

No.A.21011/3/2023-DSE (Estt.)
GOVERNMENT OF MIZORAM
DIRECTORATE OF SCHOOL EDUCATION

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Dated Aizawl, the 17th August, 2023

CIRCULAR

In pursuance of this Directorate's Circular No.A.21011/1/2022-DSE (Estt) dated the 25th March, 2022 and to maintain uniformity regarding recruitment of staff in Grants-in-aid School (Adhoc Aided/Deficit), proposal for filling up of vacant post shall be submitted to concerned DEO/SDEO in the enclosed prescribed format for further submission to Director of School Education.

Proposal submitted without the prescribed format and necessary enclosures shall not be entertained.

This circular supersede this Department's Circular No.F.21011/3/2023-DSE(Estt) dated the 28th March, 2023.

Encl: As above

LALSANGLIANA

Director

School Education

Mizoram : Aizawl

Memo No.A.21011/3/2023-DSE (Estt.) : Dated Aizawl, the 17th August, 2023

Copy to:

1. Under Secretary, School Education Department for information.
2. All officers of this Directorate for information.
3. All DEOs and SDEOs with a request to disseminate the circular to all GIA schools (Adhoc Aided/ Deficit) under their respective jurisdiction.
4. Dealing Assistant concerned of this Directorate for information and necessary action

Director

School Education

Mizoram: Aizawl

**FORMAT OF SUBMISSION OF PROPOSAL FOR FILLING UP OF
VACANT POST UNDER GOVT.AIDED SCHOOLS (Adhoc GIA/Deficit)**

1.	NAME OF SCHOOL	
2.	STATUS OF SCHOOL (DEFICIT/ADHOC)	
3.	NAME OF POST PROPOSED TO BE FILLED UP	
4.	NUMBER OF VACANT POST TO BE FILLED UP	
5.	REASONS OF VACANCY (Proof of documents to be enclosed)*	
6.	NUMBER OF EXISTING STAFF (Existing incumbency list to be enclosed)	

*Note: In case the reason of vacancy is due to the staff being appointed to another post within the same school, both the Letter of Resignation from the previous post and the Letter of Appointment to the new post must be enclosed.

EXISTING INCUMBENCY LIST (Tables may be added as per requirement)

Sl.No.	NAME	DESIGNATION	DATE OF BIRTH	DATE OF ENTRY

*Note: Only the Incumbents(Teaching & Non-teaching) who received salary from GIA from the Government shall be furnished.

Signature of the Chairman/Secretary
School Managing Committee