



Government of Goa

STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING

Alto Porvorim Goa

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No: SCERT/Acad/Lead.Acad/630/2016/ 1093

Dated: 04/12/2018

Advertisement of Vacancies

Walk-In-Interview

Walk-In-Interview will be conducted for the below mentioned posts purely on contract basis up to 31st March 2019 under NCSL Programme – NIEPA, New Delhi.

Sr. No	Designation of the Post	No of Post	Qualification	Fixed remuneration per month
1	Coordinator	01	Essential: a) Master's Degree in Education with at least 55% marks or equivalent Grade from a recognized University / Institute or an equivalent degree from an accredited foreign University b) At least 3 years of Teaching/Research experience in recognized teacher education institution / University / SCERT/ SIE etc or at least 3 years experience as Head of any recognized Secondary / Hr. Secondary School. Desirable: a) Experience as Coordinator of any Academic Programme in recognized institution.	Rs. 60,000/-
2	Data Entry Operator	01	Essential: a) H.S.S.C. or equivalent with at 45% marks or equivalent grade from recognized institution. b) 6 month computer certificate course or equivalent from recognized institution. c) Typing speed:- 40 WPM correctly in computer. Desirable: Candidates with relevant work experience will be preferred	Rs. 10,000/-
3	Multi Task Staff (MTS)	01	Essential: Passed Class-X or equivalent from recognized board / institution Desirable: Candidate with relevant work experience will be preferred	Rs. 8,000/-

NOTE: All the above posts are sanctioned by the National Centre for School Leadership, National Institute of Educational Planning and Administration (NIEPA), New Delhi under School Leadership Academy, SCERT – Goa.

Retired Persons not exceeding 65 years of age and possessing the prescribed qualifications may attend the interview.

Date and time of interview: 13th December 2018.

Registration & Verification of documents: 09.30am to 10.30am

*Candidates reporting after 10.30am will not be entertained

Place of interview: Director's chamber, SCERT, Alto - Porvorim.

Job Profile

1. Coordinator : The Coordinator is responsible for
 - a. Development of Video Documentaries of Schools and upload on NCSL website, Shagun, Diksha and SLA/ State Education websites.
 - b. Documentation of Leadership Practices of School heads to be uploaded on NCSL and SLA websites.
 - c. Development of on-line Modules on School Leadership Development for upload on NCSL website and Diksha.
 - d. For conducting one-month Certificate Course on School Leadership and Management (Induction Programme for School Heads)

2. Data Entry Operator :
 - a. To organize, tabulate and fit data in to the computer.
 - b. Analysis of data
 - c. Any other work assigned by the Coordinator / SCERT.

3. Multi Task Staff:
 - a. To act as helper / messenger / attendant / cleaner etc.
 - b. Any other duty assigned by the Coordinator / SCERT

Candidates attending the interview are required to submit a filled in bio data including the qualifications, valid Residence Certificate, Employment Card and experiences possessed by them along with the necessary certificates, marksheets, testimonials etc.



(N. G. Honnekeri)

Director – SCERT



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Bio Data Format for Walk in Interview on 13/12/2018

Bio-Data

Candidate Name : _____

Address for Communication : _____

_____ Pin: _____

Passport size
Photo

Date of Birth : _____ Age as on 13/12/2018 : _____ Years _____ Months

Phone No: +91 _____

Residence Certificate No: _____ Issue date: _____

Employment Card No: _____ Valid up to : _____

Education Qualification

Sr.No	Examination	Subject	Board / University	Year of passing	Percentage / Grade

Computer Education: _____

Experience if any:

1) _____

2) _____

Date : _____

Place: _____

Signature of candidate