



EDUCATION CODE 2026

AIR FORCE SCHOOLS

CHAPTER 4

ORGANISATION AND ESTABLISHMENT OF AIR FORCE SCHOOLS

1. **Academic and Administrative Head.** Principal is the academic and administrative head of Air Force School, under overall direction and control of Executive Director. This will also apply to HM of an independent Primary/ Pre-Primary Air Force School. In case of Independent Primary and Pre-Primary Schools, HM would be the academic and administrative head of Air Force School, under overall direction and control of Executive Director. He / She is to be assisted by the academic and administrative staff. WO IC/ SNCO IC School will assist ED in day-to-day functioning of Air Force School. However, HM of primary/ pre-primary sections/ wings of a secondary/ senior secondary Air Force School will work under overall directions and supervision of the Principal of such Air Force School.

2. **Categorisation of Schools.** Air Force Schools are categorised as follows:-

2.1. Senior Secondary Schools (Balvatika I to Class XII).

2.2. Secondary Schools (Balvatika I to Class X).

2.3. Middle Schools (Balvatika I to Class VIII).

2.4. Primary Schools (Balvatika I to Class V).

2.5. Pre-Primary Schools (Balvatika I to Balvatika III).

3. **Types of Appointments.** All Air Force Schools have following two types of appointments: -

3.1. **Regular Appointments.**

3.1.1. Academic Staff and Administrative Staff in Air Force Schools are to be appointed against authorised establishment as laid down in this Chapter subject to the conditions mentioned at Paras 7, 8, and 9 below.

3.1.2. Regular staff are to be appointed for an initial probation period of one year by a Selection Committee constituted under the authority of Chairman SMC or through a selection process as prescribed by the Governing Body. Such probation period may be extended by terms of six months each at a time, upto a maximum period of 03 years. In no case shall the term of probation be extended beyond three years. (Also see Paras 29, 31 and 32 of Chapter 5).

3.2. Contractual Appointments. Contractual Appointment is a time-bound mode of engagement used to meet specific/ temporary staffing needs on the following set out conditions:-

3.2.1. To fill up such posts which have been specified to be filled up only on contractual basis.

3.2.2. Whenever any vacancy arises due to maternity/ medical leave or other reason, ED is to appoint a substitute staff on contractual basis. ED is to appoint candidates on the waiting list of the Selection Panel for such vacancies (They will still be eligible for regular appointment as per their position in the Selection Panel.) Such staff is not eligible for any DA, increment or vacation pay.

3.2.3. Whenever an Air Force School is upgraded/ expanded by addition of a new class/ section, additional staff is to be initially appointed on contractual basis. Regular appointments are to be made at least after three years, after assessing the financial viability.

3.2.4. Additionally, on required basis including relatively low class strength, SMC may opt to appoint the academic and administrative staff on contractual basis only in lieu of regular vacancy till the special condition(s) prevail(s).

3.2.5. Contractual staff is to be appointed for maximum of two academic years. Contract period would be initially for one academic year. This contract period may be extended by one more year in case the performance is satisfactory. In case a candidate has completed two academic years of contractual appointment, there needs to be a minimum gap of one year before considering contractual employment of a candidate in the same school for the same post. However, there is no minimum gap mandated in case the candidate is applying for a contractual/ regular appointment in another AF School.

3.2.6. Teachers on contract may be engaged on full time or part-time basis. These teachers would have no claim or right to appointment on a regular basis nor will they be part of cadre of teacher of the concerned AF School.

Note:- The post of Principal/ HM will always be filled up as a regular appointment. Under no circumstances, Principal/ HM be appointed on a contractual basis, except under the provisions of Para 43 of Chapter 5 of this Code.

4. **Classification of Posts.** Various posts in Air Force Schools are classified as follows:-

Ser No	Designation	Classification
1	Principal/ HM	Academic-cum-Administrative staff
2	PGT/ TGT/ PRT / NTT/ Librarian/ Counselling and Wellness Teacher / Special Educator/ ATL Instructor/ Computer Instructor	Academic staff
3	Music/ Games Teacher	Academic staff
4	Office Supdt	Administrative staff
5	Lab Attendant	Administrative staff
6	Clerk and Clerk Accts	Administrative staff
7	Accounts Assistant	Administrative staff
8	Helper	Administrative staff

Note:-

I. The Academic-cum-Administrative Head of Senior Secondary and Secondary Schools will be the Principal and for Primary and Pre-Primary Schools, it will be Headmaster/ Headmistress.

II. Pre-Primary/ Primary Schools with less than 100 students will have only a Teacher-in-Charge who will also discharge the duties of HM in addition to her own duties.

III. Senior Secondary/ Secondary Schools with a collective strength of 100 or more students in the Pre-Primary & Primary Wing are to appoint an HM for the Primary Section. If the Primary student strength is less than 100, the senior-most Primary teacher is to be appointed as Teacher-In-charge Primary Classes. He/ She is to be paid an honorarium of ₹ 3000 per month over and above her regular pay. Such HM/ Teacher-in-charge will work under the Principal and will not hold an independent charge.

IV. If the Pre-Primary/ Primary Wing (s) of a Senior Secondary/ Secondary School is not co-located with the senior wing of the School, an HM/ Teacher In-Charge is to be appointed on the above terms for each separately located Wing. He/ She will work under the Principal and will not hold an independent charge.

5. **Norms for Establishment of Academic Staff.** The norms for establishment of academic staff are as follows: -

5.1. **Pre-Primary Classes (Balvatika I to Balvatika III).** 1.5 teachers per section subject to maintaining strength of min 25-30 in each section. In case of decimal figure, the next higher number of teachers may be employed.

5.2. **Primary Classes (Classes I to V).**

Number of sections x 48 (no. of periods per week)
39 (no. of classes per week which a PRT is to take)

Note:- In case of Schools with only one section per Primary class, SMC may employ overall one extra teacher over and above the norms of establishment

5.3. ***Middle Classes (Classes VI-VIII).**

Number of sections x 48 (no. of periods per week)
36 (no. of classes per week which a TGT is to take)

5.4. ***Secondary Classes (Classes IX-X).**

Number of sections x 48 (no. of periods per week)
36 (no. of classes per week which a TGT is to take)

5.5. ***Senior Secondary Classes (Classes XI-XII).**

Number of Sections x 48 (no. of periods per week)
33 (no. of classes per week which a PGT is to take)

5.6. **Librarian.** One in Senior Secondary/ Secondary/ Middle Schools. Wherever, the number of scheduled library periods exceeds 36 periods in a week, a Junior Librarian may be appointed on contractual basis, subject to financial viability.

Note:-

I. *At least one teacher is to be appointed for each subject in Middle, Secondary & Senior Secondary Schools.

II. One Counselling and Wellness Teacher is to be appointed over and above the academic staff establishment in Middle, Secondary and Senior Secondary Schools. The number of counselling sessions (group/ individual) and classes to be taken by the Counselling and Wellness teacher is to be commensurate with the laid down periods for category (TGT/ PGT) appointed in.

III. All Secondary & Senior Secondary Schools are to designate one teacher (TGT) out of the existing staff of the school to carry out the additional task of a CBSE/ CCE Coordinator.

IV. One Games and one Drawing Teacher are to be appointed as TGT over and above the academic staff establishment in Secondary & Senior Secondary Schools. In

case of Middle and Primary Schools, one Games and one Drawing Teacher/ Art & Craft Teacher are to be appointed as PRT over and above the academic staff establishment. However, Arts & Craft Teacher can be appointed on contractual basis only.

V. One Music Teacher is to be appointed as a TGT over and above the academic staff establishment in Senior Secondary/ Secondary schools and as a PRT in Middle/ Primary Schools. Pre-primary schools may, depending on their financial viability, appoint a music teacher as a NTT.

VI. Primary schools where computer education is being imparted may employ a Computer Instructor on contractual basis as per the discretion of Chairman SMC subject to financial viability. In case school strength is more than 400 students, regular appointment may be considered with the approval of Secretary CSMC subject to financial viability of the school.

