

New Staffing Norms & Recruitment Plan and Process

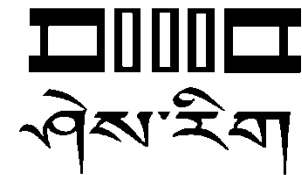
DEOs' Conference

HRD, MoE

HR norms for Leadership positions

Sl#	Positions	Standards	Approved	Remarks
1	DEO/TEO	Less than 5 schools	1	1 CDEO or DCDEO/TEO
		5-15 schools	2	1 CDEO/TEO & 1 DCDEO/TEO or Sr.DEO/TEO
		16-35 schools	3	1 CDEO/TEO & 2 DCDEO/TEO or Sr.DEO/TEO
		Above 36 schools	4	1 CDEO/TEO & 3 DCDEO/TEO or Sr.DEO/TEO
2	Principal	Every school excluding ECR	1	
		Pry school less than 100 students	0	
3	Vice Principal	Schools with 200-500 students	1	
		Schools with 501-1000 students	2	
		Schools with 1001 students and above	3	

HR norms for Central Schools (contract support staff)



Sl#	Positions	Standards		Remarks
1	Cooks	Boarder:1 cook for 80 stds Dayscholar:1 cook for 160 stds	381	Maximum of 14 Minimum of 6 <i>(minimum of 2 for schools with less than 300 stds)</i>
2	Caregiver	2 (1 male & 1 female) for PP-III boarders	54	1 caregiver(female) for schools with 20 or less stds.
3	Sweeper	2 per school	102	Multitask for both dry & wet cleaning
4	Caretaker	2 per school/campus	148	1 for day and 1 for night
5	Washerman	1 for 100 stds(PP-III boarders)	33	
6	Driver	1 each for all CS	51	Teachers are allowed to drive when need for 2 vehicles
7	Accountant	1 for all CS	51	
8	Nurse	1 Nurse in CS with 10 km or more from the nearest BHU/ Hospital	4	Need to take up with MoH
9	SSI	1 each in all CS	51	

HR norms for Non-Central Schools (contract support staff)



Sl#	Positions	Standards	Appd	Remarks
1	Cooks	Boarder:1 cook for 80 stds Dayscholar:1 cook for 160 stds		<i>(minimum of 2 for schools with less than 300 stds)</i>
2	Caretaker	Less than 200 students	1	Multitask in absence of cook
		More than 200 students	2	
3	Sweeper	PP-VI	1	Multitask for both dry & wet cleaning Multitask in absence of cook
		VII-VIII/IX/X/XII	1	
		IX-X/XII	1	
		PP-VIII/X/XII	2	
4	Washer man	100 students(PP-III boarders)	1	
5	Caregiver	Pry school boarding only(PP-III)	1	
6	SSI	More than 100 students	1	

Reminders on contract staff

- Recruitment authority of contract staff given to Dzongkhag/Thromdes both for Central & Non Central Schools
- The Dzongkhag/Thromde shall comply with the norms for different positions.
- Inter Dzongkhags/Thromdes transfer to be discouraged
- carry out proper assessment of existing pool and redeploy if excess.
- HR Audit for recruitment & deployment will be carried out to ensure strict compliance to the standards.
- carry out replacement directly without requiring to submit to RCSC as long as it is within the approved number of positions.

Replacement of teachers on Maternity Leave- Big Move

- Approval accorded by RCSC
- Authority to recruit given to Dzongkhags/Thromdes provided there is no excess
- Only general graduates at P5B and teachers who voluntarily resigned from civil service could be recruited on consolidated contract at Nu.16365/
- Recruitment period could range from 6 to 9 months
- Guideline for the recruitment process developed and circulated/uploaded for compliance

Teacher Recruitment Exercise

Background/Objectives

Background

- B.Ed graduates' trend until 2014 and RCSC's intervention in 2015
- THRP 2014's requirement to have 5 year projection (subject wise)
- Organizational Development (OD) 2014- need of teacher projection

Objectives

- familiarize all DEOs/TEOS/HROs and Principals with Teacher Requirement Tools/Form to reduce overall deployment inefficiencies
- Understand and apply the approaches to Teacher Recruitment
- Facilitate Dzongkhags/Thromdes/Schools to calculate and determine realistic teacher requirement by subjects and grades
- Update on new HR norms for different level of schools
- Sort out HR concerns and issues

