

**State Council of Education Research and Training**  
**Department of School Education, Govt. of Haryana**  
**Opposite Panchayat Bhawan, Sohna Road Gurgaon-122001**

**Advertisement No.: SSA/Admn/2014/13003**

State Council of Education Research and Training (SCERT) is the academic body of the Department of School Education, Govt. of Haryana, whose primary responsibility are the areas of Curriculum, Pedagogy, Professional Development of Teachers and School Heads, Assessments studies, Research etc. and it aims towards providing quality education in the schools of Haryana.

Improving the Quality of Education is a key imperative of the State, and to this end, a long-term "Quality Improvement Programme" (QIP) has been initiated by the Department, under the Mukhya Mantri Shiksha Deeksha Yojna. The program has a single point objective to improve the learning levels of the over 26 lakh students in the State's 15,000 public schools. SCERT has a very critical role to play in QIP as the organization responsible for designing and implementation of all the academically oriented initiatives of QIP e.g. those related to measurement of Learning Outcomes of students; improving Pedagogical Practices in schools towards more engaged and activity based classrooms, ensuring professional development of School Heads so that they are academic leaders and not just administrative leaders etc.

SCERT is looking to bring in people with relevant experience and expertise to support the existing team in key academic areas. Applications are invited for filling up the under mentioned categories of posts purely on contractual/deputation basis, initially for a period of one year, and further extendable on yearly basis subject to satisfactory performance. Details of the posts are as under:

**(A) Consultant (Pedagogy)**

SCERT invites applications from candidates with a commitment to quality education and with excellent academic background and work experience on deputation/ contract basis. The position is situated in the pedagogy wing in the SCERT and will be responsible for the following:

- Designing classroom teaching materials and processes to support effective teaching-learning including activity based learning
- Designing materials and processes for Remedial Education (in-classroom / out of classroom)
- Ensuring effective implementation of the CCE approach (formats, processes, student portfolios etc.)

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- Capacity building of various relevant state officials in pedagogical areas – development of training materials and conducting training of Resource People for implementing various interventions designed.
- Monitoring impact of activities in the field (e.g. on student learning)
- Any other activities as considered appropriate by the state

### **Required Qualifications and Experience**

#### ➤ **Essential**

- Post Graduate in any subject with at least 60% marks
- MA (Education)/M.Ed. with at least 60% marks
- At least 3 years work experience in one or more of the following areas:
  - Designing and implementing curricular and pedagogical interventions for quality improvement in schools, including development of teaching learning material
  - Training of teachers and development of teachers training modules
  - Experience in the use of innovative technologies for classroom transactions, trainings etc.

#### ➤ **Desirable**

- Phd. in Education
- Good communication skills, both written as well as oral; Fluency in English and Hindi
- Working knowledge of computers using various softwares.

### **(B) Consultant (Assessments)**

SCERT invites applications from candidates with a commitment to quality education and excellent academic background and work experience on deputation/ contract basis. The position is situated in the Assessment Wing of SCERT and will be leading the design and implementation of student assessments for the State, including:

- Defining Learning Outcome metrics; setting targets and timelines for improvement of learning outcomes in the State
- Developing measurement tools for the same and rolling them out
- Analyzing results, and identifying trends or patterns that can guide teaching-learning improvement initiatives of the State.
- Supporting all testing and assessment related activities of the State

### **Required Qualifications and Experience**

#### ➤ **Essential**

- Post Graduation in any subject with at least 60% marks
- MA (Education)/M.Ed. with at least 60% marks with specialization in assessment and evaluation

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- At least 3 years of working experience on large scale assessments in one or more of the following areas:
  - Developing assessment tools
  - Administering assessment tools
  - Analysis and reporting of assessment results

➤ **Desirable**

- PhD in Education (with focus on assessment and evaluation)
- Good communication skills, both written as well as oral; Fluency in English and Hindi
- Working knowledge of computers using various softwares.