VII. Every Sec/ Sr Sec School should appoint a person on full time basis for performing the duty of Special Educator in accordance with the stipulations of CBSE affiliation bye-laws. Such appointments may be made on regular basis with the approval of Chairman SMC subject to financial viability of the school. Pre-Primary/ Primary/ Middle category Air Force Schools should appoint a Special Educator (Full time/ Part Time) even if there is a single CwSN in the school on contractual basis. Further, schools with more than 25 CwSN will have the option to appoint second Special Educator only on contractual basis, depending upon the financial viability.

VIII. Secondary/ Senior Secondary Schools having ATL/ STEM Lab are to appoint an ATL instructor (TGT) on contractual basis over and above the establishment of the academic staff.

IX. Secondary/ Senior Secondary Schools may assign one regular teacher with an additional task of a career counsellor. Additionally, SMC may engage SMEs (subject matter experts)/ guest faculties to conduct career counselling for students in the school at an honorarium as approved by Chairman SMC.

X. In case the total establishment for any category comes in decimals, SMC may hire one additional teacher.

6. **Norms for Establishment of Administrative Staff.** The norms for establishment of administrative staff are given below. Financial viability of the school is to be considered while appointing such staff.

Ser No.	Name of the Post	Category of School
1	Office Supdt	01 in Sec/ Sr Sec Schools
2	Accts Asst	01 in Pre-Primary/ Primary/ Middle/ Sec/ Sr Sec Schools
3	Clerk	01 for every 500 students in Sec/ Sr Sec Schools
		01 in Pre-Primary/ Primary/ Middle Schools
4	Clerk Accts	01 for every 1000 students in Sec/ Sr Sec Schools
5	Lab Attendant	01 for each independent Science Lab in Sr Sec Schools
		01 in Sec Schools
6	Lab Attendant (Computer Lab)	One Lab Attendant for an independent Computer Lab of a Senior Secondary School which offers Computer Science/ IP as one of the subjects in class XI to XII on regular/ contractual basis depending on the financial viability of the school .
7	Lab Attendant (ATL Lab)	One Lab Attendant for all Secondary/ Senior Secondary Schools maintaining ATL/ Innovation Labs on contractual basis.
8	Helpers	01 for every three sections in Sec/ Sr Sec classes
		01 for every two sections in Middle/ Primary classes
		01 for each section in Pre-Primary classes
		Additional 03 for miscellaneous duties (only on contractual basis) subject to the financial viability of the school.

Note:-

I. The above authorisation for Helpers (erstwhile MTS) includes ayahs, peon, gardener and safai karmcharis. Henceforth, Watchman is to be appointed only on contractual basis. The number of watchmen is to be decided by the respective schools as per their requirement and keeping in view their financial viability. Bus Conductors and Parking/ cycle stand attendants are not to be employed as School staff.

II. Whenever an Air Force School is upgraded/ expanded by addition of a new class/ section, appointment of Lab Attendants (Science Lab / Computer Lab/ ATL Lab) is to be initially done on contractual basis. Regular appointments are to be made at least after three years, after assessing the financial viability.

III. In case school strength is 1000 students & above, regular appointment of Lab Attendant (ATL Lab) may be considered depending on the financial viability of the school.

7. **Employment of Lesser Staff.** The norms for employment of academic and administrative staff as laid down above are the maximum numbers which a School may employ and is not to be exceeded. However, Schools may employ lesser staff, depending upon the financial viability of the School, as long as the requirement is met.
8. **Requirement of Additional Staff.** In case the SMC feels the requirement of hiring of staff over and above the norms laid down above, the ED is to forward a SOC to the Secretary CSMC. Secretary CSMC, in turn, is to forward the SOC with its recommendation to the Executive Vice Chairman for approval. Additional staff will only be employed after prior written sanction of the Executive Vice Chairman.
9. **Additional Watchman and Helper (Safai Karmchari).** In case the pre-primary/ primary wings of the Air Force School are not co-located or if the School is spread across a number of buildings, SMC may consider hiring additional watchmen and Helper (Safai Karmchari), over and above the establishment laid down. Hiring the services of such additional staff is not mandatory and will depend on the financial viability of the School.
10. **No Transfer Liability.** Air Force School staff are employees of a particular School where they have been appointed. They cannot be transferred to any other Air Force School, even if the Air Force formation administering the School may have more than one Air Force School(s) in its jurisdiction. However, Society reserves the right to amend/ change this rule, provided that the new rule is applied only to those appointed after such amendment has been notified to all AF Schools.

CHAPTER 5

NORMS FOR RECRUITMENT AND SERVICE CONDITIONS

Appendices:-	J	Sample Format of Circular for DPC
	K	Certificate by The Principal/ HM of the School Entrusted with Question Paper Setting
	L	Sample Copy of Advertisement
	M	Sample Format of Application Form
	N	NOC Format
	AA	Teaching Aptitude Test Checklist
	AB	Practical Test for Ability to Use Technology
	AC	Interview Proforma for Selection of Academic Staff in Air Force School
	AD	Interview Proforma for Selection of Principal/ HM in Air Force School
	AE	Practical cum Interview Proforma for Selection of Administrative Staff in Air Force School
	AF	Practical cum Interview Proforma for Selection of Helper in Air Force School
	AG	Appointment Letter through Departmental Promotion: Regular Staff
	AH	Appointment Letter: Probationary Staff
	AJ	Appointment Letter: Contractual Staff
	AK	Performance Review Cum Counselling Proforma: PGT
	AL	Performance Review Cum Counselling Proforma: TGT
	AM	Performance Review Cum Counselling Proforma: PRT
	AN	Performance Review Cum Counselling Proforma: NTT/ Balvatika Teacher

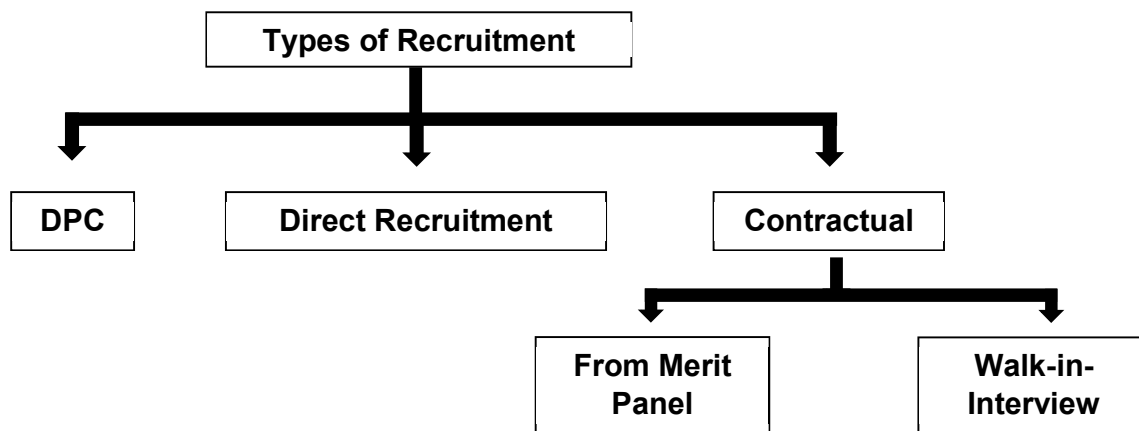
BA	Performance Review Cum Counselling Proforma: Administrative Staff
BB	Performance Review Cum Counselling Proforma: Principal
BC	Performance Report: Confirmation/ Extension/ Termination of Probation Period of Staff
BD	Performance Report: Confirmation/ Extension/ Termination of Probation Period of Principal/ Independent HM
BE	Counselling Letter for Extension of Probation
BF	Letter of Confirmation of Appointment
BG	Letter of Caution: Unsatisfactory Performance during Probation

1. All recruitments in Air Force Schools are to be made by the School Management Committee in accordance with the procedure laid down in this Chapter. Further, no waiver will be granted for the procedure specified and the mandatory academic qualifications.

