

**ANDHRA PRADESH RESIDENTIAL
EDUCATIONAL INSTITUTIONS
SOCIETY**



**NOTIFICATION
OF
ANDHRA PRADESH EDUCATIONAL
EMPOWERMENT FELLOWSHIP**

1) Introduction:

Government of Andhra Pradesh has laid huge emphasis on providing quality education to every student in the state. The Government has taken various pioneering steps like Mana badi Nadu Nedu, Jagananna Vidya Kanuka, Jagananna Gorumudda, Vidya Deevana, Ammavodi etc., to ensure that no student is deprived of opportunity to get quality education. All these initiatives have enhanced the expectations of the citizens of Andhra Pradesh tremendously. It is a stupendous task to meet these expectations with the existing structures and processes in the department. Hence there is a need to bring in new systems and processes. Introduction of fellowships is one such initiative.

2) Scope:

Based on the experience of the fellowships in other departments, fellowships are available in the following area of operation

- 1) School operations – Academic, English Proficiency, Capacity building.
- 2) School operations – Non-Academic, Infrastructure, Legal.
- 3) Health & Hygiene, Food & Nutrition, Climate change related issues
- 4) Vocational Education & career guidance, Sports & Cultural Activities, Gender Sensitivity and Adolescent Issues
- 5) IT & ITeS

3) Roles and Responsibilities of Fellows:

- a) Analyze the gaps and redundancies, if any, in the processes / implementation.
- b) Formulate necessary practical interventions leading the system to achieve the stated outcomes through a combination of the following, amongst other approaches:
- c) Research on best practices
- d) Stakeholder consultation
- e) Developing innovative practices

- f) Identifying convergence models with other programs.
- g) Assessing incentives of the implementing personnel vis-à-vis the outcomes.
- h) Leveraging competitive spirit amongst different institutions
- i) Document "as-is" & "to-be" models and learnings from time to time.
- j) Collaborate & Coordinate with all internal/external stakeholders for collating, managing and disseminating relevant knowledge.
- k) Prepare and present reports on the policies and programs implemented.
- l) Perform any special work or duty which may be entrusted to them.

4) Eligibility Criteria:

- a) Masters from premier institutions such as IIT`s, IIMs etc., along with minimum 1 year experience.
- b) At least 60% marks in both Under Graduation and Post-Graduation.
- c) The prospective fellow shall be between 20 and 30 years of age as on date of notification for recruitment.
- d) Passion for education, empathy towards downtrodden children, willingness to work hard and ability to learn quickly and pro active attitude are non negotiable requisites.
- e) Candidate is expected to be a very good team player as he/she has to work in collaboration with various stakeholders including co-fellows.
- f) In case of passionate and capable candidates, the Principal Secretary, Department of School Education, can relax any of the above conditions.

5) Method of Engagement:

Applicants are expected to write essays on given topics as part of the application. Applications will be screened based on academic qualifications, relevant experience and clarity of thought, understanding of the subject and ability to find solutions to the problems as manifested in the essays. Such shortlisted candidates shall be interviewed by the Board of three members headed by Principal Secretary, Department of School Education and includes Secretary, APREIS and another officer nominated by the Principal Secretary, Department of School Education. Principal Secretary, Department of School Education, will be the appointing authority.

6) Probation:

The Fellows shall be on probation for a period of three (3) months from the date of their joining the fellowship. Secretary, APREIS has the right to extend the period of probation, if the performance of the fellow is not satisfactory during the period of probation. If the performance is not satisfactory even after such extension, the fellow will be discharged from the service unconditionally.

7) Stipend and Other Provisions:

The stipend, not more than Rs. 1,00,000/- per month, shall be modulated based on the candidate's graduating institution, experience, previous emoluments, if any and their performance in personal interview .

The Fellow will be provided a laptop and a charger for their use during the tenure of the Fellowship. The same shall be returned to APREIS upon termination or resignation from the service.

