Ministry: Education, Arts and Culture

Post: Teacher/Senior Teacher (Oriental Languages)

Salary: Rs 525 x 25 = 550 C.R. 600 x 30 = 750 x 40

Effective Date: 14th October, 1985

Qualifications: By appointment of Trainee Teachers (Oriental Languages) who have successfully completed their training.

Duties:

1. To teach subjects forming part of the school curriculum.

2. (a) To assess the progress of his pupils by way of observation, written/oral test, examinations set by a team of teachers of the school in consultation with Officer-in-Charge and to fill in the reports and submit to the Officer-in-Charge of the school with his recommendations. Communicate all results to the pupils and to record them in a pupil's progress book to be the property of the school.

(b) To conduct evaluation tests and end of year examinations in his own school as and when decided by the Ministry.

3. To fill in daily the attendance register of pupils and total up the number present.

4. To participate in the Morning Assembly.

5. To perform orderly duties on a roster basis provided he gets at least an undisturbed break of half an hour for lunch.

6. To advise pupils on reading materials and to distribute and collect books in class prescribed by the Ministry of Education, Arts and Culture.

7. To participate in extra curricular activities like Exhibitions, Practical Gardening, Children's Week, Excursions, Projects, Sports, Parents' Day geared towards the all-round development of the pupils.

8. To inculcate the spirit of thrift in pupils and to help in the collection of money for the School Savings Bank.
Duties:

9. To assist in the admission of children in his own school.

10. To assist the Head Teacher/Senior Head Teacher/Officer-in-Charge in the supervision of the school as and when required and to take charge of the school during the absence of the Head Teacher/Senior Head Teacher or Officer-in-Charge.

11. To attend refresher and in-service courses as and when required.

12. To supervise the orderly dismissal of his pupils.

13. To accompany his pupils during breaks to and from their classroom for the distribution of milk and other foodstuff.

14. To take charge of a General Purpose class in case of temporary shortage or casual absences of General Purpose Teachers.

15. To perform such cognate duties as may be assigned.