2. The Executive Vice Chairman or the Secretary CSMC may take suo moto notice of any appointment made in variance to this Code and may direct the SMC to immediately terminate the services of such staff and conduct the selection process afresh as per the norms of this Code.

Methods of Recruitment

3. Types of recruitment for Staff in AF Schools is as shown below:-



Forecasting Vacancies

4. All clear/ leave vacancies against the regular posts for the forthcoming academic session are to be worked out by Principal/ HM/ Teacher-in- Charge in consultation with the

Executive Director of the School by **15 Nov** every year. DPC for all such posts is to be held before releasing advertisement for the said vacancies by **15 Dec** every year after approval of Chairman SMC.

Departmental Promotion Committee

5. Once vacancies are forecasted (only regular vacancies), a Departmental Promotion Committee (DPC) is to be formed for considering the willing and eligible candidates from the existing staff of the Air Force School. They are to be considered before the vacancy is advertised. ED is to intimate Secretary, CSMC about forecasted vacancies at least **one month** in advance and place post wise demand for Question papers for written exam for DPC. The composition of the DPC will be the same as that for composition of the Selection Committee as per the category of staff. The ED is to send a circular for seeking willingness/ unwillingness and applications from all eligible staff of the Air Force School as per feeder post given at para 6 below. A sample of circular is placed at **Appendix J**. A minimum period of ten working days is to be given for receipt of such applications. Candidates are to then undergo Written Test, Teaching Aptitude Test, Practical Test/ Practical Skill Test and Interview. Qualifying benchmark in each such test/ Interview will be as applicable to the procedures laid down for instances of Direct Recruitment.

6. **Eligibility of Existing Staff for Departmental Promotion to Regular Next Higher Post.** Regular confirmed staff of Air Force Schools who have served in the same school for a minimum period of two years may apply for the next higher regular post in the same Air Force School as per the following details:-

Feeder Post	Promoted Post
NTT	PRT, HM (Pre-Primary)
PRT	TGT, HM (Primary)
TGT	PGT/ HM (Middle School)/ Principal (Secondary School)
PGT	Principal (Senior Secondary School)
Accts Asst	OS
Clerk	OS
Clerk Accts	Clerk/ Accts Asst
Lab Attendant	Clerk
Helpers	Lab Attendant/ Clerk Accts

6.1. **Academic Staff.** Regular confirmed academic staff are eligible for departmental promotion to regular posts as per their feeder post given at Para 6 above. Departmental Promotion will be subject to the following conditions:-

6.1.1. The staff should be a regular confirmed staff of Air Force Schools who should have served in the same school for a minimum period of two years.

6.1.2. Regular Vacancy of PRT/ TGT/ HM/ PGT/ Principal should be available in the school.

6.1.3. The staff should be considered for DPC for next higher post only after confirmation of probation in the existing post.

6.1.4. Should meet the eligibility conditions in all respects for the higher post applied for.

6.1.5. On being selected for promotion, the staff will have to undergo the probation period for next higher post.

6.1.6. The staff should at least have four years of residual service as on 01 July of the academic year in which they are being considered for the post.

6.1.7. The pay for such promoted staff has to be fixed in the relevant category only after granting one increment in the present scale. The last drawn pay in the previous post-has to be protected.

6.1.8. In the event of non-confirmation in the promoted post, staff will have the option of reverting to the earlier held regular post. In such case, period of probation served in promoted post, will count towards calculation of increment for earlier held post.

6.1.9. In case they do not complete six months' service after promotion to the higher post before the vacations, they will be paid vacation salary as per their entitlement in previously held post.

6.1.10. If the teacher has been conferred with the Best Teacher's Award in the present category, then the extension of retirement age would be applicable even on promotion.

6.1.11. Teachers of Computer, Music, Drawing, Games, Special Educator and Counselling and Wellness teacher will not be authorized for promotion to higher category in any other subject (other than that they are teaching) even if they hold the requisite academic and professional qualification in any other subject being taught in the school. Further, the DPC will consider only those candidates who besides holding academic qualification meant for next higher post, have been teaching the same subject in the feeder post.

6.2. **Administrative Staff.** Regular confirmed administrative staff of Air Force Schools may apply for higher administrative vacancies in the same Air Force School as per the feeder post given at Para 6 above Promotion will be subject to following conditions:-

6.2.1 All conditions mentioned from Para 6.1.1 to Para 6.1.8 of this Chapter.

6.2.2. If the staff has been conferred with the Best Admin Staff Award in the present category, then the extension of retirement age would be applicable even on promotion.

7. Assessment Criteria for Consideration of Departmental Promotion Committee (DPC). The DPC is to take into consideration the following:-

7.1. Candidates' knowledge of:-

7.1.1 Subject and the current affairs.

7.1.2. Mandatory provisions and latest policies/ procedures & practices / trends in the field of education.

7.2. Break, if any, in service.

7.3. Work and conduct report from Principal/ HM. The Principal / HM has to clearly bring out the attitude and performance of staff in additional duties allotted.

7.4. The candidate should not be involved in any Vigilance inquiry/ ongoing enquiry/ Court case/ Disciplinary proceedings including the punishment awarded in the past or any ongoing enquiry.

7.5. AAR reviews of past service in the school (Last 05 ARs, the AAR grading should not be below 'Very Good'). In case of teachers/ staff with lesser service for five AARs, all available ARs would be considered.

7.6. Special achievements, if any.

7.7. Due weightage be given for knowledge/ qualification of vocational skills.

7.8. The candidate should not have been awarded minor penalty in last five years of service.

8. The staff so promoted will be appointed on probation as per the provisions of Paras 29, 31 & 32 of this Chapter.

9. ED is to ensure that the vacancies arising due to promotion of a staff member to a higher post is filled only on contractual basis till the promoted staff member is either confirmed in the higher post or reverted to the earlier post.

10. All candidates who have submitted their willingness and are eligible for higher post are to then appear for Written Test, Teaching Aptitude Test, Practical Test/ Practical Skill Test and Interview.

11. **Demand for Question Papers.** ED is to intimate Secretary, CSMC about forecasted vacancies at least **one month** in advance and place post wise demand for Question papers for written exam for DPC. For all selections through DPC, Secretary CSMC is to nominate two AF Schools under his/ her AoR to prepare QPs as per the post and subject specified by the concerned school. In case two schools (other than school conducting DPC) are not available in his/ her AoR, then the single school available, is to prepare two sets of Question Papers. Nominated school(s) to forward QPs to Secretary, CSMC for vetting. A Certificate as per the format placed as **Appendix K** by Principal/ HM of nominated Air Force Schools for having ensured the secrecy of the QPs be obtained. The QPs are then to be forwarded to the Chairman, SMC of the school (where selection is being conducted) one day prior to scheduled Written Test.

12. **Non-Availability of Qualified Existing Staff.** In case no qualified existing staff member is found suitable/ willing for departmental promotion, the school is to initiate process for Direct Recruitment as per provisions enumerated below. The same to be intimated to CSMC one week prior to release of advertisement.

Direct Recruitment for Regular Post

13. **Invitation of Applications.** The vacancy is to be advertised on School website, AFNET site of the Station, K-Broadcast, SRO/ URO/ Notice Boards in station and simultaneously through advertisement in one English and one vernacular language newspaper. A sample of advertisement is placed at **Appendix L** and is to be duly vetted by the ED strictly as per norms of the Edn Code and approved on file by the Chairman SMC before publishing. A standardized format of application form is placed at **Appendix M**. A minimum period of 15 days is to be given for receipt of applications by post. The applications can also be dropped in a sealed box kept at Air Force Station Gate/ Main Guard Room/ School gate or can be received through school e-mail. The advertisement must specify that the SMC reserves the right of cancelling the selection process at any stage even after the advertisement without any notice or assigning any reason. Further, the mode of official communication i.e. e-mail / letter needs to be specified in the advertisement.

