

RASHTRIYA MILITARY SCHOOL, AJMER (Rajasthan) – 305001

(Run under the aegis of Ministry of Defence)

Residential Public school, affiliated to CBSE, New Delhi

1. Requires teaching staff on **CONTRACT BASIS** for the period of one year

Ser No	Name of Post	Number of Post	Essential Qualification
(a)	Master Gazetted English	01	(i) Master's Degree in relevant subject from a recognized University or equivalent. (ii) Degree or Diploma in Education from a recognized University/Institution or equivalent.
(b)	Master Gazetted Chemistry	01	
(c)	Master Gazetted History	01	

2. Remuneration : Master Gazetted – Rs 30000/- per month

3. **Application form**, nature of work and terms and conditions of service can be downloaded from our website www.rashtriyamilitaryschools.edu.in.

Applications should reach the office on or before 21 Oct 2024.

PRINCIPAL



PERFORMA OF APPLICATION FOR THE POST OF
ON CONTRACTUAL BASIS
RASHTRIYA MILITARY SCHOOL (RMS) AJMER

To

The Principal
Rashtriya Military School
Ajmer (RAJ)
Pin -305001

Photo Size
3.5 X 3.5 cm

1. Full Name(in Block Letters):(Eng).....
(As written in SSC Certificate)
(Hindi).....
2. Father's/Husband's Name (in Block Letters).....
3. Date of Birth (as per the School Certificate):.....
4. Age as on last date of receipt of application:.....Years.....months.....days.
5. Write category to which you belong(SC/ST/OBC):.....
6. Nationality :.....
7. Details of Academic/Technical & Professional Qualifications (Graduation onwards):

Name of the Exam Passed	Year of Passing	Name of Recognized University/Board of Examination	% of Marks obtained	Division	Remarks

(Attested copies of certificate in support of above are to be enclosed)

8. Teaching Experience if any (please attach certificate).

Name of Institution	Period	Nature of Work	Remark

9. Achievements in co curricular activities and Games & Sports:-

10. Address with Pin code in full for communication with nearest Railway Station
(Compulsory to mention Email Id and Mobile/phone no)

.....
.....

E mail id (Mandatory):-.....

Contact No (Mandatory).....

Declaration

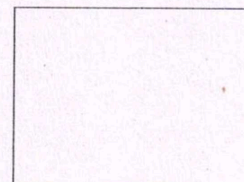
I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after the written test/Skill test my candidature will stand automatically cancelled.

(Signature of the candidate)

Name:.....

Encl: 1. Two Self-Attested Photographs

2. Attested copies of certificate: ()sheets



(Left Thumb impression of Male candidate
(Right thumb impression in case of female
candidate)

AGREEMENT OF SERVICE

An Agreement for Service made this _____ of _____ the -
_____ (hereinafter called the name of the Institute in short)
_____ (hereinafter called the appointee).

WHEREAS, in terms of Ministry of Defence letter _____ dated _____, the _____ approves the appointment of Shri/Smt/ _____ (herein after called the appointee) as _____ in the _____ on contract for a period of Six Month _____ (w.e.f _____ to _____) or till regular appointee becomes available whichever is earlier and the appointee has accepted such appointment upon terms and conditions hereinafter appearing.

NOW THESE PRESENTS WITNESSETH and the parties hereto respectively agree as follows:

1. This agreement of service shall be deemed to have been entered into subject at all times, to the provisions of the above mentioned Ministry of Defence letter and Rules/Regulations/Instructions issued by Govt as applicable to _____ (name of Institute) from time to time.
2. The appointee shall be in service under the agreement for the period of Six Month with effect from _____ to _____ or till regular appointee becomes available whichever is earlier subject to Clause 10 of this Agreement.
3. During the period of contract, the appointee shall devote his/her whole time to the service of the _____ (name of Institute) and shall be subject to the code of conduct promulgated by the Institute. Further to this, the appointee will also carry out the residential school duties including evening preps/Games duties and other assigned duties.
4. During the period of the Contract, the appointee, however, is at liberty to apply for regular appointment elsewhere with prior intimation to the Commandant/Principal as the case may be.
5. The appointee shall be entitled to the leave as per the instructions issued by Govt in respect of officers appointed on contract basis in the Central Government Organization from time to time.
6. The appointee will not be entitled for any kind of Provident Fund or pension contribution from the _____ (name of Institute) and the tenure at _____ (name of Institute) will not be counted for any kind of seniority or gratuity or pensionary benefits.
7. The appointee will not be allowed to have any access to classified documents.
8. The contract appointment will not bestow on the appointee any claim for regular appointment nor the contract tenure at _____ (name of Institute) will for any kind of seniority in the grade in case the incumbent is selected for the same post on regular basis at a later stage.

9. If the appointee is required to travel for the purpose of official work _____ (name of Institute), he/she shall be entitled to traveling allowance scale provided for the corresponding grades of civilian academic officers in _____ (name of Institute).

