

Syllabus for Head Master of Junior High School / Secondary School.

Paper	Subject	Marks	Time	Syllabus
Paper I	General English	50 marks	1 Hr	Comprehension , Grammar and Composition
Paper II	General Knowledge	50 marks	1 Hr	Current events of State, National & International importance
Paper III	General Paper	300 marks	3 Hrs	(i) (a) School administration/Preparation of school plan/budgeting. (b)Sikkim Government Servant Discipline and Appeal Rules and Leave Rules. (ii) Duties and responsibilities as school head. (iii) Right of Children to Free and Compulsory Education Act, 2009. (iv) Mid Day Meal (v) Sharva Sikshya Avhiyan /Rastriya Madhyamik Sikshya Avhiyan (vi) Other Important Schemes and programmes of HRDD. (vii) HCM Merit Scholarship Schemes. (viii) Sikkim Government Service Establishment Rules 1974. (ix) Sikkim Government Service Conduct Rules, 1985. (x) Problem and Practices of Class Room Teaching. (xi) Methodology and fundamentals of Teaching and Evaluation.
Viva	50 marks			

Syllabus for Head Master of Primary School (HRDD).

Paper	Subject	Marks	Time	Syllabus
Paper I	General English	50 marks	1 Hr	Comprehension , Grammar and Composition
Paper II	General Knowledge	50 marks	1 Hr	Current events of State & National importance
Paper III	General Paper	300 marks	3 Hrs	(i) Methodology of teaching (Activity based learning). (ii) Sarva Shaikshya Avyian . (iii) Right of Children to Free and Compulsory Education Act, 2009. (iv) Mid Day Meal (v) Duties and responsibilities as primary school head. (vi) Sikkim Government Servant Discipline and Appeal Rules & Leave Rules 1985 (vii) Sikkim Government Service Establishment Rules 1974. (viii) Sikkim Government Service Conduct Rules, 1981. (ix) Other Important Schemes and programmes of HRDD/ HCM Merit Scholarship Schemes.
Viva	50 marks			