14. **Scrutiny of Applications.** An Application Screening Committee headed by Principal/ HM/ Teacher-in-Charge and comprising a PGT, TGT, PRT, Balvatika teachers along with an office staff is to be formed by the ED. All applications received through various means are to be compiled by office staff of the school and submit to Application Screening Committee on daily basis. This Committee is to consider all applications received through various means and is to shortlist only those applicants who meet the laid down academic, professional and age criteria. The Committee is to ensure that no application is left without scrutiny. The Committee is also to ascertain the authenticity of the university/ board and its recognition by Government. The Committee, thereafter, is to submit a report to Chairman SMC through Executive Director

and bring out total number of applications received through various means along with details of eligible and non-eligible applicants.

15. Post Scrutiny of Applications. After approval of Application Screening Committee Report by Chairman SMC, intimation to prospective candidates is to be sent through prior intimated mode of communication (letter and e-mail) intimating date and time of selection process. There should be a gap of minimum 15 days between dispatch/ forwarding of letters and date of reporting for the selection process. Before commencement of the Written Test, Principal/ HM (Head of Application Screening Committee) is to obtain self-attested photocopies of all academic, professional and experience certificates from the candidates, sign as having verified them and is to return the originals to the candidates. Under no circumstances are the original certificates/ documents to be retained by the School.

16. Existing confirmed staff applying for Direct Recruitment. Any existing regular confirmed staff meeting QRs for any higher post advertised in the same school, may apply for such post through Direct Recruitment. Such existing staff are to submit personal application to ED requesting for NOC along with an undertaking that their pay scale, service seniority etc. will be fixed from the date of appointment to the higher post if selected. A sample format of NOC is placed at **Appendix N**. On selection, they will be required to resign from their existing held post and such resignation is to be considered as immediate resignation to be dealt with as per Para 40.9. of this Chapter.

17. Selection Process for Academic Staff

17.1. Selection Committee. Selection process for academic staff will be conducted by a Selection Committee appointed by the Chairman SMC and will comprise of the following: -

- | | | |
|---------|-------------------|---|
| 17.1.1. | Chairman | : C Adm O |
| 17.1.2. | Specialist Member | : ED of the school |
| 17.1.3. | Members | : Principal/ HM
(In case of selection of PRT/ Balvatika Teachers, both Principal/ HM and HM/ Teacher In charge of the Pre-primary Section are to attend) |
| | | : Subject Expert. One subject teacher (of same school/ nearby school in case of non-availability of subject teacher in AF School) |
| | | : SMO (in case of Counselling and Wellness Teacher / Special Educator) |

Note:- I. In stations where there are more than one Education Officer, the S Edn O (In case he/ she is not the ED) will also be the member of the Selection Committee.

II. Where, School is co-located with the Command HQs, Chairman SMC will be the Chairman of Selection Committee, Secretary, CSMC will be a Specialist Member. C Adm O/ S Adm O and ED of the school will be members of the Selection Committee.

III. No other member or observer is to be appointed as member of Selection Committee.

IV. Conveyance allowance/ honorarium, as decided by SMC, may be provided for teacher's (Subject expert) coming from outstation schools (local/ within city).

17.2. Examination Process. Candidate applying for academic post has to undergo Written Test, Teaching Aptitude Test (TAT), Practical Test for ability to use technology and Interview. Written test is not to be conducted for candidates who have taught in other AF Schools/ APS/ NCS for a minimum period of two years in the same category. Details of stage wise tests are as given below:-

17.2.1. Stage One - Written Test. The first part of the selection process will be a written test. The ED is to constitute a Committee under Principal/ HM to form question papers for all the posts advertised. The Committee is to have two members for each subject. Both the members are to frame question papers and submit them to Principal/ independent HM for vetting. The same will be submitted to ED for final vetting (The decision to use a particular set would be taken by the ED a day prior to conduct of Written Test). A Certificate as per the format placed as **Appendix K** by the Question paper setters for having ensured the secrecy of the QPs be obtained from QP setters by Principal/ HM. The test is to include multiple choice, fill in the blanks, short and long answer questions. The types of questions are to be in accordance with those specified for students by the NCERT, CBSE. All other candidates except mentioned at Para 17.2. above will have to appear in written test of 70 marks and duration of two hours. This test will be of qualifying nature only. Candidates scoring 60 percent marks in this written test will qualify for Teaching Aptitude Test. Blue Print of the test is as follows:-

Ser No.	Type & No. of questions	Details	Questions	Marks
1	Multiple Choice Questions (30 Qs)	English Child Psychology General Knowledge Digital/ Computer Education Subject Knowledge*	05 03 03 03 16	03 03 03 03 16

Ser No.	Type & No. of questions	Details	Questions	Marks
2	Very Short Answers type Questions (10 Qs)	Situational Awareness	01	02
		Child Psychology	01	02
		Digital/ Computer Education	01	02
		Subject Knowledge*	04	10
		Latest Educational Policies**	02	04
3	Descriptive Questions (2 Qs)	At the Discretion of Principal/ HM based on actual requirement of the school	01	10
		Subject Knowledge*	01	10
			42	70

* Questions to be based as per the subject and post.

** Questions to be based on NEP, NCF, POCSO Act, POSH Act, JJ Act, RPwD Act, etc.

17.2.2. Stage Two - Teaching Aptitude Test (TAT) and Practical Test. All candidates who have passed Written Test are to be called for a Teaching Aptitude Test and Practical Test for ability to use technology. TAT is also applicable to the post of Librarian, Counselling and Wellness teacher, Special Educator, Games and Music Teacher.

17.2.2.1. Teaching Aptitude Test (TAT). A Teaching Aptitude Test of 130 marks is to be conducted for the candidates who have qualified in the Written Test. This also includes candidates who have taught in other AF Schools/ APS/ NCS in the same category of post and were exempted from appearing in written test. This will be conducted by the subject teacher in the presence of the ED and Principal/ HM/ Teacher-in-Charge in a class with presence of students. Candidates are to be evaluated as per the proforma placed at **Appendix AA**. Candidates scoring minimum 80 marks out of 130 will qualify for the interview.

17.2.2.2. Practical Test. A Practical Test of 20 marks for ability to use technology is also to be conducted. The sample tasks for Practical test for ability to use technology said test are placed at **Appendix AB**. Candidate will have to score minimum 10 marks.

17.2.2.3. Candidate is required to qualify separately in TAT and Practical Test for ability to use technology.

17.2.3. Final Stage: Interview. Candidates who have qualified Teaching Aptitude Test and Practical Test are to be called for an interview of 100 marks,

which will be final stage of the selection process. Candidates are to be evaluated as per the proforma placed at **Appendix AC**.

17.2.4. Final Merit List of candidates will be prepared based on the performance of the candidates in TAT, Practical Test and interview.

18. **Selection Process for Principal/ Independent HM/ HM**

18.1. **Selection Committee.** Selection for the post of Principal/ Independent HM/ HM will be conducted by a Selection Committee comprising the following: -

18.1.1. Chairman : Chairman SMC

18.1.2. Specialist Member : Secretary CSMC

18.1.3. Members : C Adm O

: ED of the School

: Principal of local KV/ Prominent CBSE affiliated School in the vicinity or town/ city.

Note:- I. No other member or observer is to be appointed.

II. In case of Schools directly under Air HQ, the representative from Dte of Education shall be Specialist Member.

III. In stations where, there are more than one Education Officer, the S Edn O (In case he / she is not the ED) will be the member of the Selection Committee.

