

Selection Process Overview: The selection process shall consist of an MCQ based test followed by a Verbal Communication test. Prior to this, applicants will get an opportunity to understand the testing platform and nature of questions in the assessment via a mock test that they can attempt multiple times online.

Schedule of tests:

Mock MCQ test	Online from anywhere	July 1st - July 3rd, 2022
Final MCQ test	At test center	July 6th, 2022; 3 PM to 5 PM
Mock Verbal Communication Test	Online from anywhere	July 11th, 2022
Final Verbal Communication Test	Online from anywhere	July 13th (Scheduled slots)

Communication: Applicants will receive login details and other information for each stage of the process on their registered email IDs. Applicants are requested to check their spam and trash folders before raising any queries.

Test Structure:

The MCQ section will be 90 minutes long and contain 45 questions with a value of 75 marks. The Verbal Communication will be assessed via 2 video submissions and carry a value of 25 marks.

The assessment framework is as follows:

Section	Competencies Tested	# of 1-mark questions	# of 2-mark questions	Marks
Section 1: Multiple Choice Questions				
1a	Knowledge of policies, rules and norms	5	10	25
1b	Technical competencies: subject-specific + ICT	5	10	25
1c	Professional Competencies (including administrative ability) + Communication	5	10	25
Section 2: Video Test				
2a	Stakeholder Management	1 question		15
2b	General Communication	1 question		10
Total				100

Detailed Syllabus:

Section 1: Multiple Choice Questions

Section 1a: Knowledge of policies, rules and norms (15 questions):

- Details of RTE Act
- Details of RTI Act
- Broad guidelines of the new National Education Policy
- Service and employment related norms in Haryana
- Various basic terminologies used in the education sector.

Section 1b: Technical competencies: subject-specific + ICT (15 questions):

- Main concepts from English, Hindi, Maths, Science, Social Studies – up to grade 8. There will be 2 to 3 questions from each of these 5 subjects, with the questions checking for understanding of a common concept in the subject.
- Generic understanding of ICT (3 to 5 questions) including:
 - o Basics of computer, internet and email use
 - o Functions in MS Word, Excel and Powerpoint
 - o Common methods of using ICT towards learning

Section 1c: Professional Competencies (including administrative ability) + Communication (15 questions):

- Understanding basic principles of workplanning
- Understanding basic principles of teamwork and leadership and ability to identify relevant actions in various situations
- Understanding basics of school administration and ability to identify relevant actions in various situations
- How to engage stakeholders – school staff, parents, students, others
- Communication including sentence construction, grammar and choice of words in written form.

Section 2: Video Test

Section 2a: Stakeholder Management:

Here the candidate will be given a specific situation or question related to either parent involvement or team-handling and will need to talk, behaving as if he or she is address parents or team members in that situation, for 5 minutes.

There will be 3 choices of questions/situations and the candidate can pick any one of them.

The competencies being tested include:

- Understanding basic principles of teamwork and leadership and ability to identify relevant actions in various situations
- Understanding basics of school administration and ability to identify relevant actions in various situations
- How to engage stakeholders – school staff, parents, students, others
- Communication including sentence construction, grammar, choice of words and overall effective delivery in verbal form.

Section 2b: General Communication:


Here the candidate will be given a common topic and will need to speak on that topic for 5 minutes.

Signature

There will be 3 choices of questions/situations and the candidate can pick any one of them.

The competencies being tested include various aspects of verbal communication such as:

- Pronunciation
- Sentence construction and grammar
- Choice of words
- Tone, intonation, effective delivery


Coordinator (Admin)
For State Project Director
HSSPP