

No. EDN-HE (21) F (11) 03/2023Misc.-

Directorate of Higher Education

Himachal Pradesh, Shimla-1

Telephone No. 0177-2653120, 2653386, Extn. 234, Fax: 2812882

E-mail: dhe-sml-hp@gov.in & E-mail: genbr@rediffmail.com

Dated: Shimla-171001, the _____ December, 2023

To

All the Deputy Directors of Higher Education,
Himachal Pradesh.

22 DEC 2023

Subject: - Regarding Exposure /International visit for teachers and head teachers.

Please find enclosed herewith a copy of letter No. H.P.S.E.S-AWP & STARS-Exposure visit/0279-dated: 16.12.2023 received from the Secretary (Education) to the Government of Himachal Pradesh, Shimla-2 on the subject cited above.

In this context, you are hereby directed to circulate the same amongst the field functionaries under your jurisdiction and shortlist the following number of Principal/Headmaster/Lecturer/DPE of your district after scrutinizing the documents of the following categories of teachers as per criteria and submit the list along with all supporting documents as per instruction given below within three days to this Directorate through special messenger.

Category	Maximum number of shortlisted applicants from each districts
Principal	45
Headmaster	20
Lecturer	30
DPE	05

Final list of selected candidates shall be prepared at Directorate of Higher Education level amongst the shortlisted list submitted by the Deputy Directors of Higher Education.

Instructions for applicants/Head of Institutions/Deputy Directors of Higher Education

Criteria for Lecturer/Lecturer (School New)

S. No.	Criteria	Document/Certificate
1	Experience	Certificate in this regard to be issued by the Head of Institution as per service record of the incumbent
2	Educational and Professional Qualification	Document(s) attested by Head of Institution to be submitted by the applicant
3	ACRs	The concerned Deputy Directors of Higher Education will supply the list of applicant with relevant particulars i.e. Name, Designation, subject, Date of birth to the Directorate of Higher Education on E-mail genbr@rediffmail.com and dhe-sml-hp@gov.in for seeking information on this matter

4	Awards	Copy of the relevant document attested by Head of Institution shall be submitted by the applicant
5	Results	The relevant information shall be certified by the Head of Institution and countersigned by the Deputy Directors of Higher Education
6	Posting	The certificate will be issued by the Head of Institution after verifying the same from service record of the concerned applicant
7	Publication	Title page +page showing ISBN number in case of book and copy of article in case of short publication
8	Additional	Documentary proof shall be submitted by the applicant and attested by the Head of Institution

Criteria for Headmaster/Principal


S. No.	Criteria	Document/Certificate
1	Experience	Certificate in this regard to be issued by the concerned Deputy Director of Higher Education as per service record of the incumbent
2	ACRs	The concerned Deputy Directors of Higher Education will supply the list of applicant with relevant particulars i.e. Name, Designation, subject, Date of birth to the Directorate of Higher Education on E-mail genbr@rediffmail.com and dhe-sml-hp@gov.in for seeking information on this matter
3	Awards	Self attested copy of the relevant document shall be submitted by the Headmaster/Principal
4	Results	The relevant information shall be submitted by the Applicant and certified by the Deputy Directors of Higher Education
5	Merit List of HP Board	The information supplied by the Headmaster/Principal shall be verified by Deputy Director of Higher Education from merit list available with H. P. Board of School Education Dharamshala
6	Achievement in Sports/Cultural	Report on Sports and Cultural Activities shall be submitted by the Applicant and verified by the Deputy Director of Higher Education
7	Posting	Concerned with Deputy Director of Higher Education
8	Additional	Self attested documentary proof shall be submitted by the applicant

Criteria for DPEs

S. No.	Criteria	Document/Certificate
1	Experience	Certificate in this regard to be issued by the Head of Institution as per service record of the incumbent
2	ACRs	The concerned Deputy Directors of Higher Education will supply the list of applicant with relevant particulars i.e. Name, Designation, subject, Date of birth to the Directorate of Higher Education on E-mail genbr@rediffmail.com and dhe-sml-hp@gov.in for seeking information on this matter
3	Awards	Copy of the relevant document attested by Head of Institution shall be submitted by the applicant
4	Posting (Applicable only case of DPEs)	The posting will be verified by the concerned Head of Institution from the service record of applicant.
5	Achievement in Sports/Cultural	Attested copy of documentary proof shall be submitted by the Applicant.
6	Additional	Documentary proof shall be submitted by the applicant and attested/verified by the Head of Institution

Further, it is intimated that the basic information of applicant as per proforma enclosed herewith and other claims of applicants should be verified by the concerned Deputy Director and/or Head of Institution and complete sheet of shortlisted incumbents along with relevant document should reach to this Directorate within three days. The selection criteria of above mentioned categories are enclosed herewith for ready reference.