IV. In case of selection of HM, Principal of school is to be a member of the selection Committee.

18.2. **Examination Process.** Candidates applying for the post of Principal/ Independent HM/ HM are to undergo Written Test and Interview. Written Test is not to be conducted for candidates who have been Principal/ Independent HM/ HM for a minimum period of two years in the same category AF School/ APS/ NCS. There would not be any Teaching Aptitude Test for this post. Details of stage-wise tests are as given below:-

18.2.1. **Stage One- Written Test.** The first part of the selection process will be a Written Test. The ED is to prepare question papers for the post of Principal/ HM advertised. The ED is to frame two sets of question papers. A copy of question paper is to be submitted to Chairman SMC for vetting and approval. The question paper, should have a mix of conceptual and application based

question(s), which may also include a few case study based questions, related to teaching aptitude, educational and child psychology, school administration qualities, leadership qualities and critical thinking skills for the post of Principal. The written test would be for 70 marks for a duration of two hours. This test will be of qualifying nature only. Candidates scoring 60 percent marks in this written test will qualify for Interview. Blue Print of the test is as follows:-

Ser No.	Type & No. of questions	Details	Question s	Marks
1	Very Short Answers type Questions (10 Qs)	Situational Awareness Child Psychology Digital/ Computer Education Innovation/ Best Practices* Latest Educational Policies**	02 01 01 03 03	04 02 02 06 06
2	Short Answers type Questions (04 Qs)	School Administration Financial/ HR Management Decision Making Latest Educational Policies	01 01 01 01	05 05 05 05
3	Descriptive Questions (03 Qs)	Case Study on Education Latest Educational Policies At the Discretion of ED based on actual requirement of the school	01 01 01	10 10 10
		Total	17	70

* Questions to be based on Innovations/ Best Practices in the field of Education.

** Questions to be based on NEP, NCF, POCSO Act, POSH Act, JJ Act, RPwD Act, etc.

18.2.2. **Final Stage (Interview).** On completion of Written Test, Interview is to be conducted as per the proforma given at **Appendix AD**.

18.2.3. Final Merit List and panel of candidates will be prepared based on the performance of the candidates in interview only.

18.3. While assessing a candidate for the post of Principal/ Independent Headmistress/ Headmaster, the Selection Committee must bear in mind that role of a Principal/ HM in an educational institution is pivotal, wielding significant influence on both the quality of education including all round development of students and the effective management of the school. Serving as educational leader, the Principal/ HM plays a key role in shaping the academic vision and mission of the school. They are responsible for fostering a positive and conducive learning environment, ensuring that educational goals align with contemporary standards and pedagogies. The Principal/

HM oversees school management, including the allocation of resources, budgeting, and the establishment of policies that contribute to a safe and supportive school culture. Due care, therefore, must be taken to ensure that the selected candidate possesses sound professional and administrative acumen and is capable of dynamic leadership besides empowering and motivating his/ her team.

19. **Selection Process for Administrative Staff**

19.1. Selection Committee. Selection process for administrative staff will be conducted by a Selection Committee appointed by the Chairman SMC and will-comprise of the following:-

19.1.1. Chairman	C Adm O
19.1.2. Specialist Member	ED of the school
19.1.3. Members	Principal/ HM WOIC/ SNCO IC School One teacher of senior most category
19.1.4. Specialist Members	One member of Adm staff (In case of selection of OS, OS from KV/ Senior staff from Civil Admin of the station) SAO (or his rep for the post of Accts Asst)

Note:- I. Where, School is co-located with the Command HQ, Chairman SMC will be the Chairman of Selection Committee, Secretary, CSMC will be a Specialist Member. C Adm O/ S Adm O and ED of the school will be members of the Selection Committee.

II. No other member or observer is to be appointed as member of the Selection Committee.

III. In stations where there are more than one Education Officers, the S Edn O (In case he / she is not the ED) will also be the member of the Selection Committee.

19.2. Examination Process. Candidates applying for Administrative Post (except Helpers) are to undergo Written Exam, Practical Test and Interview. Candidate for Helper post to undergo Practical Skill Test and Interview. Details of stage wise tests are as given below:-

19.2.1. Stage One - Written Test. The ED is to constitute a Committee under Principal/ independent HM to set up question papers for all the posts advertised.

The Committee is to have two members for each admin post. Both the members are to frame question papers and submit them to Principal/ independent HM for vetting. The same will be submitted to ED for final vetting (The decision to use a particular set would be taken by the ED a day prior to conduct of test). A Written Test of total 50 marks comprising 50 Questions (objective) and duration of 40 minutes is to be administered to the candidates for the Administrative Staff posts (except Helpers). This test will be of qualifying nature. Candidates scoring minimum 20 marks will qualify for Practical Skill Test.

19.2.2. Stage Two - Practical Skill Test. A typing test of 25 marks is to be conducted on computer for all administrative staff (except helpers). In addition, candidates for Accts Assistant and Clerk Accts are to be tested on the knowledge of accounting and Lab attendant to be tested on Lab Practical. For selection of Helpers, a Practical Skill Test of total 25 marks is to be administered. Criteria for the Practical Skill Test will be based on the post for which the candidate has applied. All candidates appearing in practical skill test are to be in possession of medical fitness certificate issued by an authorised physician.

19.2.3. Final Stage- Interview. Candidates who have applied for Administrative post(s) are then to be interviewed and assessed out of 50 marks as per the Proforma placed at **Appendix AE**. Candidates applied for Helpers are to be interviewed and assessed out of 25 marks as per the Proforma given at **Appendix AF**.

19.2.4. Final Merit List of candidates will be prepared based on the performance of the candidates in Practical Test/ Practical Skill Test and Interview.

20. Recruitment for Contractual Post. Whenever a leave vacancy of academic staff/ administrative staff arises due to maternity, medical or other reasons, ED may appoint a substitute staff on contractual basis. ED is to appoint candidates on the waiting list of Selection Panel for such vacancies (They will still be eligible for regular appointment as per their position in the Selection Panel.) Such contractual appointments will automatically be terminated on 29 March of the academic year. Any contractual appointment made for a shorter duration can be extended upto a period not extending beyond 29 Mar of the academic year subject to satisfactory performance which is duly documented and approved on file by the Chairman SMC. Contractual staff is not eligible for any DA, increment or vacation pay. Principal / HM are not to be appointed on contractual basis.

Recruitment through Walk-In Interview

21. Chairman, SMC may authorise, Walk-in-Interview in following circumstances:-

21.1. In case of resignation without notice by a staff member, and no candidate being available/ willing in the panel for the year maintained by the school.

21.2. In case, no candidate is found suitable even after following due selection process.

21.3. In any emergent circumstances, where such is inescapable.

22. All appointments in such case would be contractual and would be allowed for a maximum of one academic year only. AF School would also be authorised to appoint a teacher on panel of another AF school available in the same city on mutually agreed terms. The interview may be advertised on School website, AFNET site of the Station, K-Broadcast, SRO/ URO/ Notice Boards in station and simultaneously through advertisement in one English and one vernacular newspaper. However, time period of minimum seven days be given for interview from the date of advertisement in the newspaper. Interview proforma for Walk-in-Interview is placed at Appendix **AC/ AE/ AF** (As applicable). Principal / HM are not to be appointed through walk- in - interview.

General (For all Posts)

23. **Merit List (Selection Panel).** A merit list of selected candidates is to be prepared post-wise and subject-wise and signed by Chairman and members of the Selection Committee. Merit list (to be known as the 'Selection Panel') will be valid for the academic year for which the Selection Panel has been made. Selection Panel is also to annotate in the Merit List willingness/ unwillingness of the candidate to join on contractual appointment if offered in case vacancy arises in the same academic session as given in **Appendix M**. All existing and future vacancies during the academic year are to be filled by appointing candidates in the order of their merit in select panel list. Selection panel is to be put up by the ED to Chairman SMC through C Adm O for approval, prior to appointment of staff. All appointments are to be ratified by the SMC in its next meeting. The Panel will be terminated as on 29 March of the academic session. The SMC is to forward the appointment letter to selected candidates only. No intimation is to be sent to candidates in the waiting list of panel. Further, list of only selected candidates is to be displayed on website/ notice board. Names of the candidates on panel is not to be displayed.

