**OFFICE OF THE DIRECTOR: HUMAN RESOURCE DEVELOPMENT**  
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**CHECKLIST FOR APPOINTMENTS OF EAS AND GSAS**

|  |  |  |  |
| --- | --- | --- | --- |
| DETAILS | | | |
| Name of school |  | | |
| EMIS Number |  | | |
| Principal of the School |  | | |
| Circuit Name |  | | |
| VERIFICATION | School Admin signature | Principal Signature | Circuit Manager |
| Did the School Adhere to the allocation as per the allocation letter? |  |  |  |
| Are there appointment letters of the panel? |  |  |  |
| Did the School adhere to the recruitment guidelines? |  |  |  |
| Do the score sheets conform to the Framework? |  |  |  |
| Do the recommended candidates meet the requirements as per the framework? |  |  |  |

**COMPILER**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCHOOL ADMIN DATE**

**RECOMMENDED / NOT RECOMMENDED**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRINCIPAL DATE**

**APPOINTMENT SUPPORTED / NOT SUPPORTED**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CIRCUIT MANAGER DATE**