Guiding principles for the Teacher Recruitment Plan

- Teacher requirement is derived based on the actual sections in schools (ideal one is based on class size of 24 and 30 for primary and secondary sections respectively). The teacher requirement formula for a specific subject is given below.

$$\frac{\text{no.of teaching hours for a specific subject per week} \times \text{no.of sections}}{\text{mandatory teaching hours per teacher per week}}$$

- Teacher Gap= Existing Teachers- Overall Teachers required
- Teaching hours allocated per subject per week provided by Royal Education Council
- Grouping of optional subjects with that of common subjects having similar features
- Avoid teachers from having more than one compulsory subject to determine the exact number of teachers by subject
- Principals/VPs excluded from Teacher Recruitment Exercise
- Expected rise/drop in number of sections for a particular grade needs to be considered for the following year
- As per policy calculate two General teachers for every ECR
- Irrespective of the size of small school a minimum of 2 teachers to be allocated. However, rationalization to be enforced considering the number of students in each grade.

Guiding principles...contd

- Annual teacher attrition of 2% needs to be taken into account and included in the recruitment plan subject wise. Such as:
 - ✓ Teachers on secondment/deputation
 - ✓ voluntary resignation
 - ✓ Transferred to RUB & ACC through open competition
 - ✓ left school without information
 - ✓ who went as SLTs and CLTs
 - ✓ Superannuated
 - ✓ Untimely demise
 - ✓ Went as Youth Managers

superannuation year of a teacher = birth year + 58 years

e.g birth date of Mr. X is 1st Jan. 1976. So the date of superannuation of Mr. X is 1st Jan (1976 + 58) = 1st Jan 2034

- IT teacher requirement for primary sections (IV-VI) will be based on the availability of IT Lab.
- During the recruitment exercise DEOs must consider the following:
 - VPs to teachers (during promotion, transfer etc.) must assign a compulsory subject

Guiding principles...contd

- About 2% of regular teachers is projected to be on study leave and EOL annually but it is not included in the recruitment plan. The RCSC has agreed in principle that replacement for teachers on study leave and EOL will be provided on contract as and when teachers avail such leave. The contract term will immediately come to an end when the incumbent resumes duty.
- Since the replacement of all teachers on contract at once was noted to be huge and the supply is limited, some of contract replacements to be spread over the years .
- B.Ed graduates recruited on contract in March 2015 and 2016 for 2 years are to be considered as existing teachers and their contract will be renewed from time to time. Their replacement will be recruited if they do not wish to extend their contract or if they get appointed as a teacher on regular service, etc.
- NCTs teaching 'Dzongkha' will be replaced in phased manner from 2016 to 2020.
- Contract term of expatriate teachers who have served 15 years or more (appointment prior to year 2001) will be renewed from time to time till the age of superannuation. If they do not wish to renew their contract or wish to resign before the age of superannuation, they will be replaced by trained national teachers on contract.

Guiding principles

- Expatriate teachers with less than 15 years of service (appointment from 2001 onwards) will be replaced by trained national teachers on contract according to their subject as and when their contract term ends. Who were awarded the National Order of Merit shall be given contract extension till their superannuation age.
- Earmarked and other contract teachers will be replaced by trained national teachers on contract as and when their contract term ends.
- Where there are excess teachers, new recruitment have been reduced from subjects that have excess teachers and adjusted to relevant subjects requiring additional teachers.
- As of April 2015, total contract teachers (public schools only) accounted for 10%. MoE will maintain 10% of the overall teacher strength in public schools on contract hereafter.
- Margin of error up to 10% is expected in the teacher projection and recruitment plan.

Note:

- **From 2020, MoE plans to recruit PGDE candidates to teach in secondary sections while B.Ed graduates will be recruited to teach only primary sections except Dzongkha.**