24. **Appointment Letter.** Candidates selected through DPC against regular vacancy are to be issued with an appointment letter as per the format given in **Appendix AG** to this Code. Candidates selected through Direct Recruitment against regular vacancy are to be issued with an appointment letter as per **Appendix AH** to this Code. Contractual candidates and candidates selected through Walk-in-Interview are to be issued with an appointment letter as per **Appendix AJ** to this Code.

25. **Verification of Antecedents.** Antecedents - academic and experience certificates of the employees are to be verified by respective school at the time of appointment. Verification process is to be completed within six months of employment of staff. The onus of completion of verification will be on staff member. If the verification is not completed within six months from the date of appointment, the services of the staff are liable to be terminated.

26. Police Verification for Civil Candidates.

26.1. On selection, every civil candidate shall submit the Police Verification Report (PVR) within three months from the date of appointment. For this purpose, the candidate shall file an online application, along with all requisite documents on the authorised state Police Citizen Portal immediately on appointment, and pursue the same to ensure receipt of the PVR within the stipulated period.

26.2. The School shall prepare a consolidated nominal roll of such staff who have submitted their online applications and forward the same to the Security Section of the Station for further follow up.

26.3. In case of dependents of air warriors, they shall submit a Posting Strength Certificate (PSC) in lieu of PVR, giving the details of the dependent, duly signed by the Stn/ Unit Adjutant. The PSC shall be submitted to the respective Air Force School at the time of appointment.

26.4. In the event, the PVR is not received within three months despite the candidate having filed the online application in time, the candidate shall submit proof of timely application and the matter shall be reported to the Security Section for pursuing the matter further with civil authorities.

27. Medical Fitness and Undertaking. All candidates must produce a medical fitness certificate from a Govt Hospital / Station Medicare Centre/ Govt registered medical practitioner prior to joining the School. All selected candidates must be asked to go through this Code and sign an undertaking to abide by the provisions of this Code. They are to be given a copy of Code of Conduct for staff along with the appointment letter.

28. Security Deposit of Staff. Security deposit by all regular staff including probationers and contractual staff is to be submitted as per details given below: -

28.1. All existing regular confirmed staff have to deposit security deposit equal to two months' salary (in case not deposited). Option of depositing amount as security deposit in (max 04) instalments is also to be extended to existing staff who are on probation prior to issuance of this amendment.

28.2. All newly appointed regular staff under probation are to render an undertaking on appointment that an amount equivalent to one month's salary would be submitted out of first salary or an option to be given for equal instalments (max 04) for the same. An FD of said amount is to be made jointly in the name of employee and Principal/ HM of school.

28.3. On confirmation of appointment, the staff is to give an undertaking to submit appointment. FD is to be made jointly in the name of employee and Principal/ HM of the school.

28.4. All contractual staff to be appointed after issuance of this Code are to render an undertaking on appointment that an amount equivalent to one month's salary would be submitted out of first salary or an option to be given for equal instalments (max 02) for the same. An FD of said amount is to be made jointly in the name of employee and Principal/ HM of school.

29. **Probation Period and Performance Review.**

29.1. Regular staff are to be appointed for an initial probation period of one year by a Selection Committee constituted under the authority of Chairman SMC or through a selection process as prescribed by the Governing Body. Monthly Performance Review (except for Principal/ Independent HM/ Teacher-in-Charge) during the entire probation period is to be carried out as per proforma placed at **Appendices AK-BA**, in the following manner and record of such performance review is to be maintained and put up to the ED on quarterly basis for review:-

29.1.1. Monthly Performance Review by Principal for PGTs, HM, TGTs and Administrative Staff.

29.1.2. Monthly Performance Review by HM of Middle School for TGTs, PRTs, NTTs/ Balvatika Teachers and Administrative Staff.

29.1.3. Monthly Performance Review by HM of Primary/ Pre-Primary School for PRTs, NTTs/ Balvatika Teachers and Administrative Staff.

29.2. In case of Principal/ Independent HM/ Teacher-in-Charge, Monthly Performance Review is to be carried out by ED as per **Appendices BB** and records of such reviews are to be put up to Chairman SMC on quarterly basis for review.

29.3. If at the end of the probation period the Principal/ HM and the ED (ED and Chairman SMC iro Principal and independent HM) are of the opinion that the individual has worked satisfactorily and can be considered for confirmation, his/ her services are to be confirmed by raising of a Performance Report as per **Appendix BC/ BD** (as applicable).

29.4. Monthly Performance Review proforma(s) in respect of each probationer are to be preserved in their service dossier. Such records are to be maintained for lifetime in case of confirmed staff and for a period of five years from the date of termination of service in case of probationers, whose services have been terminated.

29.5. **Extension of Probation Period.** The services of a probationer are liable to be terminated if his/ her services are not found satisfactory, at any stage of the probation (refer Para 31 & 32 below). **Notwithstanding the same**, if conditions demand, the probation period can be extended by terms of six months each at a time and maximum upto a period of three years. Any such extension of probation period must be preceded

by a counselling letter (format placed at **Appendix BE**) at least one month before the expiry of each probation period, clearly laying down the reasons as to why the probation period is being extended in the Performance Report as given in **Appendix BC/ BD**. Ex post facto sanction of Secy CSMC is required to be obtained if counselling letter is issued less than one month before the expiry of probation period. All such extensions have to be duly approved/ ratified by the SMC. Under no circumstances, the probation period is to be extended beyond a period of three years.

29.6. On successful completion of probation, appointment will be regularised from the date of initial appointment. Confirmation letter is to be issued by the ED as given in **Appendix BF**. In case the services of a staff are not found satisfactory even after three years of probation, after a review by the Principal/ HM for Academic and Administrative Staff and by ED for Principal and independent HM and a second review by the ED and Chairman SMC respectively, his/ her services should be terminated from that post (Para 33 of Chapter 5 refers).

30. **Termination of Service/ Resignation of Contractual Staff.** As the tenure of service is a matter of agreement between the School and the staff member, services of a contractual/ probationary staff member may be terminated in the following manner:-

30.1. The contract of service comes to an end when the particular job or the period for which a staff member is engaged is completed.

30.2. It can be terminated before the stipulated period by means of notice of a period of one month or in lieu of notice by payment of salary for that period.

30.3. Such staff member may resign his/ her services by giving a similar notice for one month or one month salary in lieu thereof. However, it is at the discretion of the Appointing Authority whether to accept the in lieu salary or ask the staff member to continue on his/ her post till the end of the notice period.

30.4. It comes to an end when the Appointing Authority removes/ dismisses the staff member as per rules of the Society.

30.5. It comes to an end when the post is abolished due to discontinuation of a subject/ closing down of a class or of the School. (Also see Para 6 of Chapter 22)

Termination of Services during Probation Period

31. **Termination of Services of probationers (Except Principal/ HM/ Teacher-in-Charge) during Initial Probation Period.** If, in the opinion of the Principal/ HM and the ED, the services of a staff are not satisfactory and the probationer has not demonstrated potential for requisite improvement, his/ her services may be terminated as per the procedure laid down below:-

31.1. First Performance Review cum Counselling and Caution Letter. The probationer is to be cautioned regarding his/ her inadequate performance level and the necessity to improve, in the form of a letter (**Appendix BG**) following the first counselling by the Principal/ HM/ Teacher-in-Charge.

31.2. Improvement Period. Minimum period of one month from the date of issuance of such letter is to be given to the probationer to enable him/ her to improve.

31.3. Second Performance Review. On completion of the Improvement Period, a follow-up Performance Review is to be conducted by the Principal/ HM/ Teacher-in-Charge.

31.4. Performance Review by ED. A further performance review is to be conducted by the ED, on or after completion of one month from the date of the Second Performance Review. This review by the ED shall be subsequent to and confirmatory in nature to the recommendations offered by the Principal/ HM/ Teacher-in-Charge, after the second performance review.

