

Form of Application for the post of : Principal, DAV Senior Secondary School, Sector-8C,
Chandigarh-160 009 (Govt. Aided School)

1. Certified copies of testimonials should be attached with the application.
2. Testimonials, in original, must be produced at the time of interview.
3. Applicants called for interview will come at their own expenses.
4. The application should be sent under-registered post through the present employer, if any.

1. Name of the Candidate : Mr./Miss/Mrs.....
(in block letters) :.....

2. Father's/Husband's Name :

3. Complete Present Postal address.....
.....

Phone No. : (O).....(R).....E-mail :

4. Date of Birth (in figures) : Age
(in words) :

5. **Qualifications:**

Examination	Name of School/College	Board/ Univ.	Subjects offered	Year of Passing	Div. % age Marks obtd.	Remarks if any
Matric/Secondary						
Hr. Sec./Sr. Sec.						
Inter/PUC						
B.A./B.Sc./B.Com.						
M.A./M.Sc./M.Com.						
B.Ed./B.T.						
Any other Qualification						

6. **(For point No.6(a) & 6(b)) Teaching & Administrative experience**

**** In case of TGT/PGT (Internal Candidates)** The teaching and administrative experience should be got verified by the Manager/Principal of the school

****In case of HM (Internal Candidates) -** The teaching and administrative experience should be got verified by R.O/ARO/Chairman/Manager of the school

**** In case of TGT/PGT/Head (External Candidates) —** The applicant should clearly specify the period of Teaching and Educational Administrative experience alongwith dates .

6(a). **Teaching Experience:**

Name of School	Period of Services		Design.	Class & Subject (s) taught	Pay Scale & Total emoluments	Experience	
	From	To				Years	Months
a)							
b)							
c)							
d)							
e)							

Total Teaching Experience

6(b) **Administrative Experience:**

Name of School	Designation	Pay Scale	Nature of Job	Period		Total Admn. Exp. In years & months
				From	To	
a)						
b)						
c)						
d)						
e)						

Total Administrative experience

7. **Research Publications, if any, (May attach separate sheet, if required) :**

1

2.....

8. **Experience of attending in-service Programmes as Participant/Resource Person:**

Particulars of the programmes such as seminars, Workshops etc.	In what capacity	Period		Organized by	Remarks, if any
		From			

9. **Experience of going abroad for Academic Exposure:**

.....

10. **State / National Award (s) won, if any:**

(a) As student.....

(b) During service.....

11. **Details of salary : Last Pay Drawn :**

Name of Instt./Organ.	Month	Pay Scale	Basic Pay	Allowances	Gross Salary

12. How many times you have appeared in the interview for the post of Principal/HM in DAVCMC?.....

13. Did you get any appointment letter for the post of Principal/HM in DAV? If yes, please give information (i.e. place of posting etc.) and whether you have joined or refused to join?.....

14. Language you can read, write and speak.....

15. Other interests/achievements (Physical/Co-curricular/Social, etc with achievements), if any:

a)

b)

c)

d)

16. Notice period required for joining, if selected.....

17. Give the names of two references who may certify your capability to work as a Head of an institution:-

1. Name
Designation
Address & Tel.No.

2. Name
Designation
Address & Tel. No.

18. Concept of Education: -Attach an additional sheet. Would you like to say something about your concept of education based on Vedic Culture and traditions and the way you would help your students to gain by it and develop an integral personality.

19. Isolemnly declare that the statements made by me are correct to the best of my knowledge and belief.

Place :

Signature of Candidate:

Date :

Name :

Mobile No :

DAV COLLEGE MANAGING COMMITTEE
Chitra Gupta Road, Paharganj, New Delhi-110055

RECRUITMENT NOTICE FOR THE POST OF PRINCIPAL

DAV College Managing Committee, Chitra Gupta Road, Paharganj, New Delhi invites applications from eligible candidates to fill up the post of Principal, DAV Sr. Sec. School, Sector 8C, Chandigarh on regular basis against aided post in the Pay Scale of ₹15600-39100+6600(GP) [unrevised] plus admissible allowances as applicable. Fixed consolidated emolument of ₹56,100/- will be admissible during the probation period. The salary in regular Pay Scale will be released only after the confirmation of services as per Chandigarh Education Department Rules for Aided School.

Essential Qualification for the Post of Principal :

- (i) Post Graduation degree from any Recognized University with 55% marks.
- (ii) B.Ed./M.Ed. or equivalent qualification from any Recognized university.
- (iii) Teaching experience for a minimum period of seven years as Headmaster/Headmistress or ten years experience as Lecturer in any Government/Recognized School.

Selection Criteria :

Selection to the post of Principal will be on the basis of merit list prepared on the basis of total marks obtained in written test and interview. A written test of 180 marks and interview of 20 Marks will be conducted.