**(C) Consultant (School Leaders' Professional Development)**

SCERT invites applications from candidates with a commitment to quality education and excellent academic background and work experience on deputation/ contract basis. The position is situated in SCERT and is responsible for working with the School Leaders' Professional Development Wing, in the following areas:

- Designing relevant curriculum and pedagogy for School Heads' professional development across the State (~15000 School Heads) in coordination with organizations with relevant expertise e.g. NUEPA
- Exploring and implementing innovative methodologies of professional development, including using ICT
- Preparing & executing trainings and other professional development initiatives (e.g. learning and interaction forums)
  - In coordination with DIETs i.e. District Institutes of Education and Training and through partnerships
  - Developing a groups of Master Trainers/ State Resource Group for delivery of training at a large scale
- Putting in place a mechanism to provide ongoing field support to School Heads to ensure on-the-ground change.
- Monitoring impact of such professional development activities in the field (e.g. on student learning)

**Required Qualifications and Experience**

➤ **Essential**

- Post Graduation in any subject with at least 60% marks
- MA(Education)/M.Ed. with at least 60% marks;
- At least 3 years work experience in one or more of the following areas:
  - Assessing capacity building needs from a Leadership and Management perspective particularly in a government school context (needs related to

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academic leadership, people leadership, overall management and governance etc.)

- Conceptualizing and designing capacity building programs, and developing training modules and materials
- Experience in leading or facilitating trainings, learning forums and on-the-ground coaching/ mentoring efforts – oneself, or working with a team / partners.
- Overall organization development or human resource development

➤ **Desirable**

- PhD (Education)
- Good communication skills, both written as well as oral; Fluency in English and Hindi
- Evidence of having attendant/participated in school leadership programmes
- Working knowledge of computers using various softwares

**(D) Consultant (Teachers' Professional Development)**

SCERT invites applications from candidates with a commitment to quality education and excellent academic background and work experience on deputation/ contract basis. The position is situated in SCERT and is responsible for the Teachers' Professional Development. The work includes:

- Assessing needs for teachers' training and professional development in the State
- Designing relevant curriculum and pedagogy for Teachers' professional development
- Exploring and implementing innovative methodologies of professional development, including using ICT
- Preparing & executing trainings and other professional development initiatives (e.g. learning and interaction forums)
  - In coordination with DIETs i.e. District Institutes of Education and Training and through partnerships
  - Developing a groups of Master Trainers/ State Resource Group for delivery of training at a large scale
- Putting in place a mechanism/ initiatives to provide ongoing field support/ coaching to Teachers to ensure on-the-ground change.
- Monitoring impact of such professional development activities in the field (e.g. on student learning)

**Required Qualifications and Experience**

➤ **Essential**

- Post Graduation in any subject with at least 60% marks
- MA(Education)/M.Ed. with at least 60% marks

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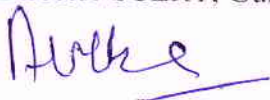
- At least 3 years work experience in one or more of the following areas:
  - Assessing capacity building needs of Teachers, particularly in a government school context
  - Conceptualizing and designing capacity building programs, and developing training modules and materials
  - Experience in leading or facilitating trainings, learning forums and on-the-ground coaching/ mentoring efforts – oneself, or working with a team or partners.
  - Overall organization development or human resource development

➤ **Desirable**

- PhD in Education with focus on Teacher Education.
- Good communication skills, both written as well as oral; Fluency in English and Hindi
- Working knowledge of computers using various softwares.

