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**Eligibility Test for Head Teachers  
in Elementary Schools**

Government of Gujarat  
Education Department  
Revised Resolution No.PRE-1111-2834-K,  
Sachivalaya, Gandhinagar.  
Dt.18/01/2012

**Read:**

- (1) The Right of Children to Free and Compulsory Education Act., 2009
- (2) Resolution No: PRE/112010/2507-K, Dated 22-6-2011 of Education Department.
- (3) Notification No.GS/ATS/2- PRE/1111/Single file-3K, Dated 18/01/2012 of Education Department.

**Resolution :-**

Primary schools in the preamble (1) Right of Children to Free and Compulsory Education Act section- 19 and schedule 01 head teacher position came into existence as per preamble (2) approved a resolution from the mentioned education department. As per Education Department notification No.PRI/1111/Single File/3/K, date 18/1/2012 the recruitment rules for the post of head teacher is approved. Preambles (3) of the Statute of the provision school teachers are entitled for head teacher who have passed Head Teacher Eligibility Test.

Planning, management and implementation matter of Head Teacher Eligibility Test was under was under active consideration by the State Government. After putting lots of focus on it, following parameter has been defined for Head teacher for Eligibility test.

Head Teacher Eligibility Test has been organize by State Examination Board, Gandhinagar

**1. Eligibility of the candidate**

- (K) Predefine education qualification requirement for Head Teacher and other provisions / conditions are prepared by the Education department.

## 2. Structure and content of Head Teacher Eligibility Test.

(K). All questions of Head Teacher Eligibility Test shall be objective type with multiple choice questions (MCQ's). Each question shall be of one mark. There shall be four options in the answer, out of which one correct option is to be identified. The procedure of the Examination shall be decided by State Examination Board, Gandhinagar.

(Kh) Head Teacher Eligibility Test shall be no negative marking in evaluation of these tests. The State Examination Board shall develop the question paper in full confidential way by involving the best experienced subject experts who have the proper subject eligibility. A separate booklet and notification consisting of the rules and regulations, guidelines, instructions related to the HAT shall be developed and circulated by the State Examination Board.

## 3. Examination Fee:

Time to time the State Examination Board shall decide the examination fee.

## 4. Teacher Eligibility Test / Examination

For promotion or direct recruitment as primary school head teacher in Gujarat State following examination will be conducted by the State.

I. For promotion or direct recruitment as primary school head teacher this examination has to be clear / pass.

(K) Different objective type total 150 questions and duration is 120 minutes, each question carries 1 (one) mark.

(Kh) Head Teacher Eligibility Test will be conducted in two sections; each section carries questions of 75 marks.

(g) All the section and questions of Head Teacher Eligibility Test are compulsory.

There is only one paper for two separate sections.

## II. Section –I

(75 – Marks)

Three sub-sections in section-1 are decided for Head Teacher Eligibility Test.

(K) **General Knowledge questions:**

- Constitution of India, the fundamental rights and duties
- Politics, the governing system / mechanisms (State and Central), Trends and Structure

- Mathematic, History, Geography, Science and Technology, Environment
- Sports & Games
- Music and Art
- Right to Information Act- 2005 (RTI)
- The Right of children to Free and Compulsory Education Act. 2009 (RTE).
- Great Personalities (country), Current affairs and Related Issues.

**(Kh) Administrative Management**

- Structure, function and office work of Government of Gujarat, Education Department as well as inter-relationships (Gujarat Secondary and Higher Secondary Education Board, Gujarat State Council of Educational Research and Training, Gujarat State Board of School Textbooks, Gujarat State Examination Board, Gujarat State Educational Technology Center, District Education Committee, Nagar Shikshan Samiti, District Education Office)
- Gujarat Primary Education Act – 1947
- Gujarat Primary Education Rules – 1949
- Gujarat Educational Institute (Regulation) Act - 1984
- Gujarat Educational Institute (Pre-Primary and Primary Teacher Training College) Rules–1984
- National Council for Teacher Education Act-1993.
- Education Heads and Education Policy, New trends in education, Education reform and initiatives (state and central level)
- National Curriculum Discussion – 2005
- Structure and functions of the State and National Organization's working in Education Sector. (NCERT, NUEPA, NCTE, CBSE)
- Teaching skills, The use of technology in education
- Skills to bring innovation in education
- Mental Health of Principal
- Knowledge and implementation of innovative teaching techniques
- Operative Research
- Continuous and Comprehensive Evaluation
- School Management Committee and all things related to it
- Leadership in school
- Basic principles of school administration
- Operational functionalities & duties

