

ANNEXURE- I

Syllabus of Examination of Assistant Commissioner, Principal, Vice-Principal, PGT, TGT, Librarian, Special Educator (TGT), PRT, PRT(Music), Special Educator (PRT) through Direct Recruitment for Tier II

Tier II : Detailed syllabus for the post of Assistant Commissioner

I Prospective on Education and Leadership:

A	Understanding the Learner
	<ul style="list-style-type: none">▪ Concept of growth, maturation and development, principles and debates of development,▪ Development tasks and challenges with special reference to the Foundational, preparatory, middle and secondary stage school children.▪ Domains of Development: Physical, Cognitive, Socio-emotional, Moral etc., deviations in development and its implications.▪ Role of Primary and Secondary Socialization agencies. Steps to ensure Home school continuity.▪ Mental Health and Well Being.
B	Understanding Teaching Learning
I	Theoretical perspectives on Learning -Behaviorism, Cognitivism and Constructivism with special reference to their implications for: <ul style="list-style-type: none">• The role of Principal• Role of Vice-Principal and HM• The role of teacher• The role of learner• Nature of teacher-student relationship• Innovative Pedagogical Practices• Productive Classroom environment• Understanding of discipline, power etc.
II	Factors affecting learning and their implications for: <ul style="list-style-type: none">• Designing classroom instructions,• Planning student activities and,• Creating learning spaces in school
C	Planning and Organization of Teaching-Learning
	<ul style="list-style-type: none">• Concept of Syllabus and Curriculum, Overt and Hidden Curriculum• Preparation of School Time-table• Foundational Literacy and Numeracy, Early Childhood Care and Education• Competency Based Lesson Planning.• Competency Based Assessment• Instructional Material and Resources• Digital Technology in Teaching Learning• Classroom Observation, Feedback and Follow-up, Reflections and Dialogues as a means of constructivist teaching
D	Creating Conducive Learning Environment
	<ul style="list-style-type: none">• Inclusive Education: The concepts of Diversity, disability and Inclusion, implications of disability as social construct, types of disabilities-their identification and interventions• Concept of School Mental Health & Well Being. Addressing the curative, preventive and promotive dimensions of mental health for all students and staff. Provisioning for guidance and counselling.

	<ul style="list-style-type: none"> • Developing School and community as a learning resource. • Right of Person with Disability Act-2016 as amended from time to time.
E	School Organization and Leadership
	<ul style="list-style-type: none"> • Leader as reflective practitioner, team builder, initiator, coach and mentor. • Perspectives on School Leadership: instructional, distributed and transformative • Vision building, goal setting and creating a School development Plan • Using School Processes and forums for strengthening teaching learning-Annual Calendar, time-tabling, parent teacher forums, school assembly, teacher development forums, using achievement data for improving teaching –learning, School Self-Assessment and Improvement • Creating partnerships with community, industry and other neighboring schools and Higher Education Institutes – forming learning communities, • School Accreditation.
F	Perspectives in Education
	<ul style="list-style-type: none"> • Role of school in achieving aims of education. • Educational Policies of Govt of India • National Education Policy-2020 • National Curriculum Framework for Foundational Stage-2022 • National Curriculum Framework for School Education 2023 • NIPUN Bharat Mission • Guiding Principles for Child Rights, Protecting and provisioning for rights of children to safe and secure school environment, • Right of Children to free and Compulsory Education Act, 2009 as amended from time to time. • Historically studying the National Policies in education with special reference to school education; • School Curriculum Principles: Perspective, Learning and Knowledge, Curricular Areas, School Stages – Pedagogy & Assessment

II Management, Supervision and Leadership

Management: its nature and scope; The Management Processes; Planning, Organization, Staffing, Directing and Controlling; The Role of a Manager in an Organization. Leadership: The Tasks of a Leader, Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader. Human Resource Development: Concept of HRD; Goals of HRD; Performance Appraisal — Potential appraisal and development — Feedback and Performance Counseling —Career Planning — Training and Development — Rewards — Employee Welfare. Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale. Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral Communication; Barriers to Communication, Role of Information Technology. Class Observation and School Supervision. Ethics in School Management. Emotional Intelligence.

