

To
The Chairman,
Siliguri Primary School Council.

(Through the Sub-Inspector of Schools, _____ Circle,
Siliguri).

**Sub: Application for Appointment to the post of HEAD TEACHER under _____
circle.**

Respected Sir,

In response to the notification issued vide Memo No. SPSC-1068/2023 dated 10/11/2023, I am submitting my details as below, with a request to consider my candidature for appointment to the post of HEAD TEACHER, and oblige -

1. Name (in BLOCK LETTERS) :
2. Father's/Mother's/Husband's name :
3. Date of Birth (age proof to be enclosed) :
4. Sex (Male/Female/others) :
5. Designation :
6. Name of Permanent School posted at :
7. Medium :
8. Address for correspondence :
(with e-mail, whatsapp no. and
Aadhar Card to be attached)
9. Date & Memo No. of 1st Appointment :
**(copy of Appointment Letter,
Joining Report and confirmation letter
to be annexed herewith)**

10. Date of Joining under *Siliguri Primary School* :

Council (for Inter-District Transferred

Teacher - Transfer order, joining report to be

Annexed)

11. Academic & Professional Qualification

| Sl No. | Academic Qualification | Name of Board/ Council | Year of Passing | Full Marks | Marks Obtained | % of marks | Remarks (if any) |
|--|------------------------|------------------------|-----------------|------------|----------------|------------|---------------------------|
| 1. | MP/ Equivalent | | | | | | Self-signed copy enclosed |
| 2. | HS/ Equivalent | | | | | | |
| 3. | Graduation (if any) | | | | | | |
| Professional or Training Qualification | | | | | | | |
| Sl No. | Name of Course | Name of Board | Year of Passing | Full Marks | Marks Obtained | % of marks | Remarks (if any) |
| | | | | | | | Self-signed copy enclosed |

12. Has completed 6 months special Programme in Elementary Education (YES/ NO) :

13. Disciplinary Proceeding against me is pending (YES / NO) :

14. Criminal case/(s) is/are still pending on date of application (YES / NO) :

15. I have not been relieved from post of Head Teacher earlier (YES /NO) :

I declare that the statements made above, are true to the best of my knowledge and if any discrepancies are detected at any stage or at any point of time, I will be liable to be penalized by the authority, as per the rules, and the decision of the authority will stand final.

With regards,

Yours faithfully,

Date: _____

Signature of the Teacher

For the YEARS : 2021 / 2022 /2023

SELF APPRAISAL REPORT [To be evaluated by the Teacher (himself/herself)]

Teaching, Learning and Evaluation Related Activities in connection with the filling-up of the circle-wise and medium-wise vacancies to the post of Head Teacher

Name of the Teacher :

Name of the School :

Name of the Circle :

Medium :

Category (A)

| SI No | Nature of Activity | Maximum Marks | Marks obtained as per self-assessment |
|-------|---|---------------|---------------------------------------|
| 1. | Classes taken, Tutorials, Syllabus covered, Revision of topics, Audio-Visual Presentations, Total contact hours | 03 | |
| 2. | Preparation and Imparting Knowledge as per Curriculum, Provision of Additional Resources to Students, Instructional Guidelines to Students/ Counsellors | 03 | |
| 3. | Use of Innovative Teaching and Learning Methodologies, Innovations in Designing and Planning in Teaching and Learning | 02 | |
| 4. | Evaluation Related Duties | 02 | |
| | Total Marks | 10 | |

Category (B)

| SI No | Nature of Activity | Maximum Marks | Marks obtained as per self-assessment |
|-------|--|---------------|---------------------------------------|
| 1. | Student related Co-Curricular, Extension, Field based Activities, Involvement in Ananda Parishar, Sishu Sansad, Students Week, including Graduation Ceremony, Wall Magazine, Photo Corner and State Achievement Survey, etc. | 10 | |
| 2. | Participation in Academic and Administrative Committees and Responsibilities | 06 | |
| 3. | Professional Development Activities | 04 | |
| | Total Marks | 20 | |

Date: _____

Signature of the Teacher