Time allocation for different subjects-REC

Subjects	PP		I		II		III		IV		V		VI		VII		VIII		IX		X		XI		XII	
	Peri od	Time (hrs)	Peri od	Time (hrs)	Peri od	Time (hrs)	Peri od	Time (hrs)	Peri od	Time (hrs)	Peri od	Time (hrs)	Peri od	Time (hrs)	Peri od	Time (hrs)	Peri od	Time (hrs)	Peri od	Time (hrs)	Peri od	Time (hrs)	Peri ods	Time (hrs)	Peri ods	Time (hrs)
Dzongkha	7	4 40/60	9	6	11	7 20/60	11	7 20/60	9	6	9	6	8	5 20/60	7	4 40/60	7	4 40/60	7	4 40/60	7	4 40/60	5	4 10/60	5	4 10/60
English	7	4 40/60	8	5 20/60	10	6 40/60	10	6 40/60	9	6	9	6	8	5 20/60	7	4 40/60	7	4 40/60	6	4	6	4	6	5	6	5
Mathematics	8	5 20/60	9	6	10	6 40/60	10	6 40/60	9		9	6	8	5 20/60	7	4 40/60	7	4 40/60	6	4	6	4	5	4 10/60	5	4 10/60
Environmental Studies	4	2 40/60	5	3 20/60	9	6	9	6																		
Science									7	4 40/60	7	4 40/60	7	4 40/60	10	6 40/60	10	6 40/60								
Social Studies									5	3 20/60	5	3 20/60	8	5 20/60												
Art & Craft	1	40/60	1	40/60	1	40/60	1	40/60	1	40/60	1	40/60	1	40/60	1	40/60	1	40/60								
ICT Literacy									1	40/60	1	40/60	1	40/60	1	40/60	1	40/60	1	40/60	1	40/60				
History/Civics															4	2 40/60	4	2 40/60	3	2	3	2	5	4 10/60	5	4 10/60
Geography														4	2 40/60	4	2 40/60	3	2	3	2	5	4 10/60	5	4 10/60	
Physics																		4	2 40/60	4	2 40/60	6	5	6	5	

	Periods	Time (hrs)	Periods	Time (hrs)	Periods	Time (hrs)	Periods	Time (hrs)	Periods	Time (hrs)	Periods	Time (hrs)	Periods	Time (hrs)	Periods	Time (hrs)	Periods	Time (hrs)	Periods	Time (hrs)	Periods	Time (hrs)	Periods	Time (hrs)	Periods	Time (hrs)
total for a week	30	20	35	23 40/60	44	29 20/60	44	29 20/60	44	29 20/60	44	29 20/60	44	29 20/60	44	29 20/60	44	29 20/60	44	29 20/60	44	29 20/60	38	31 40/60	38	31 40/60
total for a day	6	4	7	4 40/60	8	5 20/60	8	5 20/60	8	5 20/60	8	5 20/60	8	5 20/60	8	5 20/60	8	5 20/60	8	5 20/60	8	5 20/60	7	5 50/60	7	5 50/60

Teacher Requirement tools

Teacher Requirement for 2016-2017

Name of School:

Level:

Dzongkhag/
Thromdhe:

Date(dd/mm/
yy):

Class	PP	I	II	III	IV	V	VI	VII	VIII	IX	X	XI			XII			Total	Remarks from School
												Arts	Com m	Scienc e	Arts	Com m	Scienc e		
Total No. of Stds in each Level(this Year)	71	123	123	109	118	147	122	90	50	80	120	128	90	100	60	40	120	1691	-
Actual No. of Sections in the school(Current Year)	2	3	3	3	3	4	3	2	2	3	3	3	2	3	2	1	3	45	-
Expected No. of Sections in the following Year	3	3	3	3	3	4	3	2	2	3	3	3	2	3	2	1	3	46	-

