

No. EDN-HE (21) F (11) 03/2023Misc.  
Directorate of Higher Education  
Himachal Pradesh, Shimla-1

01 OCT 2024

To  
Dated: Shimla-171001, the 01<sup>st</sup> Oct., 2024

All the Deputy Directors of Higher Education,  
Himachal Pradesh.

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

Please find enclosed herewith a copy of criteria for selecting Principal(S), Lecturer (School New), Headmasters and DPEs of GHSS/GSSSs of the state 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 eligible Principals/Headmasters/Lecturers/DPEs of your district after scrutinizing the documents related to their eligibility 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.

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)/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	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 <a href="mailto:genbr@rediffmail.com">genbr@rediffmail.com</a> and <a href="mailto:dhe-sml-hp@gov.in">dhe-sml-hp@gov.in</a> 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	Additional outstanding performance/contribution in the interest of student	Documentary proof shall be submitted by the applicant and attested by the Head of Institution

S. No.	Criteria	Criteria for Headmaster/Principal
1.	Experience	Document/Certificate Certificate in this regard to be issued by the concerned Deputy Director of Higher Education as per service record of the incumbent
2.	Educational and Professional Qualification	Document(s) attested by the concerned DDHE
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 <a href="mailto:genbr@rediffmail.com">genbr@rediffmail.com</a> and <a href="mailto:dhe-sml-hp@gov.in">dhe-sml-hp@gov.in</a> for seeking information on this matter
4.	Awards	Self attested copy of the relevant document shall be submitted by the Headmaster/Principal
5.	Results	The relevant information shall be submitted by the Applicant and certified by the Deputy Directors of Higher Education
6.	Posting	The certificate will be issued by the DDHE after verifying the same from service record of the concerned applicant.
7.	Additional outstanding performance/contribution in the interest of student	Self attested documentary proof shall be submitted by the applicant duly countersigned by the DDHE.

Further, it is intimated that the basic information of applicant as per proforma enclosed herewith alongwith other claims of applicants should be verified by the concerned Deputy Director/Head of Institution and category wise consolidated sheet of shortlisted incumbents along with relevant document should be reached in this Directorate within three days.

- Encls: 1. Prescribed proforma  
2. Eligibility and criteria for Exposure/International visit

  
Director Higher Education  
Himachal Pradesh


Office of the Deputy Director of Higher Education  
Kangra at Dharamshala

Endst. No. EDN-KGR(Misc) 2024-25 (to expose/visit) Dated: 73/2 Oct., 2024

Copy forwarded to:-

- All the Principal Headmasters of Govt. Sen. Sec. Schools/Govt. High Schools of Distt. Kangra for further necessary compliance as per above direction needful and send the **list of Eligible Teachers of your institution to this office (by hand) within 02 days positively**. The same could be sent to higher authority.
- I.T. incharge (internal) to upload this on website.
- Guard file.



  
Deputy Director of Higher Education,  
Kangra at Dharamshala



**REGARDING EXPOSURE/ INTERNATIONAL VISIT FOR Principal(S)/  
Lecturer (School New)/ Headmasters/DPEs OF GHSs/ GSSSs OF  
HIMACHAL PRADESH**

To shortlist the Principal(S)/ Lecturer (School New)/ Headmasters/DPEs of GHSs/ GSSSs of state for exposure/international visit, following numbers of the teachers of different category will be selected:-

Category of Teacher	No of Teacher	Eligibility
Principal (S)	25	1. The concerned teacher should have rendered at least 5 years regular service and remaining service should be more than 5 years. 2. No departmental inquiry/proceeding is pending against the concerned teacher and ACR for previous five years should not be below "Very Good" remarks. 3. Teacher result in Board classes examination for last five year should be 100%.
Headmaster	5	
Lecturer (SN)	15	
DPEs	5	

The teachers who fulfill the above said eligibility criteria will further be short listed on the basis of following merit:-

Allocation of marks	Maximum Marks 20
<b>Experience</b> 3 Mark >5 yrs or < 10 yrs 4 Marks > 10 yrs or < 15 yrs 5 Marks > 15 yrs and above	5
<b>Teacher Award</b> 1. Teacher National Award(5th Sept.) =5 Marks 2. Teacher State Award (5th Sept.)= 4 Marks 3. M. Ed = 01 Mark	5
<b>Higher Educational Qualification:</b> 1. M. Phil = 2 Marks 2. Ph. D = 4 Marks	4
<b>Posting in Tribal Area:</b> More than 8 years services rendered in Tribal area= 4 Marks (2 Marks if belonging to Tribal Home district)	4
<b>Additional outstanding performance/contribution in the interest of student = 2 Marks</b>	2

**Remarks:** In case of equal marks out of 20 in any category, the preference will be given to the senior teacher in the said cadre.

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

**(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	
Whether possessing valid passport or not	

Paste recent  
passport size  
photography

**B-Eligibility CRITERIA FOR LECTURER/LECTURER (SCHOOL NEW)/DPE/Headmster/Principal(S)**

1.	The concerned teacher should have rendered at least 5 years regular service and remaining service should be more than 5 years.	Yes/No
2.	No departmental inquiry/proceeding is pending against the concerned teacher and ACR for previous five years should not be below 'Very Good' remarks.	Yes/No
3.	Teacher result in Board classes examination for last five year should be 100%.	Yes/No

**C-Other information for selection on merit in r/o LECTURER/LECTURER (SCHOOL NEW)/DPE/Headmster/Principal(S)**

Allocation of marks	Remarks
Experience	.....Years .....months
<b>Teacher Award/M.Ed</b>	
1. Teacher National Award(5th Sept.)	Yes/No
2. Teacher State Award (5th Sept	Yes/No
3. M. Ed	Yes/No
<b>Higher Educational Qualification:</b>	
1. M. Phil	Yes/No
2. Ph. D	Yes/No
<b>Posting in Tribal Area:</b>	
Place posting in Tribal	
Period of service in Tribal area	
Whether belong to same distt	
Name of Hoe Distt	
Additional outstanding performance/contribution in the interest of student	

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