III Administration and Finance

- Office Procedure & Office Management
- CCS (CCA) Rules 1965
- CCS (Conduct) Rules 1964
- Fundamental & Supplementary Rules
- TA Rules
- Leave Travel Concession Rule.
- Principles of School Budget
- Medical Attendance Rules & CGHS
- Right to Information Act 2005
- Contract Labour (Abolition and Regulation) Act, 1970
- Income Tax & GST
- POSH & POCSO Acts
- MoE, NCPCR and NDMA guidelines for school safety and security
- Constitutional Provisions for PwBD, EWS, SC/ST and other disadvantaged groups
- General Financial Rules – 2017 as amended from time to time.
- CCS(Pension) Rules 2021, NPS
- Human Rights

TIER II : Detailed syllabus for the post of Principal

I Prospective on Education and Leadership:

A	Understanding the Learner
	<ul style="list-style-type: none"> ▪ Concept of growth, maturation and development, principles and debates of development, ▪ Development tasks and challenges with special reference to the foundational, preparatory, middle and secondary school children ▪ Domains of Development: Physical, Cognitive, Socio-emotional, Moral etc., deviations in development and its implications. ▪ Role of Primary and Secondary Socialization agencies. Steps to ensure Home school continuity. ▪ Mental Health and Well Being.
B	Understanding Teaching Learning
I	<p>Theoretical perspectives on Learning -Behaviorism, Cognitivism and Constructivism with special reference to their implications for:</p> <ul style="list-style-type: none"> • The role of Principal • Role of Vice-Principal and HM • The role of teacher • The role of learner • Nature of teacher-student relationship • Innovative Pedagogical Practices • Productive Classroom environment • Understanding of discipline, power etc.
II	<p>Factors affecting learning and their implications for:</p> <ul style="list-style-type: none"> • Designing classroom instructions, • Planning student activities and, • Creating learning spaces in school
C	Planning and Organization of Teaching-Learning
	<ul style="list-style-type: none"> • Concept of Syllabus and Curriculum, Overt and Hidden Curriculum • Preparation of School Time-table • Foundational Literacy and Numeracy, Early Childhood Care and Education • Competency Based Lesson Planning. • Competency Based Assessment • Instructional Material and Resources • Digital Technology in Teaching Learning • Classroom Observation, Feedback and Follow-up, Reflections and Dialogues as a means of constructivist teaching
D	Creating Conducive Learning Environment
	<ul style="list-style-type: none"> • Inclusive Education: The concepts of Diversity, disability and Inclusion, implications of disability as social construct, types of disabilities-their identification and interventions • Concept of School Mental Health & Well Being. Addressing the curative, preventive and promotive dimensions of mental health for all students and staff. Provisioning for guidance and counselling. • Developing School and community as a learning resource. • Right of Person with Disability Act-2016 as amended from time to time.
E	School Organization and Leadership
	<ul style="list-style-type: none"> • Leader as reflective practitioner, team builder, initiator, coach and mentor. • Perspectives on School Leadership: instructional, distributed and transformative • Vision building, goal setting and creating a School development Plan

	<ul style="list-style-type: none"> Using School Processes and forums for strengthening teaching learning-Annual Calendar, time-tabling, parent teacher forums, school assembly, teacher development forums, using achievement data for improving teaching –learning, School Self-Assessment and Improvement Creating partnerships with community, industry and other neighboring schools and Higher Education Institutes – forming learning communities, School Accreditation.
F	Perspectives in Education

II Management, Supervision and Leadership

Management: its nature and scope; The Management Processes; Planning, Organization, Staffing, Directing and Controlling; The Role of a Manager in an Organization. Leadership: The Tasks of a Leader, Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader. Human Resource Development: Concept of HRD; Goals of HRD; Performance Appraisal — Potential appraisal and development — Feedback and Performance Counseling —Career Planning — Training and Development — Rewards — Employee Welfare. Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale. Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral Communication; Barriers to Communication, Role of Information Technology. Class Observation and School Supervision. Ethics in School Management. Emotional Intelligence.

III Administration and Finance

- Office Procedure & Office Management
- CCS (CCA) Rules 1965
- CCS (Conduct) Rules 1964
- Fundamental & Supplementary Rules
- TA Rules
- Leave Travel Concession Rule.
- Principles of School Budget
- Medical Attendance Rules & CGHS
- Right to Information Act 2005
- Contract Labour (Abolition and Regulation) Act, 1970
- Income Tax & GST
- POSH & POCSO Acts
- MoE, NCPCR and NDMA guidelines for school safety and security
- Constitutional Provisions for PwBD, EWS, SC/ST and other disadvantaged groups
- General Financial Rules – 2017
- CCS(Pension) Rules 2021, NPS
- Human Rights

TIER II : Detailed syllabus for the post of Vice- Principal

I Prospective on Education and Leadership:

A	Understanding the Learner
	<ul style="list-style-type: none"> ▪ Concept of growth, maturation and development, principles and debates of development, ▪ Development tasks and challenges with special reference to the foundational, preparatory, middle and secondary school children ▪ Domains of Development: Physical, Cognitive, Socio-emotional, Moral etc., deviations in development and its implications. ▪ Role of Primary and Secondary Socialization agencies. Steps to ensure Home school continuity. ▪ Mental Health and Well Being.
B	Understanding Teaching Learning
I	<p>Theoretical perspectives on Learning -Behaviorism, Cognitivism and Constructivism with special reference to their implications for:</p> <ul style="list-style-type: none"> • The role of Principal • Role of Vice-Principal and HM • The role of teacher • The role of learner • Nature of teacher-student relationship • Innovative Pedagogical Practices • Productive Classroom environment • Understanding of discipline, power etc.
II	<p>Factors affecting learning and their implications for:</p> <ul style="list-style-type: none"> • Designing classroom instructions, • Planning student activities and, • Creating learning spaces in school
C	Planning and Organization of Teaching-Learning
	<ul style="list-style-type: none"> • Concept of Syllabus and Curriculum, Overt and Hidden Curriculum • Preparation of School Time-table • Foundational Literacy and Numeracy, Early Childhood Care and Education • Competency Based Lesson Planning. • Competency Based Assessment • Instructional Material and Resources • Digital Technology in Teaching Learning • Classroom Observation, Feedback and Follow-up, Reflections and Dialogues as a means of constructivist teaching
D	Creating Conducive Learning Environment
	<ul style="list-style-type: none"> • Inclusive Education: The concepts of Diversity, disability and Inclusion, implications of disability as social construct, types of disabilities-their identification and interventions • Concept of School Mental Health & Well Being. Addressing the curative, preventive and promotive dimensions of mental health for all students and staff. Provisioning for guidance and counselling. • Developing School and community as a learning resource. • Right of Person with Disability Act-2016 as amended from time to time.
E	School Organization and Leadership
	<ul style="list-style-type: none"> • Leader as reflective practitioner, team builder, initiator, coach and mentor. • Perspectives on School Leadership: instructional, distributed and transformative • Vision building, goal setting and creating a School development Plan

	<ul style="list-style-type: none"> Using School Processes and forums for strengthening teaching learning-Annual Calendar, time-tabling, parent teacher forums, school assembly, teacher development forums, using achievement data for improving teaching –learning, School Self-Assessment and Improvement Creating partnerships with community, industry and other neighboring schools and Higher Education Institutes – forming learning communities, School Accreditation.
F	<p style="text-align: center;">Perspectives in Education</p> <ul style="list-style-type: none"> Role of school in achieving aims of education. Educational Policies of Govt of India National Education Policy-2020 National Curriculum Framework Foundational Stage-2022 National Curriculum Framework for School Education-2023 NIPUN Bharat Mission Guiding Principles for Child Rights, Protecting and provisioning for rights of children to safe and secure school environment, Right of Children to free and Compulsory Education Act, 2009, Historically studying the National Policies in education with special reference to school education; School Curriculum Principles: Perspective, Learning and Knowledge, Curricular Areas, School Stages – Pedagogy & Assessment

II Management, Supervision and Leadership

Management: its nature and scope; The Management Processes; Planning, Organization, Staffing, Directing and Controlling; The Role of a Manager in an Organization. Leadership: The Tasks of a Leader, Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader. Human Resource Development: Concept of HRD; Goals of HRD; Performance Appraisal — Potential appraisal and development — Feedback and Performance Counseling —Career Planning — Training and Development — Rewards — Employee Welfare. Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale. Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral Communication; Barriers to Communication, Role of Information Technology. Class Observation and School Supervision. Ethics in School Management. Emotional Intelligence.

III Administration and Finance

- Office Procedure & Office Management
- CCS (CCA) Rules 1965
- CCS (Conduct) Rules 1964
- Fundamental & Supplementary Rules
- TA Rules
- Leave Travel Concession Rule.
- Principles of School Budget
- Medical Attendance Rules & CGHS
- Right to Information Act 2005
- Contract Labour (Abolition and Regulation) Act, 1970
- Income Tax & GST
- POSH & POCSO Acts
- MoE, NCPCR and NDMA guidelines for school safety and security
- Constitutional Provisions for PwD, EWS, SC/ST and other disadvantaged groups
- General Financial Rules – 2017
- CCS(Pension) Rule 2021, NPS
- Human Rights.