Enclosures: 1 **Prescribed proforma**
 2 **Instructions regarding Exposure/International visit**

+ 
Director Higher Education
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the 22nd December, 2023

Copy for information to:

- 1 The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2.
- 2 The State Project Director (SS), Himachal Pradesh, Shimla-1.
- 3 The Additional Director of Higher Education (A), Himachal Pradesh, Shimla-1.
- 4 PS to Worthy Director of Higher Education, Himachal Pradesh, Shimla-1.
- 5 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh, Shimla-1 to upload the letter on departmental website.
- 6 Guard file.

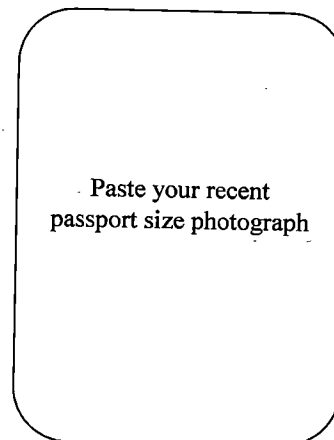
+ 
Director of Higher Education
Himachal Pradesh, Shimla-1

**PRESCRIBED PROFORMA FOR SELECTION OF LECTURER, DPE, HEADMASTER
AND PRINCIPAL FOR EXPOSURE/INTERNATIONAL VISIT**

(Applicant must read all the instructions before filling up of application form)

A-BASIC INFORMATION

Name	
Father's name	
Date of birth	
Present designation	
Present place of posting	
District	
Address for correspondence	
Permanent address	
Mobile No.(s)	
E-mail ID	
Whether possessing valid passport or not	



B-CRITERIA FOR LECTURER/LECTURER (SCHOOL NEW)

- **Must qualifying criteria i.e. at least 05 years of regular service as Lecturer/Lecturer (School New) or TGT+Lecturer (School New) and having a remaining service of minimum 05 or more years:** Yes or No
- **The applicant has submitted his/her consent for posting in Mukhya Mantri Institution of Excellence:** Yes or No
- **Departmental Inquiry pending against the applicant:** Yes or No

S No.	Criterion	Qualifying Criteria	Maximum marks	Marks Claimed by the applicant	Marks awarded/certified by HOI	Marks verified by DDHE
1						

C- CRITERIA FOR HEADMASTERS/PRINCIPALS

- **Must qualifying criteria i.e. at least 02 years of regular service as Principal/Placement Principal Or Headmaster+Principal/Lecturer+Principal and having a remaining service of minimum 03 or more years:** Yes or No
- **The applicant has submitted his/her consent for posting in Mukhya Mantri Institution of Excellence :** Yes or No
- **Departmental Inquiry pending against the applicant:** Yes or No

S No.	Criterion	Qualifying Criteria	Maximum marks	Marks Claimed by the applicant	Marks awarded/certified/verified by DDHE	Remarks
1						

D- CRITERIA FOR DPEs

- **Must qualifying criteria i.e. at least 05 years of regular service as PET/DPE or PET+DPE and having a remaining service of minimum 05 or more years:** **Yes or No**

- **The applicant has submitted his/her consent for posting in Mukhya Mantri Institution of Excellence :** **Yes or No**

- **Departmental Inquiry pending against the applicant:** **Yes or No**

S No.	Criterion	Qualifying Criteria	Maximum marks	Marks Claimed by the applicant	Marks awarded/certified by HOI	Marks verified by DDHE
1						

It is certified that all the information and documentary proofs in support of claim made by me in reference to Exposure/International visit are true/ genuine to the best of my knowledge and no vigilance inquiry or departmental inquiry is pending against me.

Dated:
Place

Signature of applicant

It is certified that the claim made by applicant has been verified from the office record or original documents of the applicant.

Signature of Head of Institution

Countersigned by DDHE

No. H.P.S.E.S-AWP&B-STARS-Exposure Visit
OFFICE OF THE STATE PROJECT DIRECTOR,
SAMAGRA SHIKSHA ,HIMACHAL PRADESH.