8) Performance Appraisal:

All Fellows shall submit daily log, monthly performance report in electronic form as prescribed by the Secretary.

The Secretary, APREIS will assign a rating of 5 for each of the fellows for every 3 months and furnish the same to the Principal Secretary, Department of School Education. Performance less than 1 will result in automatic termination of engagement.

An annual performance appraisal will be performed by the Secretary, APREIS, based on average of Quarterly performance.

Based on annual performance evaluation, the Principal Secretary, Department of School Education, may consider further continuation of engagement for the concerned fellow. However the fellowship cannot be extended beyond total period of two years.

9) Travelling, Boarding & Lodging Charges:

The fellows will be required to travel extensively. Boarding and lodging inside Andhra Pradesh will be provided in the premises of the nearest AP Residential school. Reimbursements based on actuals will be provided for travel costs up to a maximum of 2nd AC train fair

In case of emergency, fellows are entitled to utilize flight which will be reimbursed with an Economy class air-fare. Prior approval of the Secretary, APREIS should be taken before commencing this journey.

Daily allowance of ₹ 600 per day will be provided for travel outside the state.

Actual Conveyance charges will be reimbursed for both within and outside the state during the tours/visits.

All overnight journeys are to be performed by train/super luxury bus restricted to actuals or 2nd AC train fare whichever is less, if the facility is available. With the prior permission of the Secretary private taxi / self-driven car can be engaged for journeys. In such case all the transport allowance rules as are applicable to Assistant Secretary in Government of Andhra Pradesh will be applicable.

Boarding and Lodging outside Andhra Pradesh will be reimbursed (based on actuals, submission of original bills) subject to maximum of ₹5,000 per day – Boarding and lodging included.

10) Leaves:

- a) Casual Leave - The Fellows are entitled to casual leave for a maximum of 20 days in a year. Casual leave requires written/email/SMS/Whatsapp message consent from the Secretary, APREIS, at least 1 (one) day prior to the start date of the required leave.
- b) Sick/Emergency Leave – The Fellows are entitled to paid sick leave for a maximum of 10 days in a year. Sick/Emergency Leave requires written/email/SMS/Whatsapp message consent from the Secretary, APREIS.
- c) Unpaid Leave - The Fellows may take unpaid (i.e. days for which remuneration shall not be paid) leave for a maximum of 30 days in a year, if adequately justified.
- d) Unpaid Leave requires written/email consent from the Secretary, APREIS, at least 1 week prior to the start date of the required leave.
- e) Saturday is working day for fellows. All public holidays are applicable but fellows should be available and be able to work at convenience during public holidays also, in case of any requirement.

- f) No fellow is permitted to leave the head quarter without permission of the Secretary, APREIS.

11) Termination:

- a) The Fellows under the APEEF program shall be terminated with immediate effect on the following grounds:
- b) If the fellow is absent from duty for more than a week without approval the Secretary, APREIS.
- c) If it comes to be known at any stage that a candidate has secured the Fellowship by misrepresenting or suppressing any material fact or information having a bearing on such selection.
- d) If the Secretary, APREIS observed that the fellows on probation have not scored at least 3 out of 5 rating points.
- e) If the Fellow is found to be engaged in any paid role outside of the engagement.
- f) If the Fellow is found responsible for any act of indiscipline or misconduct or of moral turpitude, or found to be involved in unruly behavior, or found to have been undertaking or participating in undesirable activities, or found on unauthorized absence or found to the damaging the interests of the organization either directly or indirectly.
- g) If the Fellow gives one month notice for pre-mature termination of his or her engagement, their engagement maybe terminated upon the one-month notice period. Subject to satisfactory knowledge transfer, the remuneration will be paid for the notice period.
- h) In all cases of termination of Fellowship except in case of pre-mature termination at the request of Fellow, the grounds of termination shall be communicated to the Fellow in writing and the decision may be taken after affording the Fellow an opportunity of being heard.