31.5. Reference to Chairman SMC. The report regarding the dismal professional performance is to be brought to the notice of the Chairman SMC.

31.6. Termination. On approval of Chairman SMC, services of such probationer may be terminated even before completion of the initial term of appointment, without waiting for culmination of initial probation period without assigning any reasons (in termination letter)

32. Termination of Services of Principal/ HM/ Teacher-in-Charge on probation during Initial Probation Period. If, in the opinion of the ED and the Chairman SMC, the services of Principal/ HM/ Teacher-in-Charge on probation are not satisfactory and if he/ she has not demonstrated potential for requisite improvement, his/ her services may be terminated as per the procedure laid down below:-

32.1. First Performance Review cum Counselling and Caution Letter. The Principal/ HM/ Teacher-in-Charge is to be cautioned regarding his/ her inadequate performance level and the necessity to improve, in the form of a letter (**Appendix BG**) following the first counselling by the ED.

32.2. Improvement Period. Minimum period of one month from the date of issuance of such letter is to be given to the probationer to enable him/ her to improve.

32.3. Second Performance Review. On completion of the Improvement Period, a follow-up Performance Review is to be conducted by the ED.

32.4. Reference to Chairman SMC. The report regarding the dismal professional performance is to be brought to the notice of the Chairman SMC.

32.5. **Termination.** On approval of Chairman SMC, services of such probationer may be terminated even before completion of the initial term of appointment, without waiting for culmination of initial probation period without assigning any reasons (in termination letter)

33. If services of a probationary staff in extended term of probation do not manifest adequate improvement in performance and are not satisfactory as endorsed in the performance reviews and counselling letters given at the time of extension of probation for each term, services of such staff may be terminated after approval by the Chairman SMC, without assigning any reasons (in termination letter), after giving advance notice of one month before termination or a month's salary in lieu thereof. However, such termination of service must be preceded by at least one written counselling by the Principal/ HM (ED in case of Principal/HM/Teacher-in-Charge) and a second review by the ED (Chairman SMC in case of Principal/HM/Teacher-in-Charge) as per **Appendices AK-BB**. This is applicable from the staff member's side too, if he/ she wishes to leave the service during the period of probation. No waiver in terms of adhering to procedure for termination of probation will be granted.

34. **Confirmation of Appointment.** Confirmation of appointment for all staff members including Principal/ HM will be made by ED who is the Appointing Authority after approval from Chairman SMC. Following needs to be ascertained prior to confirmation: -

34.1. The probationer being considered for confirmation meets all the mandatory QRs required for that post.

34.2. Probationer should have been assessed Average and above.

34.3. Performance Report in respect of all staff members is to be obtained from Principal/ Independent HM as per **Appendix BC**.

34.4. In case of Principal/ Independent HM, ED to render the Performance Report as per **Appendix BD**.

34.5. Successful completion of verification of antecedents — educational and experience certificate and receipt of police verification report (for civilians) is mandatory prior to confirmation of probation.

34.6. Format for letter of confirmation of appointment is given at **Appendix BF**.

35. **Performance Review of confirmed Principal/ Independent HM.** The ED is to review the performance of Principal/ Independent HM every quarter. The review is to be put up to Chairman SMC. Shortcomings/ strength/ improvement is to be duly considered and annexed along with the AAR. Format for performance review is placed as **Appendix BB**. In case of unsatisfactory performance, the Principal/ Independent HM is to be counselled in writing by ED. Specific targets are to be set with specified timelines. In case of failure to achieve the set

target within the specified timeline, second counselling is to be done by ED and put up to Chairman SMC. In case no definite improvement is again noticed and three such counselling have been put up to Chairman SMC in a period of two years then the process for termination of service on the grounds of inefficiency is to be initiated.

36. Performance Assessment of Confirmed Academic Staff. The Principal/ HM should aim to observe maximum number of classroom teaching carried out by all teachers. However, Principal/ HM is to observe all confirmed teachers at least once in six months for instructional capability as per checklist given at **Appendices AK-AN**. Marking/ grading including shortcomings/ strength/ improvement is to be duly considered and annexed along with the **AAR**. In case adverse remarks are given by the Principal/ HM on the teaching practice or it is felt that immediate improvement is required, the Principal/ HM is to counsel the teacher in writing. An improvement plan for the assessee staff is to be chalked out by the Principal/ HM with fixed time period. Maximum time permitted for such improvement plans is four months. The ED is also to observe at least two classes of the said teacher. Implementation of improvement plan is to be approved by the Chairman SMC and the plan is to be approved by ED. The Principal is to put up a report on the performance of teacher on completion of improvement plan. In case no definite improvement has been noticed by the ED and Principal/ HM, or the teacher was required to be provided with two improvement plans in a year/ three in two years then the process for termination of service on the grounds of professional inefficiency is to be initiated. Performance counselling as specified vide Para 6 of Chapter 12 is to be completed for all staff. Format for performance review is placed at Appendices AK-AN.

37. Performance Assessment of Confirmed Administrative Staff. The Principal/ Independent HM is to review the performance of administrative staff at least once in six months. In case of unsatisfactory performance/ adverse remarks by the Principal/ HM on the performance assessment the Principal/ HM is to counsel the staff in writing. Such reviews are to be put up to Chairman SMC. Shortcomings/ strength/ improvement is to be duly considered and endorsed in the AAR. Format for performance review is placed as **Appendix BA**. An improvement plan for the assessee staff is to be chalked out by the Principal/ HM with fixed time period. Maximum time permitted for such improvement plans is four months. Implementation of improvement plan is to be approved by the Chairman SMC and the plan is to be approved by ED. The Principal is to put up a report on the performance of staff on completion of improvement plan. In case no definite improvement has been noticed by the Principal and ED, or the staff was required to be provided with two improvement plans in a year/ three in two years then the process for termination of service on the grounds of inefficiency is to be initiated. Performance counselling as specified vide Para 6 of Chapter 12 is to be completed for all staff.

38. Termination of Regular (Confirmed) Staff Services on Administrative Grounds (Professional Inefficiency). This Para applies only where the process at Para 35 (Principal/ HM) or 36 (Para 34 (Confirmed academic/ administrative staff) 37 (for administrative staff) has been exhausted and has failed to produce sustained improvement. It is an administrative action, distinct from and independent of the disciplinary procedure at

Chapter 11. These provisions shall not be invoked where the case involves a suspected misconduct and such cases shall be referred to Chapter 11 instead.

38.1. The case shall be examined by an Administrative Review comprising the Principal/ HM and the ED (for staff) and the ED and Chairman SMC (for the Principal/ HM/ Teacher-in-Charge). The review shall record its recommendation, with reasons, by reference to the performance record maintained under Para 35/ 36/ 37.

38.2. Where the Review recommends termination, written notice shall be issued to employee, stating the specific performance basis for the recommendation, that the action is administrative and no disciplinary, the proposed date of termination and the notice period or pay in-lieu admissible. The employee shall be given 10 working days to submit a written reply or representation.

38.3. The representation shall be considered by an authority distinct from that at 38.1.(which is to say, Chairman, SMC in the case of Staff and Secretary CSMC in the case of the Principal/ HM/ Teacher-in-Charge). Such authority shall confirm or set aside the recommendation, with reasons within 10 working days.

38.4. The final order in writing shall state the reasons and shall record explicitly that the termination is not a penalty as mentioned in Chapter 11 and that it is not a disqualification for future employment. Notice pay, gratuity (where admissible) and leave encashment shall be paid as on a no-fault exit.

39. **Inter se Seniority.** The inter se seniority of staff is to be determined in the following manner: -

39.1. A staff member holding a senior appointment or belonging to a higher category post will be senior to the staff member of a junior category, irrespective of the length of service, e.g., a PGT is senior to a TGT irrespective of the length of service and so on. Academic staff will be considered as senior to administrative staff.

39.2. Inter se seniority of members of staff holding the same category post is according to the date of their appointment to the School.