10. The contract may be terminated at any time on one months' notice given to appointee. However, the _____ (name of establishment), reserves the right of terminating the Contract forthwith or before the expiry of the stipulated period of notice by making payment of a sum proportionately equivalent for the period of notice or the unexpired portion thereof. The appointee may terminate this contract of service by giving to the institute one month's notice in writing. This period can be relaxed (waived off) at the discretion of the Commandant/Principal _____ (name of establishment).

11. The appointee will be required to take oath/affirm in the following form:-

"I do swear and solemnly affirm that I will be faithful and bear allegiance to India and to the Constitution of India as by Law established and that I uphold the Sovereignty and integrity of India and I will carry out the duties of my Office loyally, honestly and with impartiality (so help me God)".

12. The appointee will be required to produce the character-vouching certificate Gazetted Officers before joining the duties at _____ (name of establishment) based on this agreement.

13. The appointee shall submit a Medical Fitness Certificate from a Govt Hospital fitness to hold the contracted appointment.

14. In respect of any matter for which no provision has been made in this e appointee will be governed by the instructions issued by the Commandant / Principal, _____ (name of establishment) from time to time /and by the orders/ instructions issued by the Central Government in respect of officers appointed on Contract basis.

IN WITNESS WHEREOF on the day and the year first above written, the _____ (authorized officer), on behalf of the Commandant / Principal _____ (Name of establishment) has hereinto set his hand and appointee has hereinto set his/her hand.

Signed and delivered for the

Principal
Rashtriya Military School, Ajmer(Raj)
For and on behalf of the President

In the presence of signature of Witnesses With
addresses signed and delivered by the said appointee

Two witnesses with Address:

1.
.....
.....

2.
.....
.....

- (e) endorse his remarks on all leave application form of instructional staff or class IV employees working on the instructional side.

MASTER INCHARGE EXAMINATION

43. He will :-

- (a) prepare a schedule of examination for the following academic year before the end of the preceeding academic year ;
- (b) be responsbile for the smooth conduct of all examinations and issue necessary instructions for the purpos under direct guidance from the Principal ;
- (c) maintain record of all examinations results excluding the competitive examinations ;
- (d) take action well in time regarding the sending of admission fee, filling in of application forms and all connect matters connected with the All India Senior Secondary Examinat
- (e) Advice the Principal in all matters connected with the examinations.

MASTER GAZETTED

44. The duties of the Master Gazetted will be of two folds :-

- (a) As House Master.
- (b) As Head of the Faculty.

44. Duties of House Master

- (a) He will be executive head of his House. He will be responsible for the well being discipline, turnout, behaviour and performance in all fields of all boys of his House.
- (b) He will acquaint himself fully with each student of his House, his back-ground, individual habits, traits and how he spends his time. To this end he will maintain a dossier of each student (Student's Progress Folder) and write monthly report about the progress of each boy in it. Dossiers completed in all respects will be sent to the Principal in the second week of May and December each year.
- (c) He will personally interview each boy at least once ever term and more often if necessary, and fassible. During the interview the progress of the boy will be reviewed and suitable guidance given in order to stimulate the boy to improve his performance.

(d) He will submit to the Principal his recommendations in details in respect of boys whom he considers fit to hold the following appointments :-

- (i) School Cadet Captain
- (ii) School Cadet Adjt
- (iii) House Cadet Captain
- (iv) Sports Cadet Captain

(e) He will exercise his own discretion to appoint Dormitory Captains.

(f) He will visit the dormitories at least once a day and ensure that the highest standards of cleanliness and hygiene are maintained in the House.

(g) He will keep liaison with Adm Offr on all administrative points concerned to his House.

(h) He will hold overall charge of the pocket money account of the boys in his House and ensure that his Hostel Superintendent maintains individual accounts properly.

(j) He will ensure that boys of his House write to their parents at least once a week.

(k) Assisted by his Hostel Supdt, he will ensure that his boys are medically examined on arrival after vacation. The same procedure will be followed in respect of boys newly admitted. Any suspected case of infectious disease will be immediately reported to the Adm Officer.

(l) He will allot and supervise the duties of all the staff attached to his House.

(m) He will assign House Work to the Tutors attached to the House and also supervise the tutorial groups conducted by the tutors attached to his House.

(n) He will appoint House Tutor to be incharge of each dormitories, study room, Recreation Room.

46. Duties of Head of a Faculty

(a) He will be responsible for drawing up class wise schedule of work for his faculty at the beginning of each academic year and ensure that detailed syllabus for all classes is suitably divided into lessons by the Asst Masters in his faculty. He will further see that the schedule of work drawn is adhered to. Modification, if any to the schedule of work will be made by him in consultation with the Master Incharge Education and with prior approval of the Principal.

- (b) He will assign instructional work to the Assistant Masters in his faculty.
- (c) He will watch the progress of boys in subjects pertaining to his faculty and arrange for the organisation of coaching classes for weaker students in consultation with the Master Incharge Education.
- (d) He will periodically supervise the instructional work of the Assistant Masters under him and record his impressions of their professional ability in the Annual Confidential Report. If during the course of the year he finds that a particular Assistant Master in spite of the guidance and advice given to him has failed to show any improvement in his work, the matter will be reported in writing to the Principal.