Scheme of Examination :

Total no. of questions : 180 Total marks : 180 Time : 3 hours		
Sr.No.	Details	No. of MCQs
1	Perspectives in Education <ul style="list-style-type: none">• Role of school in achieving aims of education.• NEP-2020 Early Childhood Care and Education, The Foundation of Learning Foundational Literacy and Numeracy, Curriculum and Pedagogy in Schools, Holistic & Integrated Learning, Equitable and Inclusive Education, Learning for All, Competency based learning and Education.• Guiding Principles for Child Rights, Protecting and provisioning for rights of children to safe and secure school environment, Right of Children to Free and Compulsory Education Act 2009.• Historically studying the National Policies in education with special reference to school education.	25 Questions

	<ul style="list-style-type: none"> School Curriculum Principles Perspective, Learning and Knowledge. Curriculum Areas, School Stages-Pedagogy & Assessment National Curriculum Framework 2023. 	
2	Understanding the Learner <ul style="list-style-type: none"> Concept of growth, maturation and development, principles and debates of development. Development tasks and challenges with special reference to the primary and middle school children. Domains of Development, Physical Cognitive, Socio-emotional, Language literacy etc., deviations in developmental milestones and Its Implications. Role of Primary and Secondary Socialization agencies, Steps to ensure continuity between Home and school. Mental Health and well-being (MANODARPAN) 	10 Questions
3	Understanding Teaching Learning: <ul style="list-style-type: none"> Theoretical perspectives on Learning Behaviourism, Cognitivism and Constructivism with special reference to their implications for : <ul style="list-style-type: none"> The role of Principal The role of teacher The role of learner Nature of teacher-student relationship Choice of teaching methods Classroom environment Understanding of discipline power etc. 	25 Questions
	Factors affecting learning and their implications for : <ul style="list-style-type: none"> Designing classroom instructions, Planning student activities and, Creating learning spaces in school 	
	Planning and Organization of Teaching-Learning : <ul style="list-style-type: none"> Concept of Syllabus and Curriculum, Overt and Hidden Curriculum. Preparation of School Time-table Foundational Literacy and Numeracy, Early Childhood Care and Education Competency based Education, Experiential learning, etc. Instructional Plans -Year Plan, Unit Plan, Lesson Plan Instructional material and resources Information and Communication Technology(ICT) for teaching-learning. Assessment of learning, for learning and as learning. Meaning, purpose and considerations in planning each Enhancing Teaching Learning processes, Classroom Observation and Feedback, Reflections and Dialogues as a means of constructivist teaching 	
4	Creating conducive Learning Environment : <ul style="list-style-type: none"> Inclusive Education: The concepts of Diversity, disability and Inclusion, Implications of disability as social construct, types of disabilities their Identification and Interventions. Concept of School Mental Health, addressing the curative, preventive and promotive dimensions of mental health for all students and staff. Provisioning for guidance and counselling. Developing School and community as a learning resource. 	10 Questions

5	School Organization and Leadership: <ul style="list-style-type: none"> • Leader as reflective practitioner, team builder Initiator, coach and mentor. • Perspectives on School Leadership Instructional, distributed and transformative. • Vision building, goal setting and creating a School Development Plan. • Using School Processes and forums for strengthening teaching learning-Annual Calendar, time-table, Patent Teacher Forums, school assembly, teacher development forums using achievement data for improving teaching-learning. School Self-Assessment and Improvement. • Creating partnerships with community, industry and other neighbouring schools and Higher Education Institutes-forming learning communities. 	25 Questions
6	Relevant Act: <ul style="list-style-type: none"> • RTI Act, • POSCO Act, • NCPCR Act, • RPWD Act. 	10 Questions
7	General awareness, Reasoning & Proficiency in Language: <ul style="list-style-type: none"> • General Awareness & Current Affairs (15 questions) • Reasoning Ability (15 questions) • Computer Literacy (15 questions) • Test of English Language & Comprehensive (10 questions) • Test of Hindi Language & Comprehensive (10 questions) • Test of Punjabi Language & Comprehensive (10 questions) 	75 Questions

INTERVIEW (20 Marks)

- Question-Answer/interview Round (10 Marks)
- Power Point Presentation (10 Marks)

Note:

- Minimum qualifying marks in written test will be 40%.
- Negative marking will be applicable and deduction of 0.25 marks will be made for each wrong answer.
- The examination questions will be in English language except for the Language component which would be in the concerned Language only.

SELECTION PROCEDURE:

- After conducting of written test, answer key will be uploaded on the website as per schedule for submission of objections by the candidates.
- Result of written test Indicating marks will be uploaded.
- In case two or more candidates are having same marks in written test then a candidate having higher age will be rank higher in the merit.
- The merit list will be prepared on the basis of marks obtained by candidate in written test will be uploaded on the website.
- As per merit list,10 candidate will be called for interview.
- The selection list will be prepared after checking eligibility condition on the basis of total marks obtained in written test & interview.
- Marks obtained by the candidates in written test and Interview will be uploaded on the website after release of select list.

