

## **RECRUITMENT POLICY FOR CA / ACCA DISCIPLINES TEACHING ASSISTANT (TA) / TEACHER ON TRAINING (TOT)**

### **Selection:**

- a) All or maximum of the selection of TAs, shall be made at the start of a session as per planning requirements of the management.
- b) Probation period will be of three months, and it is extendable up to further three months, after which a TA is expected to be promoted to a TOT.

### **Eligibility Criteria – (TA) In Order of Preference:**

- **ACCA - Skills Level Cleared**
- **CMA - Inter Cleared**
- **CAF - Part One Qualified**
- **BS/BBA/B.Com - (16 yrs Of Edu)**

### **Initial Stipend:**

- **Rs 25,000 p.m.**
- **50 % waiver in SKANS Tuition Fee**

### **Job Description of Teaching Assistant:**

Teacher Assistant (TA) will be responsible for: -

- Teaching those students who will be referred by the subject teacher(s) individually or in the form of a group. No student will be entertained without prior permission of the Subject Teacher.
- Full record of the student(s) entertained, as above, will be kept by the TA on prescribed form and submitted to the TA In charge on weekly basis.
- Assisting in scheduling, preparing, conducting and marking of class tests.
- Assisting in the preparation of student's evaluation report under guidance of the Subject Teacher. Ensuring provision of students' reports to the Course Coordinators.
- Checking/marking students' class/home assignments given by the Subject Teacher.
- Co-coordinating with the Subject Teacher to make available relevant study material for each class.

- Assisting subject teacher, as and when required, in the class room.
- Assisting subject teacher in conducting practice and revision classes.
- Attending regular, as well as revision classes along with the class teacher.
- Any other matter specifically assigned by the management.

### **Eligibility Criteria & Remunerations (TOT) - In Order of Preference:**

#### **Qualifications:**

<b>QUALIFICATIONS</b>	<b>REMUNERATIONS (WITH RELEVANT EXPERIENCE)</b>	<b>REMUNERATIONS (WITHOUT RELEVANT EXPERIENCE)</b>
<b>CA Qualified</b>	<b>Negotiable</b>	<b>Rs 80,000 – Rs 100,000</b>
<b>ACMA/ACCA Qualified</b>	<b>Rs 65,000</b>	<b>Rs 55,000</b>
<b>CA Finalist (With Articles)</b>	<b>Rs 60,000</b>	<b>Rs 50,000</b>
<b>M.Com/MS/MBA/M-Phil or Equivalent</b>	<b>Rs 55,000</b>	<b>Rs 45,000</b>
<b>CA-Inter/ICMA-Finalist (Strategic level-2 remaining) / ACCA Finalist (2papers remaining)</b>	<b>Rs 50,000 (At least 1 year experience)</b>	<b>Rs 40,000</b>

- **Plus 50 % waiver in SKANS Tuition Fee**

## **Career Development TOT / TA:**

- Teacher on Training (TOT) may be promoted to the status of permanent faculty member and Teacher Assistant (TA) may be promoted to the status of TOT subject to recommendation of the management & approval by the CEO.

## **Leaves:**

- During probation period all leaves are unpaid and leaves are never be appreciated. After completion of probation (for TOT) normal employment terms will be applicable.

## **Feed Back and Performance Evaluation:**

- TA/TOT will be, primarily evaluated on the basis of his/her studies and tasks and targets (JD's) assigned to him/her.
- TA/TOT's supervisor will get a monthly report from the subject teacher, on their performance.
- Supervisor will hold a formal monthly presentation (lecture deliver) of the TA/ TOT.
- Supervisor will provide monthly feedback on the performance of the TA/ TOT to Senior Management.
- The supervisor will discuss the Management's feedback with TA/TOT & Evaluation Report to be placed in TA/TOT's personal file.

## **Systems' Orientation:**

Apart from teaching the relevant subjects during training period, all TA's/ TOT's must serve at least 15 days initially in the R & D & Internal Testing Department. This will help one to orient himself / herself about academic system to be followed during his / her stay with the organization. The continuity/ conversion of probation into regular employment is subject to successful completion as reported by the relevant departments.

## **Studies and Exam Leaves:**

TA/TOT will be allowed seven (7) days paid leaves (Inclusive Of Exam's Days).

## **Timing:**

TA/TOT shall follow office timings as fixed by the management.