

SRI  
**SRIMATHI SUNDARAVALLI MEMORIAL SCHOOL**  
**(Affiliated to the Central Board of Secondary Education, New Delhi)**

1) Nagappa Nagar, Chromepet, Chennai-600 044

&

2) Moppedu Road, Alappakkam, Nedungundram  
New Perungalathur Post, Chennai – 600 063  
(2 K.M off Station/Bus Stand towards East)

Teacher's Selection – Information for Applicant

### **1. Category**

- Montessori
- Primary (III – V)
- Middle (VI – VIII)
- Secondary (IX & X)
- Senior Secondary (XI & XII)

### **2. Subjects**

- English, Mathematics
- General Science
- Social Science
- Hindi
- Physical Education
- Swimming, Fine Arts - Key Board
- Soft Skill

### **3. Vacancy**

Vacancies are available in all categories in all subjects.

4.
  - (a) The applicant must have completed his/her School education only in English medium.
  - (b) The UG Course – must have been done in regular College. The PG course done in regular college will have preference.
  - (c) The applicant must hold a B.Ed. Degree or must complete the required B.Ed. during the probation period of two years or else the service will stand terminated automatically.
  - (d) B.Ed. course done through regular college will be an added advantage.
  
5. Qualification from any discipline can be considered for appointment if the applicant is talented and confident enough to handle the respective classes and subjects.
  
6. For Class III, it will be a single Teacher system and the applicant should have knowledge, confidence and talent to teach all subjects – English, Tamil, Mathematics, General Science & Social Science (except Hindi).  
From Classes IV to VIII, the Teacher must have knowledge, confidence and talent to teach at least two subjects:
  - English & Social Studies
  - Mathematics & General Science
  
7. At the first instance, the application will be scrutinized and the suitability for appointment in the post of a Teacher will be listed.
  
8. A Written Test will be conducted to ascertain the knowledge level on the following areas:
  - General English and Grammar
  - General Knowledge
  - Teaching knowledge in the specific selected two subjects up to Class VIII.
  
9. For those applicants who are shortlisted for the written test, the call letter will be communicated through the website **[www.ssmetrust.in](http://www.ssmetrust.in)** to the candidate.

10. Outstation candidates are eligible for reimbursement of Travelling Expenses to attend the written test and also to attend the interview if selected in the written test. An amount spent on Actual II Class fare by Train/Bus for both ways and a fixed amount of Rs. 500/- to meet the **incidental expenses will be reimbursed, if the necessary proof is submitted.** The payment in cash will be made on the same day at the end of the written test.

The entrance test question paper on specific subjects will be to the level of the syllabus pertaining to the category opted by the candidates.

11. The following originals are to be provided for verification and return on the day of the interview.

Class X – Mark Sheet

Class XII – Mark Sheet

Degree Certificates of UG/PG and other certificates pertaining to all other qualifications.

Transfer Certificate issued by the Institution in which the last course of study was completed.

If only the provisional certificate is available for any course of study, the original must be produced within 90 days, for verification and return.

If the originals are retained by the present employer, an acknowledgement to that effect from the employer must be submitted. In such cases, the Xerox copies of the Certificates duly attested by the Head of the present Institution is a must. The original certificates of Degrees other than that retained by the present employer has to be produced at the time of interview for verification.

## 12. **Selection Criteria**

- Subject Knowledge
- Fluency in English
- Personality traits
- Previous Experience and the status of those Institutions.
- Proximity of residence for easy commutation to the School
- Satisfactory performance in the classroom demo teaching.
- Good family background
- The family background of the candidate must facilitate the continuance of the service of the applicant in the School at least for a reasonable period.  
(The appointment should not be a temporary arrangement.)
- Normal health condition
- Honesty and integrity of the candidate is paramount.
- The morality status of the candidate must be good and should not be at a questionable level, (such as broken family or love marriage etc.) For both married and unmarried applicants, the family unity and support is important.
- The behavior of the candidates must be good. Excellent subject knowledge, talent and confidence cannot override this clause.  
These positive qualities will provide an extra edge for the selection.
- Economical status of the family and the need for earning will stand a better chance.

## 13. **Quality of Classroom Demonstration**

The Classroom Demonstration will be on the subjects and classes, opted for in the application/selected in the written test. The candidate will be provided with books, topic and class for teaching. The candidate can prepare for about an hour and the teaching duration will be for 15 minutes only.

14. The candidate finally selected for the appointment after the interview will be intimated through the website. The selected candidate will collect the appointment order from the School in person on acknowledgement, on the specified date.

15. The terms and conditions of appointment will be made available in the website on the evening of the interview for better understanding by the candidate.

The candidate have to join immediately.

## **16. Teacher Training**

The appointed teacher, irrespective of the qualification, experience, talent, knowledge and confidence must undergo a Teacher Training on the following areas during the first year of their service and the refresher course at a defined frequency during the entire period of service.

- Fluency in English
- Complete subject knowledge – All subjects at Class III level, two subjects from Class IV to VIII level and fairly good knowledge in other subjects of these classes.
- Minimum subject knowledge in all subjects in Classes IX and X
- General Knowledge
- Personality Traits
- Basic knowledge in computer operation
- School administration
- Training programme

The Teacher training will be concurrent with regular service without affecting the normal work but of course with an amount of homework also.

## 17. Gross Salary

Montessori Teacher – Untrained/Fresher	Rs. 15,000
Montessori Trained – One year course – (full time in a reputed centre) and Fine Arts Teacher	Rs.17,000
Primary Teacher	Rs. 18,000
Middle Level	Rs. 22,000
Secondary (PG with B.Ed.)	Rs. 25,000
Senior Secondary (PG with B.Ed.)	Rs. 40,000

For all categories the requirement of qualification is UG/PG. The candidates can apply for any category depending upon the individual's knowledge, confidence and talent. The performance in the written test will decide the eligibility. Every individual is the best judge to decide about the category in which they are eligible, based on their potential, knowledge, confidence and talent but certainly not through any other tool or mechanism.

## 18. Perks

- Eligible for Provident Fund and Gratuity as applicable under Government Rules.
- Mid-morning & mid-afternoon Tea and afternoon lunch
- Free education for one child in the school after confirmation.

## 19. Work Place

There are two schools under the management, one at Chromepet and the other one at Perungalathur. The selection process is common for both the Schools and the posting will depend upon the vacancy in each school. During the period of service, the service is transferable between both the schools.

20. School Rules & Regulations will be made available in the website on the day of the interview.

[Click here to read Service Rules](#)