

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

Dated: Shimla-171001, the \_\_\_\_\_ Oct., 2024

To

All the Deputy Directors of Higher Education,  
Himachal Pradesh.

**Subject: - Revised instructions related to Exposure /International visit for teachers and Principal/ Headmaster.**

In supersession to this Directorate letter of even No dated 01.10.2024 regarding **Exposure /International visit for teachers and head teachers**, please find enclosed herewith a copy of revised criteria for selecting Principal(S), Lecturer (School New), Headmasters and DPEs of GHSs/GSSSs of the state for **Exposure /International visit**.

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 revised criteria and submit the list along with all supporting documents as per instruction given below within three days to this Directorate through special messenger. It may be ensured that application of teachers/Principal/HM who have already availed the opportunity of International exposure visit earlier may not be accepted.

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.	In case of claim of Higher Educational qualification M.Ed, M.Phil or Ph.D	Copy of Degree/Certificate related to Higher Educational qualification M.Ed, M.Phil or Ph.D submitted by the applicant should be attested by Head of Institution.
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 <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
3.	State/National Teacher Awards only (5th Sept.)	Copy of the relevant document submitted by the applicant should be attested by Head of Institution.
4.	Results	The relevant information shall be certified by the Head of Institution in the relevant column/point of the application form.
5.	Posting	The certificate will be verified by the Head of Institution on the basis of service record of the concerned applicant in the relevant column/point of the application form.
6.	Additional outstanding performance/contribution in the interest of student	Documentary proof shall be submitted by the applicant duly attested by the Head of Institution.

**Criteria for Headmaster/Principal**

S. No.	Criteria	Document/Certificate
1.	In case of claim of Higher Educational qualification M.Ed, M.Phil or Ph.D	Copy of Degree/Certificate related to Higher Educational qualification M.Ed, M.Phil or Ph.D submitted by the applicant should be attested by DDHE concerned.
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 <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
3.	State/National Teacher Awards only (5th Sept.)	Copy of the relevant document submitted by the applicant should be attested by DDHE concerned.
4.	Results	The relevant information submitted by the Applicant will be certified the DDHE concerned in the relevant column/point of the application form.
5.	Posting	The relevant information submitted by the Applicant will be certified the DDHE concerned in the relevant column/point of the application form of the basis of service record of the concerned applicant .
6.	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

Endorsement No. \_\_\_\_\_ Date \_\_\_\_\_  
Office of the Deputy Director of Higher Education  
Kangra at Dharamshala

Endst. No. EDN-KGR(Misc) 2021-22  
Copy forwarded to:-

1. 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. .
2. I.T. incharge (internal) to upload this on website.
3. Guard file.

Director Higher Education  
Himachal Pradesh

By: Director of  
Higher Education

01 NOV 2024

Dated: 8547 Oct., 2024

Deputy Director of Higher Education,  
Kangra at Dharamshala

**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 duly self attested.

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

1.	The concerned teacher should have rendered at least 5 years regular service and remaining service should be more than 3 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.	The results of teacher in their particular subject and school result in case of Principal/HM in Board class's examination for last five years should not be less than 70% or below Board result whichever is higher.	Yes/No

Continue at next page.....

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

Allocation of marks		Remarks
Experience	Date of Appointment:.....	Experience.....Years .....months
	Date of Regularizations.....	
	Date of Retirement.....	
<b>Teacher Award/M.Ed</b>		
1. Teacher National Award (Received on 5th Sept,.....)		Yes/No
2. Teacher State Award (Received on 5th Sept,.....)		Yes/No
3. M. Ed (Attach attested photocopy of Degree/Certificate)		Yes/No
<b>Higher Educational Qualification:</b>		
3. M. Phil (Attach attested photocopy of Degree/Certificate)		Yes/No
4. Ph. D (Attach attested photocopy of Degree/Certificate)		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 Home Distt.		
Additional outstanding performance/contribution in the interest of student		

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.
2. It is certified that my results of Board classes for the last five years is not less than 70% or below Board result whichever is higher. Detail is given below:

Year	Class	Subject in case of Lect/DPE and school result in case of Principal/HM	No of Students appeared	No of Students passed	Pass %age	Board result	Remarks

Continue at next page.....

4. It is certified that I have rendered 8 years or more than 8 years in tribal areas detail of which is given below:-

Name of School in which served in Tribal area	Period of Stay		No of years stay in the school
	From	to	

5. Detail of additional outstanding performance/contribution in the interest of student:.....

.....

.....

.....

6. It is certified that I have not availed the opportunity of International exposure visit earlier.

7. It is certified that as of today I have rendered 5 years or more than 5 years regular services in the department and remaining service till my retirement is also more than 3 years.

Dated:

Signature of applicant

It is certified that the claim/results/service particulars submitted by applicant has been verified from the office record or original documents of the applicant and found correct.

Dated:

Signature of Head of Institution

Place:

Countersigned by DDHE

Dated:

Place:

**REVISED**

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

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 3 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 their respective subject and school results in case Principal/HM in Board class's examination for last five year should not be less than 70% or below board result whichever is higher. 4. The teachers/Principal/HM who have already availed the opportunity of International exposure visit earlier are not eligible to apply.
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.