**General Information**

- Degree as referred above should have been awarded by a recognized University/ Institute
- Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the Government in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection/interview.
- The Institute reserves the right to call only the requisite number of candidates for interview after shortlisting with reference to the candidate's qualification, suitability, experience, requirement, etc.
- The Govt. of Haryana reserves the right to fill or not to fill any or all the posts advertised.
- Tenure for the post of Consultants shall be one year at the first instance which is extendable on satisfactory performance of service up to a maximum of 5 years or till the time the incumbent attains the age of 65 years, whichever is earlier, on year to year basis at the discretion of Competent Authority.
- Consolidated remuneration will be commensurate with candidate's experience & qualification as fixed by the Competent Authority but in no case it shall be less than Rs 50,000/- per month.
- Candidates possessing prescribed qualification & experience may apply by filling the application form in the enclosed format and send the same to Director, SCERT, Opposite Panchayat Bhawan, Sohna Road, Gurgaon-122001 **latest by 14th Sept 2014**, alongwith a Demand Draft of Rs 500/- only as non-refundable fees drawn in favour of Director SCERT, Gurgaon, Haryana & payable at Gurgaon.



**Application format for post of 'Consultant'**  
**State Council of Education Research and Training**  
**Department of School Education, Govt. of Haryana**  
**Opposite Panchayat Bhawan, Sohna Road, Gurgaon-122001**

Affix here a  
recent  
Passport size  
photograph

Signature

Advt. No .....

Post applied for .....

1. Name in full (In Block Letters) Dr./Mr./Ms.....

2. Date of Birth ..... DD..... MM..... YY

3. (a) Father's Name: .....

(b) Mother's Name: .....

(c) Spouse Name .....

4. Mailing Address .....

Pin Code

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Tel. No (with STD code)..... Mobile.....

E-mail ID.....

5. Permanent Address .....

Pin Code

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6. Gender .....

7. Marital Status .....

8. Nationality.....

9. Category: SC/BC(A)/BC(B)/SBC/EBPGC/PH/General/Ex- Serviceman.....

10. Present Employer.....

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**11. EDUCATIONAL QUALIFICATIONS**

(a)

Sl. No.	Examination/Degree	Name of Board/ College/University	Year of Passing/ award	Subjects	Marks Obtained	Total Marks	% of Marks
1	10 <sup>th</sup>						
2	12 <sup>th</sup>						
3	Graduation						
4	Post Graduation						
5	B.Ed.						
6	M.Ed.						

(b) Specialization in B.Ed. ....

(c) Specialization in M.Ed. ....

(d) Whether Ph.D. awarded: Yes No if Yes, indicate the year of award .....

(e) Whether UGC/CSIR/NET: Yes No (i) if Yes, indicate the year of award .....

(ii) Subject in which passed .....

12. Title of Ph.D. thesis .....

**13. Details of Employment Experience:**

Sl. No.	Name of Employer (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Period of Employment		Basic Salary last drawn			Nature of duties
			From	To	Scale of Pay	Basic Pay	Grade Pay	

**14. RESEARCH PUBLICATIONS**

(a) Books- Self authored/co-authored/edited

Sl. No.	Title of the Book (s)	Whether Sole Author or Co-author	Name of Publisher (with city/ country)	Month & year of publication	Refereed or Non-refereed	ISBN/ ISSN No.

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**(b) Research Articles/Papers published in Journals/Periodicals /Conference proceedings/ Newspapers**

Sl. No.	Title of research article / paper(s)	Name of journal (with city/ country)	Whether Sole Author/ Co-author	Month & year of publication, volume, no. & page nos.	Whether Refereed/ non-refereed	ISBN/ ISSN No.	Level (Int./ Nat./ State/ Local)	Impact Factor

**15. Research Projects Undertaken (other than that for a research degree)**

Sl. No.	Title/Subject of Research Project(s)	Whether major or minor project	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Whether final report published as monograph book

**16. Papers presented in Regional/National and International Seminars/Conferences / Workshop/ Symposium. Indicate whether the Conference Proceedings are published.**

Sl. No.	Title/Subject of paper presented	Subject of Conference / Seminar / Symposium / Workshop	Organizing Institution/ and Name of City/ Country	Duration From __ to __	Whether the proceedings published Yes/No

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**17. DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation. I will submit all the original and photocopies of documents related to educational qualification, category and experience, at the time of the interview. I will provide No Objection Certificate (NOC) from present employer at the time of the interview.

Place:	Date:	Signature of the Candidate:
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