



ANSAR ENGLISH SCHOOL, PERUMPILAVU

RECRUITMENTS 2024 - 2025

STANDARD OPERATING PROCEDURE

Reference No: AES/HR/SOP/01

Process Name: HR- Recruitment

Process Objectives:

The purpose of this Standard Operating Procedure (SOP) is to establish guidelines and procedures for the internal promotion and recruitment process of Ansar English School Perumpilavu ensuring transparency, fairness, and compliance with CBSE regulations and following the management policy.

Scope of the Process :

This SOP applies to all promotions and recruitment activities conducted within Ansar English School Perumpilavu for internal staff positions throughout the academic year.

Process Owner: Ms Fareeda Mohammed

Process Members :

A. Principal/Head of School:

- Overall responsibility for the implementation and enforcement of this SOP.
- Oversight of the promotion and recruitment process to ensure compliance with CBSE guidelines.

B. Vice Principal:

- Assisting principal in implementation of this SOP.
- Delegate responsibilities among the section heads and heads of various departments in ensuring fair implementation of SOP.

C. Human Resources Department:

- Coordination of promotion and recruitment activities.
- Preparation and Maintenance of records related to promotion and recruitment.
- Publishing advertisements in media based on the requirements submitted by the

academic heads.

D. Junior Principals/Supervisors:

- Identification of vacancies and evaluation of candidates for promotion.
- Participation in the interview and selection process.

E. Department Heads:

- Participation in the interview and selection process.
- Guidance and monitoring for the newly appointed staff.
- Observation and evaluation of performances.

I. INTERNAL PROMOTION PROCESS

A. Vacancy Announcement:

- Vacancies for internal promotion will be announced internally, specifying the eligibility criteria, qualifications, and responsibilities of the position.
- Google form will be sent for collecting the responses of staff interested to opt for internal promotions.

B. Application Submission:

- Google form response of the interested staff will be considered as the first request letter for promotion.
- Interested candidates must submit their applications, including a cover letter and updated resume, to the designated authority within the specified timeframe.

C. Screening and Shortlisting:

- The HR department or designated committee will screen applications to ensure candidates meet the minimum qualifications.
- Shortlisted candidates will be notified and invited to participate in further evaluation processes.

D. Evaluation and Interview:

- Shortlisted candidates will undergo an evaluation process, which may include written tests, presentations and/ or interviews.
- The interview panel will assess candidates based on their qualifications, experience, skills, and suitability for the promotion.

E. Selection and Notification:

- The interview panel will recommend the most qualified candidate for promotion based on merit.
- The selected candidate will be notified of their promotion, and arrangements will be made for their transition into the new role.

F. Appointment

- The selected candidates will be provided with the updated appointment letter describing the job responsibilities and revised salary scale.

II. EXTERNAL RECRUITMENT PROCESS

A. Vacancy Announcement:

- Vacancies for recruitment will be advertised internally and/or externally, as per CBSE guidelines, stating the job description, qualifications, and application process.
- Advertisement will be given in the newspaper and all available social media resources.

B. Application Submission:

- Interested candidates must submit their applications along with relevant documents within the specified timeframe.
- Applications can be emailed to hr@ansar.in or submit physically at the HR Office.

C. Screening and Shortlisting:

- The HR department will upload the received applications in subject-wise google drive folders and share it with the Principal and Vice Principal.
- The HR department or designated committee will screen applications to ensure candidates meet the minimum qualifications.
- Shortlisted candidates will be invited by the HR department to participate in further evaluation processes.

D. Evaluation and Interview:

- Shortlisted candidates will undergo an evaluation process, including interviews and assessments.
- The interview panel will assess candidates based on their qualifications, experience, skills, and suitability for the position.

E. The selection process is explained as follows:

1. Preliminary interview (Online)

- Call by Section Head/Subject Head

2. Call for candidates for secondary interview by the HR department.

3. Secondary interview (offline)

- Written test
- Demo class

- Face to face interview
4. Consolidating score sheet by the HR department.
 5. Recommendation by the Vice Principal.
 6. Approval of the consolidating score sheet by CEO & Principal
 7. Publishing Rank List

F. Selection and Appointment:

- The interview panel will recommend the most suitable candidate for appointment based on merit and in alignment with CBSE regulations.
- The selected candidate will be offered the position, and formalities regarding appointment will be completed as per school policies.
- The HR department will send offer letter to the selected candidates.
- The HR department will issue appointment order for the selected candidate after consulting with Principal & CEO.