10279-80

P.S. Cell
DHE.....
20 DEC 2023

To

The Director of Higher Education,
Himachal Pradesh, Shimla-1.

The Director of Elementary Education,
Himachal Pradesh, Shimla-1.

16.12.23
Branch
General
T2
For n/a
21/12/2023

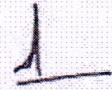
Sub: Reg. Exposure/International visit for teachers and head teachers

Sir,

In context to the above mentioned subject, you are hereby requested to shortlist the following number of teachers as per the criteria enclosed , within 15 days , and submit the list to State Project Director Samagra Shiksha Himachal Pradesh for further necessary action .

Category	Number of Teachers /Head Teachers
JBT/HT/CHT	50
TGTs	25
C&V	25
Lecturer	30
Headmaster	20
Principals	45
DPE	05
Total	200

Enclosure: Category wise selection criteria



Secretary (Education)to the
Govt. of Himachal Pradesh, Shimla-2.

1. Criteria for Primary Teachers (JBT/HT/CHT)

Must Qualifying Criteria : At Least 5 years of regular service as JBT /HT or HT+CHT and having a remaining service of Minimum 5 Years (3 in case of CHTs) or More Years. The person has to submit the consent regarding his/her posting in Mukhya Mantri Institutions of Excellence . No departmental inquiry is pending against the person .

S No	Criteria	Qualifying Criteria	Allocation of marks	Maximum Marks
1	Experience	At Least 5 years of regular service as JBT/JBT +HT/HT+CHT and having a remaining service of Minimum 5 years (3 in case of CHT) or More Years.	Marks will be given for remaining length of service as per following slots 3 Mark for (> 5 Years Or =7 Years) for CHT (> 3 Years Or =5 Years) 4 Marks for (> 7 Years Or =9 Years) for CHT (> 5 Years Or =7 Years) 5 marks for (> 9 Years) for CHTs (> 7 Years)	5
2	Educational Qualifications		Graduation= 2 Marks	2
3	Awards	In Educational field	1. Teacher National Award (5 th Sept)= 5 marks 2. Teacher State Award (5 th Sept)= 4 marks	5
4	Additional		Any diploma/certificate course of minimum 3 months duration in the any topic/subject for strengthening of Teaching Learning process from any Govt. recognized institute/ University .	2
5	Publication		Any book published with a valid ISBN number =3 Marks Any chapter/Poem/Article published in recognized journal OR in book with valid ISBN OR in any leading news paper = 2 marks	3

Remarks : In case of equal marks out of 17 the Person having more length of service remaining will be given priority .


 State Project Director(SS)
 Himachal Pradesh, Shimla-1


2. Criteria for TGT/C&V (Except PET)

Must Qualifying Criteria : At Least 5 years of regular service as TGT/C&V and having a remaining service of Minimum 5 or More Years. The person has to submit the consent regarding his/her posting in Mukhya Mantri Institutions of Excellence. No departmental inquiry is pending against the person applying.

S No	Criteria	Qualifying Criteria	Allocation of marks	Maximum Marks
1	Experience	At Least 5 years of regular service as TGT/C&V OR IBT+TGT/C&V and having a remaining service of Minimum 5 or More Years.	Marks will be given for remaining length of service as per following slots 1 Mark for (> 5 Years Or =7 Years) 2 Marks for (> 7 Years Or =9 Years) 3 marks for (> 9 Years Or =11 Years) 4 Marks for (> 11 Years Or =13 Years) 5 marks for (> 13 Years)	5
2	Educational and Professional Qualifications	Minimum Criteria for the Post working	Post Graduation = 2 marks	2
3	Awards	In Educational field	1. Teacher National Award (5 th Sept)= 5 marks 2. Teacher State Award (5 th Sept)= 4 Marks	5
4	Postings		More than 8 Years services rendered in Tribal Areas = 5 marks (2 Marks if belonging to Home District) More than 8 years Services rendered in Sub Cadre & Backward Areas = 4 Marks (1 if belonging to Home district) 5 to 8 Years services rendered in Tribal/Sub Cadre & Backward Areas = 3 Marks (No Mark if belonging to Home Districts)	5
5	Additional		Any diploma/certificate course of minimum 3 months duration in the any topic/subject for strengthening of Teaching Learning process from any Govt. recognized institute/University OR Participated in any National Level Workshop/Conference/ Training in official capacity for Minimum of 3 days OR National award for commendable services under NCC/ S&G activities	1

6	Publication		Any book published with a valid ISBN number =3 Marks Any chapter/Poem/Article published in recognized journal OR in book with valid ISBN OR in any leading news paper = 2 Marks	3
---	-------------	--	--	---

Remarks : In case of equal marks out of 21 the Person having more length of service remaining will be given priority . The criteria is applicable to TGT/C&V working in BRCCs, DIETs and SCERT.