PROCEDURE FOR SUBMISSION OF APPLICATIONS

1. Application Form can be downloaded from the website i.e. www.davcmc.net.in and www.davssslahore8c.com for the Post of Principal.
2. Application fee (non-refundable) amounting to ₹250/- will be accepted in shape of DD/bank draft in favour of “**Secretary, DAV College Managing Committee, New Delhi**”.
3. Applications must reach DAV College Managing Committee, Chitra Gupta Road, Paharganj, New Delhi, through Registered/Speed Post or in person within 21 days from the date of publication of the advertisement alongwith a DD/bank draft, with a copy to the Chairman/Manager, DAV Sr. Sec. School, Sector-8C, Chandigarh. Please attach attested copies of all Marksheets and Degree along with relevant certificates. The Experience Certificates must be countersigned by the DEO/CBSE/Competent Authority. After the scrutiny, the candidate will be issued Admit Card / Letter for the written examination.
4. All original Certificates and Fee deposit receipt will be verified after the preparation of Merit List on the basis of the Written Test.
5. All the notices and updates will be uploaded on the website i.e. www.davcmc.net.in and www.davssslahore8c.com as such, candidates are advised to visit the site on regular basis. No separate individual intimation through post will be sent except Admit Card / Letter.
6. Before applying for the post of Principal, candidate must ensure that he/she fulfils all the eligibility conditions mentioned in the advertisement. Eligibility regarding qualification will be checked with reference to closing date for submission of applications.

7. SCHEDULE FOR DISPLAY OF LISTS AND CONDUCT OF WRITTEN TEST

ACTIVITY	DATE AND TIME
Submission of applications with Application Fee	21 days from the date of publication of advertisement with DD/bank draft of ₹250/- as application form fee.
Display of Confirmation list” of candidates who submitted application and fee within scheduled date.	To be notified later.
Schedule of written test	To be notified later

Note:

1. All the candidates who will submit complete application (along with photograph and attested copies of relevant certificates) on or before closing date along with requisite fee, will be issued Admit Card / Letter to appear in Written Test without checking eligibility conditions. Eligibility of the candidates will be checked after declaration of result of Written Test as per details mentioned under selection procedure. Simply appearing in the written test does not give any right to the candidate for appointment.
2. Examination Centre for written test will be notified in Admit Card / Letter. The candidates will report at the examination Centre one hour before the scheduled time along with Admit Card / Letter, Original Photo ID proof and one photocopy of Photo ID proof.
3. Selection will be made purely on the basis of merit in written test subject to fulfilment of eligibility conditions and simply appearing in the written test does not give any right to the candidate for appointment. As such, candidates are advised to ensure that they fulfil eligibility conditions for the post applied.

GENERAL INSTRUCTIONS

1. The candidates applying for the post of Principal should ensure that they fulfil the eligibility conditions as per details mentioned in the advertisement. Their candidature will be provisional at all the stages of recruitment process i.e. Acceptance of applications, issue of Admit Card / Letter and scrutiny of original documents. Eligibility status will be uploaded on the website in respect of those candidates who are called for scrutiny of original documents. NOC is must from your institution, if working.
2. Issue of Admit Card / Letter or appearing in the written test or scrutiny of original documents does not imply that candidate is eligible for the post of Principal. In case, any information is found wrong at any stage even after joining, the candidature will be cancelled without any notice.
3. Wherever the evaluation is in terms of Grades, the candidate must attach the conversion scale. For equivalent qualifications, equivalence certificate issued on or before the closing date is to be submitted at the time of scrutiny of original documents.
4. The candidates are advised to ensure that photograph affixed by them on the application form is latest. The candidates must attach Application Fee Receipt with application form otherwise their application will not be entertained.
5. The decision of Management & Education Department, Chandigarh about the mode of selection to the post and eligibility conditions of applicant shall be final and binding. No correspondence will be entertained in this regard.

DAV COLLEGE MANAGING COMMITTEE
CHITRA GUPTA ROAD (PAHARGANJ) NEW DELHI-110055
Tel : 011-35661400

Advt. No. Prin./Chandigarh/May/2025/01

Applications on the prescribed proforma are invited for the post of **Principal, DAV Senior Secondary School, Sector-8C, Chandigarh** on regular basis (Grant-in-aid Post). The eligibility, Pay Scale plus admissible allowances and Selection Criteria for the post shall be as per Rules and Regulations of Education Department, Chandigarh Administration available on the DAV College Managing Committee Website www.davcmc.net.in and School's website www.davssslahore8c.com. The selection will be made on a purely merit basis followed by a written test. The application must reach DAV College Managing Committee, New Delhi through Registered/Speed Post or in person within 21 days from the date of publication of the advertisement alongwith, a bank draft for ₹250/- in favour of "**Secretary, DAV College Managing Committee, New Delhi**", with a copy to the Chairman/Manager, DAV Senior Secondary School, Sector-8C, Chandigarh. Incomplete applications as well as applications received after due date will not be entertained. If employed, please attach No Objection Certificate from the present employer. Attested copies of all the testimonials must be attached with the application.

GENERAL SECRETARY

DAV COLLEGE MANAGING COMMITTEE

CHITRA GUPTA ROAD, (PAHARGANJ) NEW DELHI-110055

Tel.: 011-35661400

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