III. JOINING PROCESS

1. Introducing the candidate/teacher at the time of joining with an appointment slip.
2. Introducing the teacher to the Principal, Vice Principal and respective section head.
3. Attending an Induction Programme explaining the policies and procedures of the institution.

ONLINE INTERVIEW IN-CHARGES:

Sl. No.	Subject	In-charge
1	Science	JP. PRIMARY, HOD SCIENCE
2	Social Science	JP. MIDDLE, HOD SS
3	Mathematics	Academic Co-ordinator, HOD MATHS
4	English	Academic Co-ordinator, HOD ENGLISH
5	Hindi	JP. LP
6	MS / Arabic/PE	JP CCA
7	Malayalam	HT SPROUTS
8	Computer Science	HOD CS

INSTRUCTIONS TO ONLINE INTERVIEW IN-CHARGES:

- Resumes will be handed over to the in-charges.
- They have to call the candidate and return CVs with remarks.
- The communication must be strictly in English.

QUESTION PAPER FORMAT:

Sl. No.	Subject	Max. Mark
1	Subject	15
2	Teaching Aptitude	10
3	Mental Ability	5
4	Language	5
5	GK	5
	Total	40

INSTRUCTIONS FOR TEST:

- All questions are of MCQ type.
- The test will be conducted as Computer Based Test.

QUESTION PAPER ALLOTMENT:

SUBJECT	IN-CHARGES
English	Ravya K R
Malayalam	Jamsheena A K
Hindi	Shabitha M M
Arabic	Shahida K P
Mathematics	Reena T P
EVS	Sheeja M K
PS	Deepa E V
Bio	Safna K M
Social Science	Sajidha Razak
Moral Science	Shaharban K
Mental Ability	Shiji P V
GK	Jophy Peter
Teaching Aptitude	Saleena Kader
English Language	Fareeda Mohammed

INSTRUCTIONS FOR QUESTION PAPER SETTERS:

- Prepare questions for 3 levels – I: Primary (1-5), II: UP (6-8), III: Secondary (9-12)
- Email the question paper to *viceprincipal@ansarschool.in*

PROPOSED DATES:

Online Interviews	11 -15 March 2024
Offline Interviews	16-25 March 2024

INTERVIEW BOARD:

English	Principal, VP, HR rep., Ms Fareeda Mohammed
Malayalam	Principal, VP, HR rep., Ms. Jamsheena A K
Hindi	Principal, VP, HR rep., HoD Hindi
Arabic	Principal, AC, HR rep., Ms. Shahida K P
Mathematics	Principal, VP, HR rep., Ms. Reena TP
PS	Principal, VP, HR rep., Ms. Deepa E V
EVS	Principal, AC, HR rep., Ms. Deepa E V
Biology	Principal, VP, HR rep., Ms. Nameera K V
Computer Science	Principal, VP, HR rep., Ms. Jisha T P
Social Science	Principal, VP, HR rep., HoD Social Science
Music	Principal, VP, HR rep., Ms Fareeda Mohammed
PE	Principal, VP, HR rep., Mr. Aboobacker K A
Art	Principal, VP, HR rep., Ms Fareeda Mohammed

Measurable indicators of effectiveness:

1. Rank list
2. Performance reports

Documentation and Records:

- Maintain accurate records of promotion and recruitment processes, including applications, evaluations, and interview notes.
- Ensure compliance with data protection regulations and confidentiality of candidate information.

Compliance:

- All promotion and recruitment activities must comply with CBSE regulations and guidelines.

- Non-compliance may result in disciplinary action as per school policies and CBSE regulations.

Review and Evaluation:

- Periodically review and evaluate the effectiveness of the promotion and recruitment process.
- Implement improvements based on feedback and lessons learned.

Prepared by



Ms. Nimmi M K



Approved by



Mr. Shihabudeen Pulath