State Project Director(SS)
Himachal Pradesh, Shimla-1

3. Criteria for Lecturer/Lecturer(School New)

Must Qualifying Criteria : At Least 5 years of regular service as Lecturer/Lecturer(School New) OR TGT+Lecturer (School New) and having a remaining service of Minimum 5 or More Years. The person has to submit the consent regarding his/her posting in Mukhya Mantri Institutions of Excellence . No departmental inquiry is pending against the person .

S No	Criteria	Qualifying Criteria	Allocation of marks	Maximum Marks
1	Experience	At Least 5 years of regular service as Lecturer/Lecturer(School New) OR TGT+Lecturer (School New) and having a remaining service of Minimum 5 or More Years	Marks will be given for remaining length of service as per following slots 1 Mark for (> 5 Years Or =7 Years) 2 Marks for (> 7 Years Or =9 Years) 3 marks for (> 9 Years Or =11 Years) 4 Marks for (> 11 Years Or =13 Years) 5 marks for (> 13 Years)	5
2	Educational and Professional Qualifications	Minimum Criteria for the post working	MPhil = 2 marks Ph.D= 4 marks Marks will be given to Highest qualification only	4
3	ACRs	Any 3 ACRs	Average will be worked out from 3 years ACRs as per following Outstanding = 5 marks Excellent = 4 Marks Very Good = 2 marks Any ACR of 3 years having average and below average grading will not be considered	5
4	Awards	In Educational field	1. Teacher National Award (5 th Sept)= 5 marks 2. Teacher State Award (5 th Sept)= 4 marks	5
5	Results	Last 3 Years Result In subject/Subjects taught in 10 th Or 12 th	Average will be worked out Above 90%= 5 Marks >75% and =90% = 4 Marks >60 % and =75% = 3 marks >50% and = 60%= 2 Marks Less Than 50%= 1 Mark	5

6	Postings		<p>More than 8 Years services rendered in Tribal Areas = 5 marks (2 marks if belonging to Home District)</p> <p>More than 8 years Services rendered in Sub Cadre Areas / Backward Areas = 4 Marks (1 mark if belonging to Home district)</p> <p>5 to 8 Years services rendered in Tribal/Sub Cadre /Backward Areas = 3 Marks (No mark if belonging to Home District)</p>	5
7	Publication		<p>Any book published with a valid ISBN number = 3 Marks</p> <p>Any chapter/Poem/Article published in recognized journal OR in book with valid ISBN OR in any leading news paper = 2 marks</p>	3
8	Additional		<p>Any diploma/certificate course of minimum 3 months duration in the any topic/subject for strengthening of Teaching Learning process from any Govt. recognized institute/University OR Participated in any National Level Workshop/Conference/Training in official capacity for Minimum of 3 days OR National Award for commendable services under NSS/NCC/S&G activities</p>	1

Remarks: In case of equal marks out of 33 the Person having more length of service remaining will be given priority. The criteria is also applicable to Lecturer/Lecturer(School New) working in DIETs and SCERT.


State Project Director(SS)
Himachal Pradesh, Shimla-1

4. Criteria for Headmasters/Principals


Must Qualifying Criteria : At Least 2 years of Regular services as Principal/Placement Principal OR Headmasters +Principals /Lecturer+ Principal and having a remaining service of Minimum 3 or More Years. The person has to submit the consent regarding his/her posting in Mukhya Mantri Institutions of Excellence . No departmental inquiry is pending against the person .