ASSISTANT MASTERS

- 48. The duties of Assistant Masters are of three folds :-
 - (a) Instructional Work as Assistant Masters
 - (b) House Work as Tutors
 - (c) As Form Master whenever applicable.
- 49. Duties of Assistant Master as Instructional Work.
 - (a) He will be responsible to his Head of Faculty for the efficient performance of instructional duties assigned to him.
 - (b) He will maintain proper discipline in his class and check attendance before starting instructional work.
 - (c) He will adhere strictly to the scheme of work drawn at the beginning of each year and will not deviate from it without the approval of the Head of his faculty.
 - (d) He will keep a record of the progress of each boy in his subject.
 - (e) He will keep a close watch on the progress of each boy in the class(es) under his instruction. He will take all possible remedial measures to bring weaker boys up to the required standard. In those cases where his own efforts fail to produce the desired results he will refer them to the Head of his faculty.

50. Duties as Tutor

- (a) He will be responsible to his House Master for the well being, discipline, turnout, behaviour and performance in all fields of all boys in his tutorial group.
- (b) He will acquaint himself fully with each boy in his group, his back ground, individual habits and how he spends his time.
- (c) He will maintain an individual card for each boy in his group. He will keep this card upto date on the basis of reports received, and his own impressions. The 'Individual Card' complete in all respects will be submitted by him to his House Master in the first week of May and December each year.
- (d) In addition to taking his weekly tutorial period, he will periodically visit his boys in their dormitories.
- (e) He will assist his House Master in all House activities particularly those pertaining to sports, games and co-curricular work.
- (f) He will assist his House Master in maintaining the 'Students Progress Folder'.

51. Duties of Form Master

- (a) He will ensure that students in his form are issued with the required articles of stationery and text books. He will further carry out periodically checks to see that they are not deficient of any items of reading and writing materials.
- (b) He will keep a record of academic progress of each boy in his form. He will maintain the attendance register of his form.
- (c) He will promptly intimate in writing the LIBRAIAN and the Hostel Supdt all cases of loss or damage of text books and articles of stationery in respect of the boys in his form.
- (d) He will be responsible for the upkeep of the room allotted to his form and all fittings and furniture therein of which an inventory duly signed by him will be displayed in the room.
- (e) Any damage to the items/building mentioned in (d) above will be investigated by him and action taken as under :-
 - (i) Inform Hostel Supdt concerned about any recovery from boys concerned for wilful damage.
 - (ii) Enter in the MES demand book details of any repair, maintenance required for his form/room fittings.
 - (iii) Communicate to the QM Hav details of repair/maintenance required for any items of furniture on his charge.

DUTIES OF MASTER INCHARGE LIBRARY, TEXT BOOK AND STATIONERY

51. He will be responsible for the proper working of the Library and supervise the work of the Librarian.
52. He will ensure that the expenditure of library books and stationery grant is properly and evenly spread over the entire term and that all orders for books and stationery are placed well in time after securing necessary approval of the Principal. He will ensure that the books and stationery grant is not over spent.
53. He will be responsible to verify and sign against all entries in respect of expense/receipt of books and stationery made in the ledgers.

DUTIES OF MASTER INCHARGE EXTRA CO-CURRICULAR ACTIVITIES

54. Master incharge extra curricular activities will check-out the programme of literary activities of both the English and Hindi sections for the Seniors and the Juniors schools.
55. He will organise the inter-House competitions in literary activities and maintain a record of the activities of the English and Hindi Literary and Debating societies with the help of the boy-secretaries appointed by him.
56. He will arrange for suitable documentary and entertainment programme for the boys.
57. He will be overall incharge of the variety Entertainment programme to be put up on the school Annual Day.

MASTER INCHARGE GAMES AND SPORTS

58. His duties will be as under :-
 - (a) He will be responsible for making the Games Time Table and grouping the boys.
 - (b) He will ensure that all masters detailed on games duty are present, and in case of any absentee, make alternative arrangements to supervise the games.
 - (c) He will be responsible to assess the annual requirement of sports and games materials and its provisioning, maintenance and repairs.
 - (d) He will be relieve the PTI as and when necessary and take over physical charge of the sports store.
 - (e) He will organise all Inter-House matches as well as practice matches with outside teams.

59. His duties will be :-

- (a) to advise students on choice of various courses of study and vocation on completion of their school career ;
- (b) to keep in touch with the Vocational Guidance Officer at the local Employment Exchange Office for advice and to procure literature on such vocational and careers for which a boy possesses aptitude and essential qualifications ;
- (c) To submit to the Principal names of all students eligible to appear for the UPSC examination for entry to National Defence Academy for his approval ;
- (d) to make arrangement to secure forms and have them complete in all respects for submission to UPSC.
- (e) to maintain record of the students taking UPSC examination as also their results ;
- (f) to guide students in filling any form for competitive examination in proper manner.