Compulsory/ Placement Subject/ Main Teaching Subject	Year	No. of Hours per week																		Teaching Hours per week/ periods	Teachers Overall Tfs Req.	Tfs. Gap	Observati ons																		
		Lower Pry						Upper Pry						LSS		MSS		HSS																							
		PP		1		2		3		4		5		6		7		8						9		10		XI Arts	XI Com	XI Sci	XII Arts	XII Com	XII Sci	Total							
		H	T	H	T	H	T	H	T	H	T	H	T	H	T	H	T	H	T					H	T	H	T	H	T	H	T	H	T								
General(PP-VI)	Current	20	40	25	70	25	88	25	88	23	68	23	91	23	70													515	618	5	29	-24									
	Next	20	60	23	70	29	88	29	88	23	68	23	91	23	69													534	641	6	30	-24									
Dzongkha	Current									6	18	6	24	5	16	5	9	5	9	5	14	5	14	4	13	4	8	4	13	4	8	4	4	4	13	163	196	5	9	-4	
	Next									6	18	6	24	5	16	5	9	5	9	5	14	5	14	4	13	4	8	4	13	4	8	4	4	4	13	163	196	5	9	-4	
English	Current																5	9	5	9	4	12	4	12	5	15	5	10	5	15	5	10	5	5	5	15	113	135		6	-6
	Next																5	9	5	9	4	12	4	12	5	15	5	10	5	15	5	10	5	5	5	15	113	135		6	-6
Maths	Current																	5	9	5	9	4	12	4	12			4	13					4	13	68	81		4	-4	
	Next																	5	9	5	9	4	12	4	12			4	13					4	13	68	81		4	-4	
Science	Current																	7	13	7	13															27	32		1	-1	
	Next																	7	13	7	13															27	32		1	-1	
ICT Literacy	Current																				1	2	1	3	1	2	1	1	1	2	1	2			13	16		1	-1		
	Next																				1	2	1	3	1	2	1	1	1	2	1	2			13	16		1	-1		
History/Civics	Current																																			44	52		2	-2	
	Next																																			43	51		2	-2	
Geography	Current																																		43	51		2	-2		
	Next																																		43	51		2	-2		
Physics	Current																																		43	51		2	-2		
	Next																																		43	51		2	-2		
Chemistry	Current																																		43	51		2	-2		
	Next																																		43	51		2	-2		
Biology	Current																																		43	51		2	-2		
	Next																																		43	51		2	-2		

Details of Teachers in school with focus on Compulsory Subject

Information of Teachers Currently in School (Please read the instructions/notes in the comment box)

Annexure 2

Sl.No	Name of the Teachers currently in school (includes regular and contract) Note: Existing Teachers exclude Teacher on EOL, Study Leave, Volunteers & Deputation/ sEconomicsndment but include all existing contract Teachers	EID No. (mention CID No. if there is no EID)	Position Title	Type of Service (Regular/ B.Ed Contract / Expatriate/ NCT/ CBT)	School (Name only)	Level of School (ECR, PS, LSS, MSS, HSS, Central School)	Name of Dzongkhag/ Thromde	Professional Qualification (PhD, Master in (Name the field), PGDE/ PGCE, B.Ed(S/P), PTC/ZTC)		Choose one Subject from the electives (which is comfortable to Tr. concerned) for the purpose of Teacher projection by subject
								Initial qualification	Current qualification	
1	Choki Dukpa	8104017	Principal I	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	M.Ed	General
2	Namgay Zam	9108064	V.Principal I	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	M.Ed	General
3	Dechen Tshomo	9602127	V.Principal II	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	M.Ed St	General
4	Sangay Zam Tshering	8103019	Sr.Tr-II	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	PTC	General
5	Karma Leki	8304014	Sr.Tr-II	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	B.Ed (Pry)	General
6	Geeta Chhetri	8311003	Tr-I	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	PTC	General
7	Yangzome	8403020	Sr.Tr-II	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	Adv. Diploma in EVS	General
8	Karma Wangmo	9208041	Tr-II	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	B.Ed (Pry)	General
9	Tashi Pem	9607100	Tr-I	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	PTC	General
10	Deki Gyalmo	9707154	Tr-II	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	PTC	General
11	Tshering Choden	2008173	Tr-II	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	PTC	General
12	Yangzom	2107389	Tr-II	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	PTC	General
13	Kalpana Rai	2107304	Tr-II	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	PTC	General
14	Tshewang Pelden	2107253	Tr-II	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	PTC	General
15	Kinley Sithup	200201194	Tr-II	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	PTC	General
16	Srijana Pradhan	200301229	Tr-III	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	PTC	General
17	Chunu Pradhan	200401435	Tr-II	Regular	Jigme Losel	PS	Thimphu Thromde	PTC	PTC	General
18	Tshering Lham	200501352	Tr-I	Regular	Jigme Losel	PS	Thimphu Thromde	B.Ed (Pry)	B.Ed (Pry)	General
19	Tandin Wangmo	200501291	Tr-I	Regular	Jigme Losel	PS	Thimphu Thromde	B.Ed (Dzo)	B.Ed (Dzo)	Dzongkha
20	Sonam Peldon	20130101839	Tr-III	Regular	Jigme Losel	PS	Thimphu Thromde	PGDE	PGDE	English
21	Tshering Pelden	200601296	Tr-II	Regular	Jigme Losel	PS	Thimphu Thromde	B.Ed (Pry)	B.Ed (Pry)	General
22	Kinley Yangdon	201202198	Tr-III	Regular	Jigme Losel	PS	Thimphu Thromde	B.Ed (Pry)	B.Ed (Pry)	General
23	Tandin Wangchuk	2001101342	Tr-II	Regular	Jigme Losel	PS	Thimphu Thromde	B.Ed (Pry)	B.Ed (Pry)	General
24	Ugyen Pem	2008204	Tr-II	Regular	Jigme Losel	PS	Thimphu Thromde	ZTC	ZTC	Dzongkha