S No	Criteria	Qualifying Criteria	Allocation of marks	Maximum Marks
1	Experience	At Least 2 years of services as Regular/ Placement Principal OR Headmasters+Principals/ Lecturer+Principal and having a remaining service of Minimum 3 or More Years.	Marks will be given for remaining length of service as per following slots: 3 Mark for (> 3 Years Or =5 Years) 4 Marks for (> 5 Years Or =7 Years) 5 marks for (> 7 Years)	5
2	ACRs	Any 3 Years ACRs	Average will be worked out for 3 years as per following Outstanding = 5 marks Excellent = 4 Marks Very Good = 2 marks Any ACR of any 3 years having average and below average grading will not be considered	5
3	Awards	In Educational field	1. Teacher National Award (5 th Sept)= 5 marks 2. Teacher State Award (5 th Sept)= 4 marks	5
4	Results	Any 3 Years Result In Class 10 th for Headmaster/12 th for Principals	Average will be worked out Above 90%= 5 Marks >75% and =90% = 4 Marks >60 % and =75% = 3 marks >50% and = 60% = 2 Marks Less Than 50%= 1 mark	5

5	Merit List of HP Board	Class 10 th or Class 12 th	<ol style="list-style-type: none"> 1. Student in Top 10 of HP Board Merit list in any of last 3 year= 4 Marks 2. Student in Top 20 of HP Board Merit list in any of last 3 year= 3 Marks 3. Student in Top 30 of HP Board Merit list in any of last 3 year= 2 Marks 4. Student in Top 40 of HP Board Merit list in any of last 3 year= 1 Mark <p>Only maximum Marks will be counted</p>	4
6	Achievement in Sports / Cultural		<ol style="list-style-type: none"> 1. Any of his/her Student was part of National level winning team in sports/Cultural event during last 3 years=4 Marks 2. Any of his/her Student was Part of National level Silver medal team in sports/cultural during last 3 years = 3 Marks 	4
7	Postings		<p>More than 8 Years services rendered in Tribal Areas = 5 marks (2 if belonging to Home District)</p> <p>More than 8 years Services rendered in Sub Cadre/Backward Areas = 4 Marks (1 if belonging to Home district)</p> <p>5 to 8 Years services rendered in Tribal/Sub Cadre = 3 Marks (No Mark if belonging to Home District)</p>	5

8	Additional		Any diploma/certificate course of minimum 3 months duration in the any topic/subject for strengthening of Teaching Learning process from any Govt. recognized institute/University	1
---	------------	--	--	---

Remarks : In case of equal marks out of 34 the Person having more length of service remaining will be given priority . The criteria is also applicable to Principals working in DIETs.


 State Project Director(SS)
 Himachal Pradesh, Shimla-1

5. Criteria for PET/DPE

Must Qualifying Criteria : At Least 5 years of Regular service as PET/DPE OR PET+DPE and having a remaining service of Minimum 5 or More Years. The person has to submit the consent regarding his/her posting in Mukhya Mantri Institutions of Excellence. No department inquiry is pending against the person.

S No	Criteria	Qualifying Criteria	Allocation of marks	Maximum Marks DPE=25 PET=20
1	Experience	At Least 5 years of regular service as DPE/PET or PET+DPE and having a remaining service of Minimum 5 or More Years	Marks will be given for remaining length of service as per following slots 1 Mark for (> 5 Years Or =7 Years) 2 Marks for (> 7 Years Or =9 Years) 3 marks for (> 9 Years Or =11 Years) 4 Marks for (> 11 Years Or =13 Years) 5 marks for (> 13 Years)	5
2	ACRs	Any 3 Years ACRs	Average will be worked out for any 3 years as per following Outstanding = 5 Marks Excellent = 4 Marks Very Good = 2 Marks Any ACR of last 3 years having average and below average grading will not be considered	5
3	Awards	In Educational field	1. Teacher National Award (5 th Sept)= 5 Marks 2. Teacher State Award (5 th Sept)= 4 Marks	5
4	Postings (Applicable only in case of DPEs)		More than 8 Years services rendered in Tribal Areas = 5 marks (2 if belonging to home District) More than 8 years Services rendered in Sub Cadre Areas = 4 Marks (1 if belonging to Home district) 5 to 8 Years services rendered in Tribal/Sub Cadre = 3 Marks (No Mark if belonging to Home District)	5
5	Achievement in Sports / Cultural		3. Any of his/her Student was part of National level winning team in sports/Cultural event during last 3 years= 4 Marks 4. Any of his/her Student was Part of National level Silver medal team in sports/cultural during last 3 years = 3 Marks	4

6	Additional		Participated in any National Level Workshop/Conference/Training in official capacity for Minimum of 3 days	1
---	------------	--	--	---

Remarks : In case of equal marks out of 25 (20 in case of PET) the Person having more length of service remaining will be given priority. The criteria is also applicable to the DPE/PET working in DIETs and SCERT.


State Project Director(SS)
Himachal Pradesh, Shimla-1