39.3. Within a category, in case the date of appointment is the same, seniority shall be decided as per the marks obtained in the selection board. In case of marks being similar, candidate having prior higher or more teaching experience (administrative experience for Admin staff) will be declared senior to the other candidate. This prior experience is to be same as taken into account during selection process. In case neither of the candidates possess prior experience or two candidates possess equal prior experience, then the candidate having higher qualification than that mandated will be treated senior and in case the higher qualifications are also similar then candidate higher in age is to be considered senior.

39.4. If neither of them has put in any service earlier or have the same length of service, then staff member having higher qualification than that mandated will be treated senior and in case the higher qualifications are also similar then staff member higher in age is to be considered senior.

39.5. Seniority of a promoted teacher in the category promoted to will be the date of appointment in that category. His/ Her original seniority in the School will not be taken into account. However, if he/ she reverts/ is reverted to his/ her old category, he/ she will regain her old seniority.

39.6. In case of Admin Staff, the OS is the senior most post irrespective of the date of appointment. The seniority amongst the Clerk and Accts Asst would be determined as per para 39.2., 39.3., 39.4. and 39.5. above. Further, Clerk and Accts Asst would be considered senior to the Lab Attendants. Lab Attendants would be senior to the MTS.

40. Termination of Services/ Resignation of Regular (Confirmed) Staff. Services of a regular staff can be terminated on disciplinary or administrative grounds as given below: -

40.1. Disciplinary Grounds. Services of a staff found guilty of corrupt practices, breach of discipline or breach of Code of conduct can be terminated on disciplinary grounds by following procedure enumerated in Chapter 11 of this Code.

40.2. On Grounds of Professional Inefficiency. Services of a staff member can be terminated on grounds of professional inefficiency. Such cases are to be dealt with, in accordance with the provisions of Para 35-38 of this chapter.

40.3. ED is the Appointing Authority, Standing Disciplinary Committee (S/ P) is the Disciplinary Authority and Chairman SMC is the Appellate Authority. The composition of the Standing Disciplinary Committee and procedure for disciplinary action is enumerated in Chapter 11 of this Code.

40.4. On Medical Ground. If a staff member is found medically unfit due to insanity or any other ailment which renders him/ her incapable of carrying out his/ her duties, his/ her services can be terminated on medical grounds. This is to be resorted to after medical examination by a qualified medical/ surgical specialist and on the basis of medical report. All terminations of services on medical grounds should be ratified by the SMC prior to the date of such termination. All such terminations are to be referred to the Disciplinary Committee.

40.5. On Grounds of Redundancy. Staff redundancy in AF Schools may arise on several distinct occasions, each linked to a specific change in enrolment, curriculum or organisational structure rather than financial exigency alone. In all such occasions, SMC concerned must make all efforts and notify all such affected staff at least two months prior to the date of termination. Staff redundancy and consequent termination

of services of staff in an Air Force School may occur in any of - but not limited to - the following reasons:-

- 40.5.1. Declining students' strength due to falling admissions or migration from school.
- 40.5.2. Closure / Merger of sections due to low class strength.
- 40.5.3. Closure/ merger/ downsizing of a stream or withdrawal of a subject/ elective due to low students' strength.
- 40.5.4. School closure or merger with another AF School.
- 40.5.5. Restructuring of category of a school from Senior Secondary to Secondary level/ Secondary level to Middle level/ Middle level to Primary level/ Primary level to Pre-primary level.
- 40.5.6. Change in Pupil-Teacher-Ratio due to change in policies.
- 40.5.7. Expiry of a time-bound post which was created for a specific project/ scheme.
- 40.5.8. Budgetary constraints.
- 40.5.9. Any other reasons beyond the control of the AF School administration.

40.6. **Resignation.** A confirmed staff has the right to resign his/ her services by giving two months' notice or surrendering two month's salary in lieu. Accepting salary in lieu is at the discretion of the ED, who may insist on his/ her working for the duration of the notice period.

40.7. **Counting of Break and Vacation for Notice Period.** The Break period will be counted as part of the notice period. Vacation period can be counted as part of the notice period provided staff member is entitled to vacation pay as per provisions laid down in Para 23 Chapter 8 of this Code.

40.8. **Withdrawal of Resignation.** Staff members may request to withdraw their resignation from service at any time prior to the date from which such resignation was to be effective subject to approval of Chairman SMC. The staff member would need to submit reasons for such withdrawal and assure the management of continued services for a minimum duration of one complete academic year. The provision of withdrawal of resignation (subject to approval) can be used only once by the staff member in entire service.

40.9. Special Provision for Immediate Resignation. Staff members may submit immediate resignation on following special cases:-

40.9.1. In case of immediate posting/ transfer of spouse/ parent and where it is not possible for the family to remain at the old duty station/ any condition arising out of serious medical ailment/ injury supported by medical certificate authenticated by any govt. hospital/ SMC/ Govt recognised medical practitioner, a staff member may request for immediate resignation from service. Such resignation, once accepted, cannot be withdrawn by the staff member. No financial penalty will be imposed in such cases of resignation beyond the control of individual.

40.9.2. In case existing staff applying for any higher post through Direct Recruitment in the same school with prior permission, he/ she is to render immediate resignation on selection. In such cases also, no financial penalty will be imposed on the staff in terms of notice period.

41. Retirement Academic/ Admin Staff. Every staff member, whether academic, administrative or Helper, shall retire from service on the last day of the month in which they attain the age of 60 years or 31 March of the academic session, if due for retirement on or after 01 November. This age may be revised at the discretion of the Governing Body of the Society.

42. Re-employment. The schools are to keep a track of the date of retirement of staff members. Accordingly, DPC/ direct recruitment process is to be initiated at least four months prior to such retirement to the terms and conditions as per provisions contained in Air Force Schools Education Code 2026 as amended from time to time. However, if even after the best efforts of Chairman SMC and the ED, it is found that either no qualified candidate applies for the post or none of the candidates are selected by the Selection Committee, Chairman SMC may take the following steps: -

42.1. As an exception to the rule, request be made to staff member retiring before 01 Nov to continue in his/ her post as a contractual staff member for a maximum period of six months or end of current academic session, whichever is earlier.

42.2. Such contractual re-employment period will commence at least 10 working days after the date of actual retirement of the staff member. A fresh appointment letter is to be issued for such appointment. Salary specified for contractual staff of that category is to be paid and in no case, salary being drawn by the staff member before retirement is to continue for such contractual re-employment. All such re-employed staff members will be treated as contractual employees in terms of this Code.

42.3. During this period, Chairman SMC is to ensure that all efforts are made to select a suitable candidate for the post.

42.4. If even after all efforts, no suitable candidate has been selected and none of the serving staff are found suitable for the post; Chairman SMC is to forward an SOC duly annexed with details of advertisement for such post(s), total applications received, total candidates meeting the eligibility criteria and found suitable/ unsuitable, to Secretary CSMC for continuation of the re-employment period for a maximum period of another academic session. This SOC should have a certificate by the Chairman SMC that despite best efforts and wide publicity, no candidate has been found suitable for the post. This SOC is to be forwarded at least two months before the proposed extension of re-employment and will be effected only after grant of written sanction by the Executive Vice Chairman.

43. **Resignation/ Withdrawal of Resignation/ Immediate Resignation.** In case of resignation, procedure for selection of staff (if required) is to be undertaken during the notice period, however, appointment letter is to be issued only after last working day of the staff who has tendered the resignation.

44. **Redressal of Grievances.** Appointment in AF School is solely restricted to the terms and conditions as per provisions contained in Air Force Schools Education Code 2026 as amended from time to time. The staff appointed by the school shall comply with the regulations of Education Code 2026 and the directions of School Management. All grievances and disputes arising from appointment or service conditions shall be redressed exclusively through the procedure outlined in Chapter 11 of the Education Code 2026. The decision of management/ Appellate Authority under this procedure shall be final and binding.