- Inspiration, data analysis and interpretation
- Leadership qualities
- (G) Methodology and Education Psychology
  - Reasoning ability & logical reasoning with data interpretation

### III. Section - 2

(75-Marks)

This section includes all the questions based on standard 1 to 8 curriculum of primary school and its toughness value and is relation based on secondary education (Standard 7 and 10), but every subject does not have a same weighted equally.

#### 5. Selection criteria for Head Teacher eligibility Test:

- (K) As per passing criteria for Head Teachers Eligibility Test minimum 50 percent marks in each section and minimum 60 percent marks in both section is necessary to obtained.
  - (Kh) The candidates belonging to SC/ST/OBC and PWD (Person with disability) categories shall have to pass the examination by scoring minimum 55% of marks.
6. Passing this test for institute run by Local body (District / Nagar Shikshan Samiti) and Government Aided is compulsory.
7. (K) The validity period of Head Teacher Eligibility Test certificate shall be of 5 years. No attempts are decided to appear in the examination. The candidate can appear as many times attempt the exams to improve qualitative improvement in his/her score, but the marks secured in the last attempt shall be considered during the recruitment.
- (kh) To become a Head Teachers by promotion to pass Head Teacher Eligibility Test for ones, here five year duration of validity will not be applicable.
8. The State Examination Board, Gandhinagar shall award certificate to all successful candidates. The certificate shall contain the name and address, Name and Address of the examination center and code number, Candidates Date of Birth, Numbers of attempts, Year and Month of the examination, marks obtained in to different section and percentage will be printed on it.

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9. Application form submission for the head teacher eligibility test will be asked by Gujarat State Examination Board and if they find any information asked in it will be hide or find wrong then Chairman of Gujarat State Examination Board have right to take decision on the cancelation of the candidate's application.

By order and in the name of the Governor of Gujarat.

Sd/-  
( S. B. Garasia )  
Deputy Secretary (Primary Education),  
Education Department,  
Government of Gujarat

To

- Principal Secretary to the Hon. Governor, Rajbhavan, Gandhinagar.
- The Secretary to Hon. Chief Minister, Gandhinagar.
- The Personal Secretaries to all Hon. Ministers / Ministers of State / Hon. Parliamentary Secretaries, Sachivalaya, Gandhinagar.
- The Personal Secretary to Principal Secretary (Education), Sachivalaya, Gandhinagar
- The Personal Secretary to the Secretary (Primary Education), Sachivalaya, Gandhinaga.
- All Departments of Secretariat, Gandhinagar.
- Commissioner, Mid Day Meal and Schools, Gujarat State, Gandhinagar
- Director, Primary Education, Gujarat State, Gandhinagar.
- State Project Director, Sarva Shiksha Abhiyan, Sector-17, Gandhinagar
- Director, Continuing Education, Gujarat State, Gandhinagar
- Director, GCERT, Gujarat State, Gandhinagar
- Director, Gujarat State Board of School Textbooks, Gandhinagar
- Secretary, Gujarat Secondary and Higher Secondary Education Board, Gujarat State, Gandhinagar
- All Municipal Commissioners
- All District Development Officers
- All District Primary Education Officers / Education Officers
- All Administrative Officers, Municipal Corporations, Municipalities and Nagar Panchayat
- Accountant General, Rajkot / Ahmedabad
- Pay and Accounts Officer, Ahmedabad / Gandhinagar
- All District Treasury Officers
- The Examiner, Local Fund Accounts, Gujarat State, Gandhinagar.
- Director of Information, Gujarat State, Gandhinagar. For publication in prominent Daily Newspapers of State.
- All Officer in Education Department
- All Branches in Education Department
- Computer Cell, Education Department, Secretariat, Gandhinagar (To put Online)
- Select file / Deputy Section Officer, Select file, K – Branch.

Through Director,  
Primary Education