TERM OF REFERENCE (ToR) FOR THE RECRUITMENT

1. Introduction

Todi Adarsh Vidhya Mandir, Kotkhawada, is committed to providing a nurturing environment for academic and personal growth, rooted in values of integrity, innovation, and excellence. This document outlines the school policies, which include the responsibilities, eligibility, and experience required for various roles within the institution, ensuring the smooth functioning of academic, administrative, and co-curricular activities.

2. Organizational Structure and Roles

2.1 Principal

Role: Head of the institution, responsible for academic leadership, administration, and overall school development.

Responsibilities:

- Lead academic and administrative functioning.
- Ensure compliance with CBSE norms and NEP guidelines.
- Supervise staff and maintain discipline.
- Liaise with management, parents, and authorities.
- Drive innovation and excellence in teaching.

Eligibility:

- Master's Degree in relevant field (Education preferred).
- B.Ed.
- Minimum 10 years of teaching experience, with 5 years in a leadership role.

Experience:

- Proven track record of leadership in educational institutions.
- Familiarity with CBSE norms and NEP guidelines.

2.2 Vice Principal

Role: Support the Principal in managing academics, staff, and student affairs.

Responsibilities:

- Assist in planning academic calendar and teacher supervision.
- Coordinate curricular and co-curricular activities.
- Step in as acting Principal when required.
- Handle staff issues and student discipline.

- Master's Degree in relevant subject.
- B.Ed.
- Minimum 5 years of teaching experience, with leadership or supervisory experience.

Experience:
- Strong administrative and organizational skills.
- Ability to manage staff and students effectively.

2.3 Post Graduate Teachers (PGTs)

Subjects: English, Hindi, Maths, Physics, Chemistry, Biology, Computer Science, Accountancy, Business Studies, Economics, Political Science, etc.

Responsibilities:
- Deliver lessons for senior secondary classes.
- Prepare students for board exams.
- Maintain academic records and assessments.
- Participate in school development programs.

Eligibility:
- Post Graduate degree in relevant subject.
- B.Ed.
- Minimum 2 years of teaching experience.

Experience:
- In-depth knowledge of subject matter.
- Strong skills in preparing students for board exams.

2.4 Trained Graduate Teachers (TGTs)

Subjects: All core subjects for Middle & Secondary levels.

Responsibilities:
- Conduct engaging classroom teaching.
- Focus on concept clarity and student support.
- Develop and evaluate assignments and assessments.
- Communicate with parents on student progress.

Eligibility:
- Graduate degree in relevant subject.
- B.Ed.
- Minimum 2 years of teaching experience.

Experience:
- Ability to assess and support student learning.
- Strong classroom management skills.

2.5 Primary Teachers (PRTs)

Responsibilities:
- Teach foundational subjects (English, Hindi, Maths, EVS).
- Use activity-based learning methods.
- Monitor the overall development of young learners.
- Maintain classroom discipline and communicate with parents.

Eligibility:
- Graduate degree in relevant subject.
- B.Ed. or Diploma in Early Childhood Education (D.Ed.).
- Minimum 2 years of teaching experience.

Experience:
- Expertise in early childhood education techniques.
- Ability to create engaging, activity-based learning experiences.

2.6 Co-Scholastic Staff (Music, Dance, Art, Yoga, PE)

Responsibilities:
- Lead co-curricular activities in respective fields.
- Train students for competitions and events.
- Contribute to school functions and cultural programs.
- Promote health, fitness, and creativity.

Eligibility:
- Degree/Diploma in relevant field (Music, Dance, Art, Yoga, PE).
- Minimum 1-2 years of experience in teaching the respective field.

Experience:
- Passionate about co-curricular subjects.
- Experience in organizing events and competitions.

2.7 Librarian

Responsibilities:
- Manage library resources and cataloging.
- Support students in reading and research activities.
- Maintain issue-return records and library cleanliness.

Eligibility:
- Degree in Library Science.
- Minimum 2 years of experience in a school library.

Experience:
- Proficient in library management and cataloging systems.
- Ability to inspire students to read and use library resources.

2.8 Lab Assistants (Science & Computer)

Responsibilities:
- Maintain lab equipment and ensure safety protocols.
- Assist teachers and students during practicals.
- Prepare material before classes and maintain lab cleanliness.

Eligibility:
- Diploma in relevant field (Science or Computer Science).
- Minimum2 year of experience in lab assistance.

Experience:
- Familiar with lab equipment and safety protocols.
- Ability to assist in practical sessions and maintain the lab environment.

2.9 Office Staff / Admin Executives

Responsibilities:
- Manage student records and documentation.
- Handle admission processes.
- Assist Principal and management in administrative tasks.
- Ensure smooth office operations and communication with parents.

Eligibility:
- Graduate degree in relevant field.
- Knowledge of office management software.
- Minimum 1-2 years of administrative experience.

Experience:
- Strong communication and organizational skills.
- Ability to manage student documentation effectively.

2.10 Accountant

Responsibilities:
- Maintain financial records and transactions.
- Handle payroll, fee collection, and budgeting.
- Prepare financial reports and ensure statutory compliance.

Eligibility:
- Degree in Commerce (B.Com or equivalent).
- Knowledge of accounting software.
- Minimum 2 years of experience in accounting.

Experience:
- Experience in handling school finances.
- Ability to prepare budgets and financial reports.

2.11 IT Support

Responsibilities:
- Maintain digital infrastructure, including smart classrooms and website.
- Provide ERP and technical support to staff and students.
- Assist with tech training and troubleshooting.

Eligibility:
- Degree in Computer Science or related field.
- Certification in IT support tools.
- Minimum 1-2 years of experience in IT support.

Experience:
- Proficiency in troubleshooting technical issues.
- Experience with ERP and learning management systems.

2.12 Support Staff (Housekeeping, Transport, Security)

Responsibilities:
- Maintain cleanliness and hygiene across the campus.
- Ensure safe transportation of students.
- Maintain campus security and access control.
- Provide logistical support during school events.

Eligibility:
- Basic education (minimum 10th grade).
- Experience in relevant areas (housekeeping, security, transport).

Experience:
- Previous experience in a school or institutional setting.
- Knowledge of safety and security protocols.

BENEFITS

Attractive Salary | As per Market Standard
Residential Facility for Outstation Staff
Safe & Growth-Oriented Work Culture

Date of written exam & Interview:
Sunday, 11th May 2025 @9.30 AM
Location: Near Petrol Pump, Toonga Road, Kotkhawada, Jaipur

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