

Ministry of Education
Department of Youth and Sports
Games and Sports Division

Guidelines for recruitment and training of the School Sports Instructors (SSIs) for effective service delivery

1. The minimum qualification for requirement of SSI is class XII (passed) and Diploma in Sports Coaching or relevant studies.
2. Initial recruitment of SSIs to be done by the Games and Sports Division (GSD) in collaboration with Human Resource and Management Division (HRMD) of the Ministry of Education as per the RCSC's rules.
3. The GSD to organize mandatory Pre-Service Training for the selected SSIs before posting to Dzongkhag/Thromde to provide basic sports training, brief on policies, code of conduct, roles & responsibilities, educate on preparing & maintaining of Annual Plans and Daily Log of Activities.
4. The GSD, DYS in consultation with the HRDM, MoE will deploy the trained SSIs to Dzongkhags and Thromdes for appropriate placement to schools.
5. The School Administration must ensure that the SSI perform their actual duty as per the roles and responsibilities circulated by the GSD, DYS.
6. Intra-Dzongkhag/Thromde transfer of SSIs to be carried out by the concerned Dzongkhag/Thromde Administrations with intimation to the GSD, DYS.
7. In accordance to the School Annual Calendar, all SSIs must prepare the **Annual Action Plan** and **retain a copy with the School management in the beginning of each academic session.**
8. The SSIs must prepare the Daily Log of Activities for a week in advance in line with the Action Plan and ensure implementation. The School Management must then verify the Daily Log of Activities on weekly basis to ascertain the planned activities are implemented. **The Action Plan and Daily Log of Activities should be maintained in hard copies.**
9. The respective school management must monitor the performance of the SSI on regular basis and accordingly carry out the Annual Performance Evaluation (APE) as required.
10. The outcome of the APE and later with the Proficiency Test will determine to extend or discontinue the service of the SSIs. The extension will be done by the HRMD & GSD upon submission of the required forms by the concerned school through the Dzongkhag/Thromde Administration. The final approval will be accorded by the RCSC.
11. To make effective use of the SSIs and also to maintain their professional profiles, Schools/Dzongkhags/Thromdes should seek approval of the Ministry of Education through the DYS to take part in any seminars, trainings or workshops organized by other agencies.
12. Refresher courses for SSIs will be organized by the GSD, DYS in collaboration with the relevant agencies and invitation will be sent to Dzongkhags/Thromdes for proper nomination.
13. In the larger interest of the students, the GSD, DYS will strongly discourage to relieve the SSIs from schools during the academic sessions. However, where possible, the GSD will support participation by SSIs in sports related courses during summer or winter holidays.

14. The SSIs will be encouraged to specialize in not more than two sports. However, all SSIs will be encouraged and facilitated to learn the basic of all sports and related subject matters.