Consolidation of Teachers Gap by Dzongkhag/Thomde

Name of School with Level	Year	School A			School B			School C			School D			School E			School F			School G			School H			School I			School J			Overall Dzongkhag/Thomde		
		Existing Teachers	Overall Trs Req.	Trs. Gap	Existing Teachers	Overall Trs Req.	Trs. Gap	Existing Teachers	Overall Trs Req.	Trs. Gap	Existing Teachers	Overall Trs Req.	Trs. Gap	Existing Teachers	Overall Trs Req.	Trs. Gap	Existing Teachers	Overall Trs Req.	Trs. Gap	Existing Teachers	Overall Trs Req.	Trs. Gap	Existing Teachers	Overall Trs Req.	Trs. Gap	Existing Teachers	Overall Trs Req.	Trs. Gap	Existing Teachers	Overall Trs Req.	Trs. Gap	Existing Teachers	Overall Trs Req.	Trs. Gap
General(PP-VI)	Current	29	-24												###	###	###	###	###	###											###	###	###	
	Next	6	30	-24	###	###	###									###	###	###	###	###	###									###	###	###		
Dzongkha	Current	5	9	-4	###	###	###									###	###	###	###	###	###									###	###	###		
	Next	5	9	-4	###	###	###									###	###	###	###	###	###									###	###	###		
English	Current	0	6	-6	###	###	###									###	###	###	###	###	###									###	###	###		
	Next	0	6	-6	###	###	###									###	###	###	###	###	###									###	###	###		
Maths	Current	0	4	-4	###	###	###									###	###	###	###	###	###									###	###	###		
	Next	0	4	-4	###	###	###									###	###	###	###	###	###									###	###	###		
Science	Current	0	1	-1	###	###	###									###	###	###	###	###	###									###	###	###		
	Next	0	1	-1	###	###	###									###	###	###	###	###	###									###	###	###		
ICT Literacy	Current	0	1	-1	###	###	###									###	###	###	###	###	###									###	###	###		
	Next	0	1	-1	###	###	###									###	###	###	###	###	###									###	###	###		
History/Civics	Current	0	2	-2	###	###	###									###	###	###	###	###	###									###	###	###		
	Next	0	2	-2	###	###	###									###	###	###	###	###	###									###	###	###		
Geography	Current	0	2	-2	###	###	###									###	###	###	###	###	###									###	###	###		
	Next	0	2	-2	###	###	###									###	###	###	###	###	###									###	###	###		

Workshop Schedule

Sl#	Dzongkhag	
1	Workshop for Thimphu and Thimphu Thromde principals	31 st Aug. – 1 st Sep 2016
2	Workshop for Punakha & Gasa	5-6 September
3	Workshop for Wangdue principals	7-8 September
4	Workshop for Dagana	10-11 September
5	Workshop for Tsirang	13-14 September
6	Workshop for Zhemgang	16-17 September
7	Workshop for Sarpang/Gelephu	19-20 September
8	Workshop for Haa	22-23 September
9	Workshop for Paro	30 Sep- 1 October
10	Workshop for Phuntsholing/Chukha	3-4 October
11	Workshop for S/Jongkhar and S/jongkhar thromde	6-7 October
12	Workshop for Pemagatsel	9-10 October
13	Workshop for samtse	14-15 October
14	Workshop for Trongsa	8-9 October
15	Workshop for Bumthang	11-12 October
16	Workshop for Lhuntse	14-15 October
17	Workshop for Mongar	17-18 October
18	Workshop for Yangtse	20-21 October
19	Workshop for Trashigang	20-21 October

Tashi Delek